

RUN DESCRIPTION

POSITION:	Registrar: Hand Team
DEPARTMENT:	Auckland Regional Centre for Plastic Reconstructive & Hand Surgery, New Zealand National Burn Centre
PLACE OF WORK:	Middlemore Hospital
RESPONSIBLE TO:	Service Manager through their supervising consultant, Clinical Leader Orthopaedic Hand Team and Head of Department.
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's Responsibilities

<i>Area</i>	<i>Responsibilities</i>
Clinical duties:	<p>The Registrar is responsible for day to day management of ward patients and for supervising the work of a House Officer, with whom they will organise the investigation and management of inpatients (acute and elective) under the care of the Department.</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>The Registrar must attend all theatre sessions, if possible.</p> <p>Clinical skills, judgement and knowledge are expected to improve during the attachment.</p> <p>Registrars are expected to do minor surgery in LAOP theatre and ED according to credentialing and list roster and operate on acute and elective patients within their competence to do so.</p>
Acute admitting	When on acute call, the Registrar will answer calls by GP's about patients and arrange to assess them if necessary.

CMDHB Orthopaedic-Hand Registrar Run Description- Effective 11 June 2012

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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. (May be delegated to a House Officer).</p> <p>A letter to the patient's GP will be dictated after their discharge from hospital or clinic although this may be delegated to a House Officer.</p> <p>The Registrar will arrange bookings for admission after discussion with the Consultant.</p> <p>The Registrar will participate in surgical audits and complete audit forms.</p> <p>The Registrar is to ensure that all patients have a précis dictated during the course of their admission, summarising clinical and operative details.</p> <p>The Registrar is responsible for collating final diagnosis and coding and ensuring that all relevant investigative results are included in the notes.</p>

Section 2: Training and Education

Education:	<p>Through example and supervision the Registrar will actively contribute to the education of House Officers. The Registrar may occasionally be requested to teach other health care workers.</p> <p>The Registrar will attend all teaching sessions, if possible. There will be a minimum of 3-4 hours educational sessions per week for the Registrar. A formal one hour teaching session is held from 0700 - 0800 on Thursdays and alternate Fridays.</p>
Research:	<p>A research project may be undertaken during the attachment subject to approval by Clinical Leader, Hand Team and Head of Department.</p>

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.

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Section 3: Roster

Roster

There are two registrars employed in the Orthopaedic Hand Team.

The ordinary hours of work are 0730-1530. Teaching sessions on Fridays commence at 0730.

The Registrar participates in the Plastic Surgery acute call roster. The Plastic and Ortho-Hand Junior Registrars (non-SET and SET 1) combine to provide night time cover for these services. There is 1 night reliever allocated to provide cover for the day duties of the Registrar when rostered on night duty in Plastic Surgery and Ortho Hand.

The Senior SET Registrars will not work on duty nights as part of the Plastic acute call roster, however will participate on an Ortho Hand on call roster overnight. The on call component will be remunerated as per the NZRDA MECA.

Hours of Work

Ordinary Hours	Monday to Friday	0730-1530
Acute Call Long day duty	Monday to Sunday	0730-2230
Short Day	Saturday & Sunday	0730-1700
Night duty	Monday to Sunday	2200-0800

Section 4: Cover for leave:

Other Resident and Specialist Cover

Applications to take annual leave should be submitted as early as possible to facilitate co-ordination of leave cover arrangements.

Sick leave of short duration is covered within the department as is practical.

Education leave to attend conferences or for study and exam purposes is granted in accordance with the provisions of the collective employment contract. Applications for education leave must be submitted to the Clinical Head of Department well in advance, to facilitate cover arrangements.

Section 5: Performance appraisal

Performance will be assessed by a nominated Consultant Orthopaedic Hand 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 Orthopaedic Hand Surgeon will bring these to the Registrar's attention, and discuss how they may be corrected.

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Section 6: Hours and Salary Category

<i>Average Working Hours</i>		<i>Service Commitments</i>
Basic hours (Mon-Fri)	40	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)	14.77	
All other unrostered hours	9.12	
Total hours per week	63.89	

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