

# RUN DESCRIPTION

<b>POSITION:</b>	<b>Registrar Plastic Surgery</b>
<b>DEPARTMENT:</b>	Auckland Regional Centre for Plastic Reconstructive & Hand Surgery, New Zealand National Burn Centre Plastic Surgery Department, Middlemore Hospital
<b>PLACE OF WORK:</b>	Middlemore Hospital
<b>RESPONSIBLE TO:</b>	Service Manager through their supervising consultant, departmental and clinical head of Plastic Surgery.
<b>FUNCTIONAL RELATIONSHIPS:</b>	Healthcare consumers Hospital & community based health care workers
<b>PRIMARY OBJECTIVE:</b>	To facilitate the management of patients under the care of the Department of Plastic Surgery
<b>RUN PERIOD:</b>	6 months

## Section 1: Registrar's Responsibilities

<i>Area</i>	<i>Responsibilities</i>
<b>Clinical duties</b>	<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. This may include the occasional Paediatric ORL patient admitted post operatively to Kidz First.</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>When on call, the Registrar will answer calls by GPs about patients and arrange to assess them as necessary.</p> <p>The Registrar will attend rostered outpatient clinics promptly and see outpatients at their scheduled appointment times. Outpatients not previously seen in the Department 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 credentialling and list roster and operate on acute and elective patients within their competence to do so.</p>
<b>Acute admitting</b>	When on call, the Registrar will answer calls by GPs about patients and arrange to assess them as necessary.

CMDHB Plastics Surgery Registrar Run Description- Effective 11 June 2012

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Area	Responsibilities
<b>Administration</b>	<p>Legible notes will be written in patient charts on admission, daily on weekdays 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

<b>Education</b>	<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 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>
<b>Research</b>	<p>A research project may be undertaken during the attachment subject to approval by the Supervisor Plastic Training and Head of Department.</p>

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

There is a minimum of 4 hours per week medical learning, which includes the weekly tutorial, journal club and pathology session.

### Section 3: Roster

#### Roster

There are 14 plastic surgery registrars employed by the Plastic Surgery Department.

The ordinary hours of work are 0730-1530. Teaching sessions on Thursdays and alternate Fridays commence at 0700\*.

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 Registrars will participate on an 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:

#### Other Resident and Specialist Cover

Applications to take annual leave are approved on a "first-come-first-served" basis. Applications should be submitted as early as possible to the Clinical Head of Department in order to facilitate cover arrangements. Cover for annual leave is provided within the department.

Sick leave of short duration is covered within the department as far 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

The Registrars work performance will be assessed by a nominated Consultant Surgeon 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.

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## Section 6: Hours and Salary Category

<i>Average Working Hours</i>		<i>Service Commitments</i>
Basic hours (Mon-Fri)	40.0	The Service, together with NoRTHRMO Support, 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	63.72	

**Salary:** The salary for this attachment is estimated to be a Category **B**; however it will continue to be remunerated at a Category **B** until it can be confirmed by a run review. If the salary review indicates an increase in category, then a back pay will apply to the commencement of the change.

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