

RUN DESCRIPTION

POSITION:	Registrar – Medical Services
DEPARTMENT:	Medical Services
PLACE OF WORK:	Waitakere Hospital
RESPONSIBLE TO:	Clinical Director / Unit Manager, General Medicine & Assigned Team Consultant
FUNCTIONAL RELATIONSHIPS:	Clinical Director / Unit Manager, Medical Services Assigned Team Consultant
PRIMARY OBJECTIVE:	To facilitate the management of patients in the care of the General Medicine service
RUN RECOGNITION:	That the run is accredited by the RACP for the training of basic and medical and advanced trainees.
RUN PERIOD:	4 or 6 months

Section 1: House Officer's Responsibilities

<i>Area</i>	<i>Responsibilities</i>
Clinical Duties & Work Schedule	<p>Responsible for the clinical assessment, investigation, diagnosis and treatment of patients under the Medical Consultants:</p> <ul style="list-style-type: none"> To facilitate the safe and efficient management of patients in the care of the Medical Service under the supervision of the Consultant. To undertake outpatient clinics weekly at Waitakere Hospital providing clinical management of outpatients with medical disorders. Clinics will be conducted during ordinary hours under the supervision of the consultants. Be responsible for the admission, assessment and care of patients in the team, under the supervision of the Consultant. Keep the Specialist and team on call informed about acute admissions where appropriate, particularly in the case of seriously ill patients. Carry out, with the House Officer a daily ward round in ordinary hours, and when rostered on duty, in order to oversee ongoing investigation and management of the inpatients.

Area	Responsibilities
	<ul style="list-style-type: none"> • To receive general practice enquiries regarding admissions or management issues involving medical patients. • To participate in research projects within the department of Medicine. • To participate in clinical audit within the department
Administration	<ul style="list-style-type: none"> • Maintain a satisfactory standard of documentation in the files of patients. All prescriptions and notes are to be signed, with a printed name and locator number legibly recorded; • Be responsible for certifying death and complete appropriate documentation; • At the direction of the Clinical Director, assist with operational research in order to enhance the performance of the Service; • Dictate discharge summaries on patients that are discharged by their team and letters to General Practitioners following outpatient visits in a timely fashion; • Obtain informed consent for procedures within the framework of the Medical Council guidelines which state: <ol style="list-style-type: none"> 1. “The practitioner who is providing treatment is responsible for obtaining informed consent beforehand for their patient. The Medical Council believes that the responsibility for obtaining consent always lies with the consultant – as the one performing the procedure, they must ensure the necessary information is communicated and discussed.” 2. “Council believes that obtaining informed consent is a skill best learned by the house surgeon observing consultants and experienced registrars in the clinical setting. Probationers should not take informed consent where they do not feel competent to do so. • If absent due to unexpected circumstances (e.g. health, other), contact the RMO Support Unit or Duty Manager directly as well as the Consultant to which the registrar is clinically responsible in the absent duty. • As an RMO working at WDHB you will be provided with a Concerto login and a WDHB email account, which will be used for all work related communication. It is your responsibility to ensure you check this regularly.

Section 2: Training and Education

Nature	Details
Protected Time	<p>The Registrar will attend weekly (unless attendance is required for an emergency) the:</p> <ul style="list-style-type: none"> • WTH Medical Journal Club Monday 1230 – 1315 via video conference from NSH • WTH Medical Grand Round 1230 – 1330 via video conference from NSH Conference Room 1. • Preparation for the written and clinical FRACP. The teaching is held between 1300 – 1600 on Wednesdays at North Shore Hospital (and occasionally Auckland). Video conference facilitates are available at both North Shore and Waitakere Hospitals and the expectation is that Registrar’s preparing for the FRACP will attend. • Assist when agreed with junior medical staff teaching programmes.

WDHB- WTK General Medicine Registrar Run Description- Effective 12 December 2011

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Nature	Details
	<ul style="list-style-type: none"> Registrars may be requested to present case summaries and topic reviews.

Section 3: Cover

<i>Other Resident and Specialist Cover</i>
<ul style="list-style-type: none"> 6 Consultant Teams 9 Medical Registrars in 6 teams, of which up to 3 Registrars will be allocated to a rotating relief position at any one time 12 Medical team House Officers, 2 Night Reliever/Reliever House Officers <p>After hours the Registrars will be responsible for patients under the care of the Division of Medicine and Health of Older People Services.</p> <p>Additional out of hours cover is provided by the CCU, ECC and Geriatric Registrars.</p> <p>B Call has been allocated to both Registrars and House Officers as the team to assist from 1300 hours in ECC, or for clinical needs in the Medical Day Stay unit, for example when a day patient requires a luer or is unwell in the course of their treatment. This call is shared equally among the teams.</p> <p>All registrars will be allocated to a period of relief for up to a maximum of 9 weeks on a rotating basis. When rostered to relief the Registrar will provide cover for the duties of a Registrar on leave or nights across General Medicine or Medical Subspecialties.</p>

Section 4: Roster

<p>Hours Of Work</p> <p><u>Ordinary hours:</u></p> <ul style="list-style-type: none"> Monday to Friday 8.0 hours per day: 0800 – 1600 Acute Admitting A Call: 0800 – 2300 B Call: 0800 - 1600 Post Acute Ward Rounds 0800 – 1600 Night shifts 21 to 28 night shifts per run 2230 – 0800 Day shifts Saturday and Sunday from: 0800 – 1600 hours. <p>Non-rostered hours allow for an emergency at the end of the shift.</p> <p>The Registrar will not be present during the day on the Friday before starting a night shift,</p>

Section 5: Performance appraisal

<i>Registrar</i>	<i>Service</i>
<p><i>The Registrar will:</i></p> <ul style="list-style-type: none"> Ensure they arrange a formal meeting with their supervising consultant to assess and discuss their performance at the beginning of the attachment, and again at two or three and four or six months, dependant on the run length. If deficiencies are identified, the Consultant will identify these with the Registrar who should 	<p><i>The service will provide:</i></p> <ul style="list-style-type: none"> 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. an interim assessment report on the Registrar three (3) months into the run, after discussion between the Registrar and the Consultant responsible for them;

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<i>Registrar</i>	<i>Service</i>
implement a corrective plan of action under the advice of their Consultant.	<ul style="list-style-type: none"> 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; 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. The Director of Basic Physician Training will be available to discuss problems and progress.

Section 6: Hours and Salary Category

<i>Average Working Hours</i>	<i>Service Commitments</i>
Basic hours 40.0	The Service, together with the RMO Support will be responsible for the preparation of any Rosters.
Rostered additional hours (inc. nights, weekends & long days) 20.9	
All other unrostered hours 3.0	
Total hours per week 63.9	

Salary

The Salary for this attachment will be as detailed in a Category A run to be confirmed by a run review.

For the period the registrar is in relief, the Salary will be as detailed in a Category A++ run to be confirmed by a run review