

## RUN DESCRIPTION

<b>POSITION:</b>	Registrar
<b>DEPARTMENT:</b>	Paediatrics Subspecialty Reliever
<b>PLACE OF WORK:</b>	Auckland City Hospital
<b>RESPONSIBLE TO:</b>	Clinical Director and Manager, through a nominated Consultant/Physician.
<b>FUNCTIONAL RELATIONSHIPS:</b>	Healthcare consumer, Hospital and community based healthcare workers
<b>PRIMARY OBJECTIVE:</b>	To facilitate the management of patients under the care of the Paediatric Service.
<b>RUN RECOGNITION:</b>	This run is recognised by the Royal Australasian College of Physicians.
<b>RUN PERIOD:</b>	4 months

### Section 1: Registrar's Responsibilities

Area	Responsibilities
<b>Acute Call Responsibility</b>	<ul style="list-style-type: none"> <li>While on acute call the Paediatric Medical Registrar pager is held.</li> <li>The Medical Registrar on acute call is available to advise on children in CED. The decision to admit a child is made by the acute call Medical Registrar</li> <li>If a child is referred to the Medical registrar on acute call from CED and the Registrar feels that admission is not appropriate they will review the child in CED and suggest an alternative plan with the CED staff.</li> <li>On hand over of admissions from the emergency department, full and appropriate clinical notes and the ongoing management are the responsibilities of the medical registrar on acute call.</li> <li>The acute call Medical Registrar will take GP calls for advice and/or admission. They will notify ED if there is concern regarding the severity of the condition of the child.</li> <li>Attend emergency calls alerted to by the acute pager.</li> </ul>
<b>Clinical Responsibility</b>	<ul style="list-style-type: none"> <li>Responsibilities will change from week to week depending to what service the reliever has been assigned that week. This reliever is to primarily cover registrar leave within the respiratory, cardiology and oncology services.</li> <li>When not assigned to a service for relief cover, relievers are expected to work during ordinary hours 0800 – 1700 providing additional cover. Any rostered duties to cover leave which fall outside of ordinary hours will be given with at least 14 days notice. Other duties will be at the discretion of the Relieving Medical registrar.</li> <li>The reliever will take on the responsibilities of the registrar they are covering and include all patients under and referrals to that Paediatric medical service.</li> <li>Daily ward rounds and reviewing the above patients.</li> </ul>

ADHB Paediatric Reliever Registrar Run Description - Effective 12 December 2011

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Area	Responsibilities
	<ul style="list-style-type: none"> <li>• Attend outpatient clinics</li> <li>• Implement management and treatment for the above patients.</li> <li>• Arrange appropriate investigations and ensure follow up of results.</li> <li>• Legible notes are to be written in patients charts on a daily basis and when management changes are made. Entries must be dated, signed and have a legible printed name accompanying the signature.</li> <li>• Weekend plans will be formulated and in place.</li> <li>• Perform required procedures as necessary.</li> <li>• Liase with other staff members, departments and health professionals in the management of patients.</li> <li>• Communicate with patients and their families about their concerns and facilitate their understanding of the medical issues involved.</li> <li>• On discharge ensure appropriate follow up is in place, including written information where appropriate. A written discharge will be completed within a reasonable period of time and forwarded to the appropriate health professionals including the family doctor.</li> </ul> <p>All the above duties will be in conjunction with junior house staff and the consultant responsible for that patient. Where appropriate the registrar will supervise junior staff and help them with problems as needed. The Registrar will discuss with the consultant as needed and over difficult diagnostic or management areas.</p>

## Section 2: Training and Education

There is a minimum of 2 hours per week medical learning, which includes the weekly tutorial and pathology session.

- Registrar Case-based Teaching, Board Room Level 7, Thursday 1500 - 1600
- FRACP part 1 teaching, Level 1 Dept Paediatrics, Thursday 1500-1700

## Section 3: Roster:

<i>Other Resident and Specialist Cover</i>
<p>The Paediatric Sub-Speciality Reliever will relieve the Paediatric Medical Sub-specialty services. This will predominately be in the services of Respiratory, Oncology and Cardiology, however the Reliever will be allocated to relief duties in other specialities as required.</p> <ul style="list-style-type: none"> <li>• Within respiratory and oncology the ordinary hours of work are 0800 – 1700 Monday to Friday. In addition a 1:13 roster operates outside ordinary hours from 1700 – 2230 Monday to Friday and alternating between 0800 – 1300 and 0800 – 2230 at weekends.</li> <li>• In cardiology the ordinary hours of work are 0800 – 1700. In addition the registrars each work until 1900 on two evenings during the week. They work a 1 in 3 weekend ward round in cardiology.</li> <li>• The registrars in the specialty services work Thursday to Saturday nights inclusive on a 1 in 11 roster</li> </ul>

