

RUN DESCRIPTION

POSITION:	Registrar – Public Health Medicine
DEPARTMENT:	Institute for Innovation and Improvement (i ³)
PLACE OF WORK:	i ³ Building, North Shore Hospital campus
RESPONSIBLE TO:	PHP Research & Innovation
FUNCTIONAL RELATIONSHIPS:	<p>The Registrar will be working as part of the Institute for Innovation and Improvement, Waitemata DHB, and is expected to maintain functional relationships with:</p> <ul style="list-style-type: none"> • The PHP Research & Innovation (supervising consultant) • The i³ Director • Other i³ team members including contract project managers • Other hospital clinicians and staff as applicable to the projects being worked on
PRIMARY OBJECTIVE:	Delivery of agreed project outcomes
RUN RECOGNITION:	Recognised as a training position for the Faculty of Public Health Medicine (RACP) vocational training programme
RUN PERIOD:	Variable. Usually either 6 or 12 months

Section 1: Registrar's Responsibilities

<i>Area</i>	<i>Responsibilities</i>
Project Duties	<ul style="list-style-type: none"> • Under the supervision of the Trainer, complete project tasks as identified in the relevant project planning document (Tp4)
Service Work	<ul style="list-style-type: none"> • Attend the weekly team meeting • Attend and participate in the bi-weekly Learning Forum • Provide advice/assistance to other team members in areas of expertise

Section 2: Training and Education

<i>Nature</i>	<i>Details</i>
Protected Time	<p>The Registrar will attend monthly the:</p> <ul style="list-style-type: none"> • Regional Training Days (usually Tuesdays) • Registrar-organised Training Days (usually Tuesdays) • National Training Days as notified by the Faculty
Training and Development of Other Staff	<ul style="list-style-type: none"> • The Registrar will assist/participate as appropriate with training programmes and department seminars.

<i>Nature</i>	<i>Details</i>
Study Leave	<ul style="list-style-type: none"> As provided for in the MECA

Section 3: Roster

<i>Hours of Work</i>
<p><u>Ordinary hours of work:</u></p> <p>08:00 - 16:00 Monday to Friday Ordinary hours</p> <p>There is provision for a small number of additional hours per week to allow for workload – see Section 5.</p>

Section 5: Performance appraisal

<i>Registrar</i>	<i>Service</i>
<ul style="list-style-type: none"> Performance will be assessed by the nominated supervisor. Performance will be assessed and discussed at formal meetings in line with AFPHM guidelines If deficiencies are identified, the Consultant will identify these with the Registrar and together discuss how they may be corrected. The Regional Director of Training (AFPHM) will be available to discuss problems and progress if required 	<ul style="list-style-type: none"> The service will be appraised as part of the Faculty review of placements on the appropriate form (Tp5)

Section 6: Hours and Salary Category

<i>Average Working Hours</i>	<i>Service Commitments</i>
Basic hours (Mon-Fri) 40	
Rostered additional hours (inc. nights, weekends & long days) 0	
All other unrostered hours 0	
Total hours per week 40	

Salary: The salary for this attachment will be as detailed in a Category F run.