



RUN DESCRIPTION

POSITION:	Registrar – Obstetrics and Gynaecology
DEPARTMENT:	Women’s Health Service
PLACE OF WORK:	Gynaecology ward, Outpatients Clinics, Colposcopy Clinics, Operating Theatre, Emergency Department, Maternity Suite, Birthing Suite and Antenatal Clinics North Shore Hospital. Some Antenatal and Colposcopy clinics may be held at Waitakere Hospital.
RESPONSIBLE TO:	Clinical Director / Service Manager, Women’s Health and the Assigned Team Consultant
FUNCTIONAL RELATIONSHIPS:	There are 9 Consultants who share the on-call roster and a further 7 Consultants involved in Gynaecology outpatient clinics and operating lists who do their call duties at Waitakere Hospital. There is 1 further Consultant involved in Colposcopy clinic.
PRIMARY OBJECTIVE:	To facilitate the care of obstetric and gynaecology patients in the Women’s Health Service
RUN RECOGNITION:	RANZCOG ITP registrars are allocated to NSH as part of their ITP attachments. RANZCOG Trainees can work at WDHB in elective positions at year 5 and 6 with prior approval for their post from the College..
RUN PERIOD:	26 weeks

Section 1: Responsibilities

<i>Area</i>	<i>Responsibilities</i>
Clinical Duties & Work Schedule	<ul style="list-style-type: none"> • Under the supervision of the Consultant, facilitate safe and efficient management of patients under the care of Obstetric and Gynaecology Services. • Be responsible for the assessment of patients to the Obstetric and Gynaecology Service under the supervision of the Consultant. • Be responsible for the reception of GP & LMC inquiries for admissions. • Keep the Specialist and team on call informed about acute admissions where appropriate, particularly in the case of seriously ill patients. • Carry out daily duties as rostered in ordinary hours including a daily ward round of

WDHB O&G Registrar Run Description- Effective 13 December 2010

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 RMO Support for further information.

<i>Area</i>	<i>Responsibilities</i>
	<p>patients under the care of their allocated consultants or patients who they have operated on to oversee their ongoing investigation and management.</p> <ul style="list-style-type: none"> • Participate in and supervise the discharge process, particularly communication with General Practitioners and Lead Maternity Carers. • Ensure that in the event of a consultation being requested by another Service, the patient is seen and the on call Specialist made aware of any problems. • Assess and consent women admitted for elective gynaecological surgery and assist or operate under the supervision of the Specialist. • Participate in outpatient clinics when assigned, during ordinary hours. • Accept the care of Maternity patients transferred from the LMC and liaise with the Specialist on call. • The Registrar will attend Maternity case reviews, Perinatal Mortality meetings and Gynaecology case reviews.
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; • Complete discharge summaries on patients that are discharged by their team and letters to General Practitioners following outpatient visits in a timely fashion; <p>Obtain informed consent for procedures within the framework of the Medical Council guidelines.</p> <ul style="list-style-type: none"> • 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

<i>Nature</i>	<i>Details</i>
Protected Time	The Registrar will attend weekly teaching sessions at National Women's on Friday afternoons.
Training & Development of Other Staff	The Registrar will assist/participate as appropriate with ward in-service training programmes and department seminars.

Section 3: Roster

Hours Of Work	
<u>Ordinary hours of work</u>	
Monday to Friday	0800hrs to 1600hrs
Acute Admitting: Sat / Sun	0800hrs to 2200hrs
Night Duty:	2200hrs to 0800hrs
Post Acute Rounds:	0800hrs to 1600hrs
Saturday Ward Round:	0800hrs to 1600hrs
Registrars are rostered every alternate full weekend off duty.	
There are 6 registrars attached to the O&G roster and 1 Relieving Registrar. The Reliever will cover the rostered duties of the Registrar on leave, or the day duties of the Registrar on nights.	

Section 4: Performance appraisal

Registrar	Service
<p><i>The Registrar will:</i></p> <ul style="list-style-type: none"> • The Registrar is predominantly assigned to one Consultant but will work with all of them. • Registrars will be assigned to a Training Supervisor. • Ensure they arrange a formal meeting with their supervising consultant and Training Supervisor to assess and discuss their performance at the beginning of the attachment, and again at three and six months. • If deficiencies are identified, the Consultant or Training Supervisor will identify these with the Registrar who should implement a corrective plan of action under the advice of their Consultant. 	<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 initial meeting between the Registrar and Training Supervisor 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 Training Supervisor responsible for them; • the opportunity to discuss any deficiencies identified during the attachment. The Training Supervisor 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.

Section 5: Hours and Salary Category

Average Working Hours		Service Commitments
Basic hours	40.0	
Rostered additional hours (inc. nights, weekends & long days)	16.0	
All other unrostered hours	3.0	
Total hours per week	59.0	

Salary

The Salary for this attachment will be as detailed in a Category B run.

- The **Relieving Registrar** will perform the duties of the Registrar on nights or leave.
- A+ Category