## Section 4: Cover:

<i>Other Resident and Specialist Cover</i>
<ul style="list-style-type: none"> <li>• During summer months, December to April, there are 5 General Paediatric Registrars and 2 House Officers. During the winter months there are 5 General Paediatric Registrars and 3 House Officers.</li> <li>• There are 12 sub-speciality Paediatric Registrars and two advanced trainee posts. There are 5 sub-speciality House Officers. One House Officer is assigned to Neurology, one to Endocrinology/ Renal/Immunology/Rheumatology, one to Gastroenterology/Infectious Diseases, one to Respiratory and one is assigned to Oncology. Child psychiatry and Te Puaruruhau operate without house officers.</li> <li>• The general paediatric pool of registrars provide relief cover for General Paediatrics and the sub specialities on a rotating basis.</li> </ul>

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*Other Resident and Specialist Cover*

## Section 5: Performance appraisal

<i>Registrar</i>	<i>Service</i>
<ul style="list-style-type: none"> <li>• The Registrar will:</li> <li>• At the outset of the run meet with their designated consultant to discuss goals and expectations for the run, review and assessment times, and one on one teaching time</li> <li>• After any assessment that identifies deficiencies, implement a corrective plan of action in consultation with their Consultant;</li> </ul>	<ul style="list-style-type: none"> <li>• The service will provide,</li> <li>• An initial meeting between the Consultant and Registrar to discuss goals and expectations for the run, review and assessment times, and one on one teaching time.</li> <li>• An interim assessment report on the Registrar two <b>(2)</b> months into the run, after discussion between the Registrar and the Consultant responsible for them;</li> <li>• The opportunity to discuss any deficiencies identified during the attachment. The Consultant responsible for the Registrar will bring these to the Registrar's attention, and discuss and implement a plan of action to correct them;</li> <li>• A final assessment report on the Registrar at the end of the run, a copy of which is to be sighted and signed by the Registrar.</li> </ul>

## Section 6: Hours and Salary Category

### Summer Roster

<i>Average Working Hours</i>	<i>Service Commitments</i>								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Basic hours (Mon-Fri)</td> <td style="text-align: right;">45.5</td> </tr> <tr> <td>Rostered additional hours (inc. nights, weekends &amp; long days)</td> <td style="text-align: right;">8.1</td> </tr> <tr> <td>All other unrostered hours</td> <td style="text-align: right;">2.5</td> </tr> <tr> <td>Total hours per week</td> <td style="text-align: right;">56.1</td> </tr> </table>	Basic hours (Mon-Fri)	45.5	Rostered additional hours (inc. nights, weekends & long days)	8.1	All other unrostered hours	2.5	Total hours per week	56.1	<p>The Service, together with the RMO Support Unit will be responsible for the preparation of any Rosters.</p>
Basic hours (Mon-Fri)	45.5								
Rostered additional hours (inc. nights, weekends & long days)	8.1								
All other unrostered hours	2.5								
Total hours per week	56.1								

**Salary** The salary for this attachment will be as detailed as a Category **C** run. Relievers will be detailed as a Category **A** run. Hours and Salary to be confirmed by a run review.

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### **Extended Winter Roster**

- Starting mid June until mid September (total 12 weeks) extra hours are rostered for the expected increased winter work load.
- During winter there will be two registrars on duty to cover acute call from 1700 to 2300 during the week and 0800-2300 during the weekend.
- One extra registrar will be rostered on duty for ward rounds 0800 to 1300 over the weekends.

<i>Average Working Hours</i>		<i>Service Commitments</i>
Basic hours (Mon-Fri)	45.5	The Service, together with the RMO Support Unit will be responsible for the preparation of any Rosters.
Rostered additional hours (inc. nights, weekends & long days)	12.0	
All other unrostered hours	2.5	
Total hours per week	60.0	

**Salary** The salary for this attachment will be as detailed as a Category **B** run. Relievers will be detailed as a Category **A+** run. Hours and Salary to be confirmed by a run review.

Includes three hours rostered time within the roster for education.

Callbacks apart from weekend ward rounds are paid at a 4 hour minimum to a maximum of eight hours in any 8 hour period. These are paid as additional duties. Weekend ward rounds are calculated into the base salary as above.

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