



## **RUN DESCRIPTION**

<b>POSITION:</b>	<b>Registrar – Surgical Wards</b>
<b>DEPARTMENT:</b>	Surgery
<b>PLACE OF WORK:</b>	North Shore Hospital
<b>RESPONSIBLE TO:</b>	Clinical Director / Operations Manager, General Surgery, Orthopaedics & ORL
<b>FUNCTIONAL RELATIONSHIPS:</b>	Clinical Director, Consultants, Registrars and House Officers in the General Surgery service.
<b>PRIMARY OBJECTIVE:</b>	To facilitate safe and efficient management of patients under the care of Surgical Services
<b>RUN RECOGNITION:</b>	This attachment is recognised as a training position for Specialist qualification.
<b>RUN PERIOD:</b>	26 weeks

### **Section 1: Responsibilities**

<i>Area</i>	<i>Responsibilities</i>
<b>Clinical Duties &amp; Work Schedule</b>	<ol style="list-style-type: none"> <li>1. Be responsible for the admission of elective surgical patients from the waiting list in consultation with the Specialists from the service.</li> <li>2. Be responsible for the reception of GP enquiries for admissions; and the assessment and admission if appropriate of such patients.</li> <li>3. Keep the Specialist on call informed about acute admissions, particularly in the case of seriously ill patients.</li> <li>4. Carry out, with the House Officer, a daily ward round during ordinary hours and on Saturdays, in order to oversee ongoing investigation and management of in-patients.</li> <li>5. Participate in and supervise the discharge process, particularly communication with the General Practitioner.</li> <li>6. Ensure that in the event of a consultation being requested by another Service or ward, the patient is promptly seen and the on call Specialist made aware of the problem.</li> <li>7. Attend all team elective operating sessions and outpatient clinics as allowed by the acute roster.</li> <li>8. The senior registrars will be rostered to cover the acute theatre during normal working hours.</li> </ol>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• 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;</li> </ul>

Area	Responsibilities
	<ul style="list-style-type: none"> <li>• Be responsible for certifying death and complete appropriate documentation;</li> <li>• At the direction of the Clinical Director, assist with operational research in order to enhance the performance of the Service;</li> <li>• Ensure the discharge summary is completed on Concerto and forwarded to the General Practitioners, following outpatient visits in a timely fashion;</li> <li>• Obtain informed consent for procedures within the framework of the Medical Council guidelines which state: <ol style="list-style-type: none"> <li>1. “The practitioner who is providing treatment is responsible for obtaining informed consent beforehand for their patient. The Medical Council believes that the responsibility for obtaining consent always lies with the consultant – as the one performing the procedure, they must ensure the necessary information is communicated and discussed.”</li> <li>2. “Council believes that obtaining informed consent is a skill best learned by the house surgeon observing consultants and experienced registrars in the clinical setting. Probationers should not take informed consent where they do not feel competent to do so.</li> </ol> </li> <li>• 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.</li> <li>• 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.</li> </ul>

## Section 2: Training and Education

Nature	Details
Protected Time	<p>The Registrar will attend, weekly (unless attendance is required for acute admitting or an emergency), the:</p> <ol style="list-style-type: none"> <li>1. Team radiology sessions</li> <li>2. Journal club on alternate Friday mornings</li> <li>3. Grand round with team</li> <li>4. Audit meeting Friday mornings</li> </ol>
Training and Development of Other Staff	<p>The Registrar, as part of their normal working duties will:</p> <ol style="list-style-type: none"> <li>1. Supervise and be available for House Officers, particularly for acute emergencies.</li> </ol>

### Section 3: Roster

<b>Hours of work</b>	
The hours of work for the Registrar are:	
Ordinary hours of work are Monday to Friday	0730hrs - 1600hrs
Acute admitting duty, Monday to Friday	0730hrs - 2230hrs
Acute admitting Long day duty, Saturday and Sunday	0800hrs - 2230hrs
Night Duties	2200hrs - 0800hrs
There are 12 Registrars on the roster and 3 Relievers who cover nights and annual leave.	
Every week day there will be two Registrars rostered to cover acutes between the hours of 0730-2230 (1:6 Senior Registrar, 1:7 Junior Registrar).	
On both days of the weekend there will be one Senior Registrar and one junior registrar rostered to cover acute admitting between the hours of 0800-2230(1:6).	
There will be one Junior Registrar rostered to cover night shifts each week (1:7).	
<b>RMO's may be asked to attend Saturday Ward Rounds, this is not a requirement; however, there are a number of unrostered hours included in the run category to cover such occurrences.</b>	

### Section 4: Performance appraisal

<i>Registrar</i>	<i>Service</i>
<p><i>The Registrar will:</i></p> <ul style="list-style-type: none"> <li>• Ensure they arrange a formal meeting with their supervising consultant to assess and discuss their performance at the beginning of the attachment, and again at three and six months.</li> <li>• If deficiencies are identified, the Consultant will identify these with the Registrar who should implement a corrective plan of action under the advice of their Consultant.</li> </ul>	<p><i>The service will provide:</i></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 (3) 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 the run, a copy of which is to be sighted and signed by the Registrar.</li> </ul>

WDHB General Surgery Registrar Run Description- Effective 30 January 2012

**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.**

## Section 5: Hours and Salary Category

<i>Average Working Hours</i>		<i>Service Commitments</i>
Basic hours (Monday – Friday 0730-1600)	40	
Rostered additional hours (inc. nights, weekends & long days)	18.58	
All other unrostered hours (including Saturday ward rounds)	8.05	
Total hours per week	66.63	

### Salary

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

The **Reliever Registrar** will perform the duties of the Registrar on leave or nights and will be remunerated as detailed for a Category A++ run.