



## RUN DESCRIPTION

<b>POSITION:</b>	Registrar
<b>DEPARTMENT:</b>	Rehab Plus, the Auckland Regional Rehabilitation Service
<b>PLACE OF WORK:</b>	Rehab Plus, Auckland District Health Board
<b>RESPONSIBLE TO:</b>	Clinical Director and Manager, through a nominated Consultant/Physician.
<b>FUNCTIONAL RELATIONSHIPS:</b>	Healthcare consumer, Hospitals and community based healthcare workers throughout the Greater Auckland area
<b>PRIMARY OBJECTIVE:</b>	To facilitate the medical & rehabilitation management of patients under the care of the Auckland Regional Rehabilitation Service (Rehab Plus)
<b>RUN RECOGNITION:</b>	The NZ Medical Council & The Royal Australasian College of Physicians (the Australasian Faculty of Rehabilitation Medicine)
<b>RUN PERIOD:</b>	12 months (could consider 6 months run)

### Section 1: Registrar's Responsibilities

Area	Responsibilities
<b>General</b>	<ul style="list-style-type: none"> <li>• Provide the day to day medical care of patients in the context of interdisciplinary team.</li> <li>• Liaise with Medical/Surgical specialists and other staff in Acute Services regarding medical rehabilitation issues for clients currently in the Acute Services.</li> <li>• Assist in the assessment of client appropriateness for and timing of admission to Rehab Plus, under the supervision of the Rehabilitation Medicine Specialist particularly with regard to ensuring medical safety.</li> <li>• Provide assessments and medical management for clients admitted to Rehab Plus, under the supervision of the Rehabilitation Medicine Specialist.</li> <li>• Provide medical reports regarding client medical needs and progress to General Practitioners and other medical practitioners as appropriate upon discharge.</li> <li>• Provide rehabilitation and medical information and advice to clients, their families and whanau and rehabilitation staff within the Rehabilitation Service.</li> <li>• Communicate with patients and their families about patients' illness and treatment.</li> <li>• Liaise with nurses and Allied Health staff regarding investigations, management and discharge</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• Keep adequate and legible records in accordance with the hospital requirements and good medical practice, including dictation of discharge summary as appropriate. Entries to be Clinical Record will be made daily on weekdays and whenever</li> </ul>

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Area	Responsibilities
	<p>management changes are made. All entries should be dated, timed and signed with name, title and contact details.</p> <ul style="list-style-type: none"> <li>• The use of rehabilitation problem lists, result flowcharts and Weekend Care Plans are encouraged.</li> <li>• Discharge summaries will be dictated or written for typing prior to patient's discharge day.</li> <li>• Discharge coding and audit forms will be completed within 5 days of discharge.</li> <li>• The Registrar is responsible for referral of patient deaths to the Coroner's Office in compliance with Company Policy and medico-legal requirements.</li> <li>• The Registrar is responsible for the completion of death certificates for patients who have been under their care, although this may be delegated to a House Officer.</li> <li>• Results of investigations will be sighted and signed before they are filed in the patient's chart.</li> <li>• Registrars assigned to this run must hold a current New Zealand Drivers licence, as they may be required to attend other DHB's for the assessment of patients.</li> </ul>

## Section 2: Training and Education

Nature	Details
<ul style="list-style-type: none"> <li>• Protected Time</li> </ul>	<p>The following educational activities will be regarded as part of normal duties (unless attendance is required for other duties as per roster)</p> <ul style="list-style-type: none"> <li>• Orientation at the beginning of the run</li> <li>• Rehabilitation Journal Club once a month</li> <li>• Weekly rehabilitation teaching sessions (rotating between Rehab Plus and the Spinal Injuries Rehabilitation Unit at CMDHB)</li> <li>• Attend medical science lecture and grand rounds at Auckland Hospital</li> <li>• National Rehabilitation Registrars training sessions (spread over 2 days and held in various rehabilitation centres all over NZ 3 times per year)</li> <li>• Attendance at Auckland City Hospital's registrars teaching sessions, Neuroradiology meetings, Neurology Department meetings, Nerve Conduction/EMG teaching sessions, Artificial Limb Centre attendance, Orthotics etc.</li> </ul>

## Section 3: Roster

Hours of Work		
Ordinary Hours of Work	Mon to Fri	0800-1600
On-call	Mon to Fri	1600-2200
	Sat & Sun	0800-2200
<p>There will be 2 Registrars working on this roster on a 1:3 on call basis.</p> <p>On call cover is provided from home (mobile phone will be provided to allow freedom of movement), but call back to the centre to assess patients physically may be required by the shift nurses. Call back is a rare occurrence and will be remunerated separately.</p>		

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## Section 4: Performance appraisal

<i>Registrar</i>	<i>Service</i>
<p>The Registrar will:</p> <ul style="list-style-type: none"> <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>	<p>The service will provide,</p> <ul style="list-style-type: none"> <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 three/six (3/6) 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 each 6 month run, a copy of which is to be sighted and signed by the Registrar.</li> </ul>

## Section 5: Hours and Salary Category

<i>Average Working Hours</i>	<i>Service Commitments</i>
<p>Basic hours (Mon-Fri) 40</p> <p>Rostered additional hours (inc. nights, weekends &amp; long days)</p> <p>All other unrostered hours 3.5</p> <p>Total hours per week 43.5</p>	<p>The Service, together with ARRMOS RMO Support will be responsible for the preparation of any Rosters.</p>

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

All call back duties are remunerated in addition to the run category salary and will be paid as additional duties outlined in clause 11.0 of the RDA MECA.

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