

RUN DESCRIPTION

POSITION:	Registrar
DEPARTMENT:	Department of Orthopaedics
PLACE OF WORK:	Middlemore Hospital
RESPONSIBLE TO:	Service Manager Orthopaedics, Surgical Services, through their supervising consultant and Clinical Head of Orthopaedic Surgery.
FUNCTIONAL RELATIONSHIPS:	Health care consumers. Hospital and community based health care workers.
PRIMARY OBJECTIVE:	To facilitate the management of patients under the care of the Department of Orthopaedics.
RUN PERIOD:	6 Months

Section 1: Registrar Responsibilities

<i>Area</i>	<i>Responsibilities</i>
General	<p>At the commencement of the attachment, the Registrar will be interviewed by the Clinical Head of the Department and credentialed with respect to operating privileges, both in Day Stay and Main Theatre, and responsibilities to the supervising consultant.</p> <p>The Registrar will supervise the work of a House Officer, with whom they will organise the investigation and management of inpatients under the care of the Department.</p> <p>The Registrar will be available to attend Consultant ward rounds and will have a current knowledge of the progress of inpatients under their care.</p> <p>The Registrar will attend rostered outpatient clinics promptly and will endeavour to see outpatients at their scheduled appointment times. Outpatients not previously seen in the Department, or who are to be discharged, will be discussed with a Consultant Surgeon.</p> <p>Clinical skills, judgement and knowledge are expected to improve during the attachment.</p> <p>The Registrar will attend theatre sessions as required.</p> <p>The Registrar will attend other clinical duties as directed by the Head of Department.</p>
Acute admitting	<p>When on call, the Registrar will answer calls by GP's about patients and arrange to assess them if necessary.</p>

CMDHB Orthopaedic Registrar Run Description- Effective 13 June 2011

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<i>Area</i>	<i>Responsibilities</i>
Administration	<p>Legible notes will be written in patient charts on admission and whenever management changes are made.</p> <p>Dictation to be completed for clinic outcomes, clinical complications and operation notes .</p> <p>Where appropriate, the Registrar may be responsible for the completion of death certificates for patients who have been under their care, although this may be delegated to a House Officer.</p> <p>Letters will be written to the patient's GP after each outpatient visit. The results of all investigations will be sighted and signed off.</p> <p>Registrars will take part in the routine audit of the Department.</p> <p>Registrars are expected to complete ACC Forms.</p>

Section 2: Training and Education

Education:	There will be 3 hours rostered teaching time per week with an additional 5 hours per week for NZOA trainees
Research:	A research project may be undertaken during the attachment subject to approval by the Service Manager, Orthopaedics Surgical Services.

Note: dates and times for the sessions above may change.

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

Section 3: Roster

<i>Roster</i>		
<p>There are 12registrars employed by the Orthopaedic Department; 2 attached to each team (5 Teams) and 2 relievers to cover the Registrars on night duty or leave. Acute admitting days are evenly shared in accordance with the team rotation. Trainee registrars cover the acute admitting weekends, and other non trainee registrars cover night duty. Night duty is on a 1:6 frequency.</p> <p>The ordinary hours of work are 0730 -1530. Additional hours of non-rostered work may be required during the week and on Saturday morning, this has been provided for in determining the run category.</p>		
Ordinary Hours	Monday to Friday	0730-1530
Acute Call Long day duty	Monday to Sunday	0730-2230
Night duty	Monday to Sunday	2200-0800

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Section 4: Cover:

Other Resident and Specialist Cover

Applications for annual leave should be submitted as early as possible to facilitate co-ordination of leave. Registrars within the department are asked to cover short-term sick absence of colleagues - additional duty payments are made for any after hours cover provided. Applications for medical education leave should be submitted early to allow for co-ordination and planning of multiple requests.

Section 5: Performance appraisal

Performance will be assessed by a nominated Consultant Surgeon. Performance will be assessed using the criteria above and will be discussed at formal meetings at the beginning of the attachment and again at 3 months and 6 months. If deficiencies are identified during the attachment the Consultant Surgeon will bring these to the Registrar's attention, and discuss how they may be corrected.

Section 6: Hours and Salary Category

<i>Average Working Hours</i>		<i>Service Commitments</i>
Basic hours (Mon-Fri)	40.00	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)	19.93	
All other unrostered hours	10.80	
Total hours per week	70.7	

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

The salary for the Registrar Relievers will be remunerated at 2 categories above, as an A++ category, to be confirmed by a run review.

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