

RUN DESCRIPTION

| | |
|----------------------------------|---|
| POSITION: | Neonates Registrar |
| DEPARTMENT: | Neonatal Paediatrics, National Womens Hospital |
| PLACE OF WORK: | Auckland City Hospital |
| RESPONSIBLE TO: | Clinical Director and Manager, Newborn Services. |
| FUNCTIONAL RELATIONSHIPS: | Healthcare consumer, Hospital and community based healthcare workers |
| PRIMARY OBJECTIVE: | To facilitate the management of patients under the care of the Newborn Services at National Womens Health. |
| RUN RECOGNITION: | This run is recognised as part of the requirement for: <ul style="list-style-type: none"> • The Diploma of Obstetrics (Universities of Auckland and Otago) • The Diploma of Paediatrics (University of Auckland) • Basic Physician Training (RACP). Advanced training runs are individually approved for each trainee. The College has always approved the Registrar runs at National Women's for advanced training. |
| RUN PERIOD: | 4 months |

Section 1: Registrar's Responsibilities

| Area | Responsibilities |
|----------------|--|
| General | <ul style="list-style-type: none"> • As per the roster or as assigned by the Specialist on Level 2, the Registrar will be assigned to either work on; <ul style="list-style-type: none"> ▪ NICU Level 3 (hereafter referred to as "Level 3") ▪ NICU Level 2 or the Parent-Infant Nursery(PIN) (hereafter referred to as "Level 2"), or ▪ Attend deliveries ("1st call") • The Registrar will be responsible under supervision of the Duty Specialist for the care of babies under paediatric care in their allocated areas. • The Registrar will work in partnership with Neonatal Nurse Practitioners (NNPs) and will share responsibilities for care. • NNPs are directly responsible to the on duty Specialist. • The Level 2 Registrar will supervise and assist the Paediatric Senior House Officer (SHO) in investigations, performance of procedures and assessment and treatment of babies, in |

ADHB- Neonates Registrar Run Description- Effective 07 December 2009

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.

| Area | Responsibilities |
|-----------------------|---|
| | <p>consultation with the Specialist.</p> <ul style="list-style-type: none"> • One Registrar will care for infants in PIN. This registrar will be assigned this task for the entire week. The Registrar who will undertake this will be the registrar working the following weekend. If there is any uncertainty about responsibilities for PIN (because of leave or unexpected absence), the Level 2 Specialist will assign a Registrar in this area. • The Level 3 Registrar will attend deliveries of babies anticipated to require full intensive care. They will attend to the medical care of infants in the Level 3 NICU. • The Registrar will attend the daily Specialist ward round (0830 hours) on Level 3, the Level 3 Registrar will attend the 1600 hours handover round. • The Registrar will communicate with parents about their babies condition and treatment. • The Level 2 Registrar will receive referrals from postnatal wards and from outside the hospital and will assess these babies with the SHO. • He/she will attend deliveries as set out in the hospital guidelines. • Registrars will be available to attend outpatient clinics to assist the Specialist conducting that clinic on the occasion when this is necessary. • A Level 2 Registrar (but not the PIN registrar) will be available for a weekly clinic, if babies have been booked in. The specialist initially responsible for the infant will be the first specialist contacted for advice; if the Specialist is unavailable the Level 2 Specialist will be approached. • The Registrar will care for babies on neonatal transports (air escort is voluntary). He/she will be accompanied by a Neonatal Nurse on these transports. Outside regular hours the Registrar remaining in the hospital during the transport will help cover the duties of the registrar or NNP on the transport, with any backup help needed available from the Specialist on call, with the Specialist ensuring that the Registrar is not placed in the an unsafe position with regard to workload. • A nominated Specialist will be available at all times during ordinary working hours and on call at other times to advise and assist in the assessment and care of babies. |
| Acute Call | <ul style="list-style-type: none"> • The Registrar who is on “1st call” or “2nd call” for deliveries will be designated on the roster. • On Level 3 the Registrar may be required to be on acute call during normal working hours, when not on a long day to ensure that Registrar gain sufficient experience in acute resuscitation and stabilisation. • The Registrar on night duty will have flexibility in their areas of responsibility <ul style="list-style-type: none"> ▪ When rostered on nights on Level 3, the registrar will be responsible for infants in the Level 3 Unit. ▪ When rostered on nights on Level 2, the registrar will be responsible for attending deliveries and babies on the postnatal wards. Admissions to the Level 2 unit will be completed by the Level 2 Registrar unless they are required to attend urgent deliveries or ward calls. ▪ At night, the Level 2 area will be covered by the Level 2 Registrar or NNP. ▪ If the workload is such that the Registrar and NNP on night duty feel that patient safety is compromised the on call Specialist will be notified. |
| Administration | <ul style="list-style-type: none"> • The Registrar will ensure that all babies being discharged from Level 2 or PIN have a discharge summary, and that the neonatal database is updated for all the neonates under their care. • The night Registrar is required to handover to oncoming staff at the beginning of each morning ward round (0830-0900 hours). • The long day Registrar will handover to the night Registrar or NNP (2100-2130 hours). |

