Waitemata District Health Board
Te Wai Awhina

RUN DESCRIPTION

POSITION:	**Registrar – Public Health Medicine**
DEPARTMENT:	Healthcare Improvement Team, Adult Health Services
PLACE OF WORK:	North Shore Hospital
RESPONSIBLE TO:	Director, Healthcare Improvement Team
FUNCTIONAL RELATIONSHIPS:	The registrar will be working as part of the Healthcare Improvement Team and is expected to maintain functional relationships with: • The Director of the Healthcare Improvement Team (supervising consultant) • Other 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: Responsibilities

Area	*Responsibilities*
• Project duties	• Under the supervision of the Trainer, complete project tasks as identified in the relevant project planning document (Tp4)
• Service work	• 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

Nature	*Details*
Protected Time	The Registrar will attend monthly the: • 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	• The Registrar will assist/participate as appropriate with training programmes and department seminars.

Disclaimer: Please note that this run description is current at time of publication, however this information can be subject to change. It is your responsibility to ensure that you have the most up to date version if you will be relying on the information enclosed. Please contact ARRMOS for further information.

Nature	*Details*
Study Leave	• As provided for in the MECA

Section 3: Roster

Hours Of Work

Ordinary hours of work are Monday to Friday: 0800hrs to 1600hrs

There is provision for a small number of additional hours per week to allow for workload – see Section 5.

Section 4: Performance appraisal

Registrar	*Service*
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	The service will be appraised as part of the Faculty review of placements on the appropriate form (Tp5)

Section 5: Hours and Salary Category

Average Working Hours	
Basic hours	40
Rostered additional hours (inc. nights, weekends & long days)	0
All other unrostered hours	4
Total hours per week	**44**

Salary

The Salary for this attachment will be as detailed as a Category **F** run.

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