ADHB- Neonates Registrar Run Description- Effective 07 December 2009

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 2: Training and Education

The following educational activities are regarded as part of normal clinical duties. Unless involved in urgent clinical duties, Registrars will be given the opportunity to attend.

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|-------------|--|---|--|--|--|
| a.m. | | 0830 hours Neonatal Grand Round | 0800 hours Update session- Starship | | |
| p.m. | 1230 Hours Resident Teaching | | | 1230 hours Neonatal Journal Club | 1230 hours Perinatal Mortality Meeting- Monthly |

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.

Registrars are also encouraged to attend the Grand Round at the Starship Childrens Hospital (Friday 1300 hours), and those Registrars preparing for the FRACP to attend the relevant teaching at Starship (Thursday pm).

- Registrars will assist in teaching nursing staff and other health professionals when reasonably asked to do so.

ADHB- Neonates Registrar Run Description- Effective 07 December 2009

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 3: Roster

Roster

Hours of Work

| | | | |
|---------------------|---------------|-----------------|--------|
| Monday to Friday | Normal Day | 0830-1630 hours | 8 hrs |
| Monday to Friday | Acute On-call | 0830-2130 hours | 13 hrs |
| Saturday and Sunday | Acute On-call | 0830-2130 hours | 13 hrs |
| Monday to Sunday | Night duty | 2100-0900 hours | 12 hrs |

Handover time of 30 minutes twice daily is included in the hours allocated to each shift.

Level 2

The maximum number of Registrars on the roster will be 4.

All duties will be rotated equally between the 4 Registrars.

There will be 1 Registrar rostered for a night duty Monday to Thursday each week.

There will be 1 Registrar rostered for a long day on Monday and Thursday and one on each day of the weekend and Public Holidays.

Weekend cover will be shared with the Neonatal Fellow and the SHO when available. Weekend duties will involve care of;

- Infants in the Level 2 unit or PIN, or
- The postnatal wards and attendance at deliveries.

Level 3

The maximum number of Registrars on the roster will be 3.

All duties will be rotated equally between the 3 Registrars.

There will be 1 Registrar rostered for a night duty Thursday to Sunday each week.

There will be 1 Registrar rostered for a long day on Wednesday each week.

Cover for Leave

Cover for leave will be provided by either:

- a) The Relieving Registrar
- b) By the Neonatal Fellow (if available)
- c) Payment of additional duties. These additional duties are not included in the calculation of the expected average hours and will be remunerated as per Clause 11.0 of the RDA MECA.

ADHB- Neonates Registrar Run Description- Effective 07 December 2009

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 4: Cover:

Other Resident and Specialist Cover

There will be 7 Registrars and one Relieving Registrar who will combine with the Neonatal Nurse Practitioners and Fellows, to provide cover across both the Level 2 and Level 3 Neonatal Intensive Care Unit.

A nominated Specialist will be available at all times during ordinary working hours and on call at other times to advise and assist in the assessment and care of babies.

Section 5: Performance appraisal

| <i>Registrar</i> | <i>Service</i> |
|--|--|
| <ul style="list-style-type: none"> The Registrar will be required to meet with their mentor early in the attachment to discuss progress, and at the end of the attachment to discuss the end-of-run assessment and performance. | <ul style="list-style-type: none"> The Registrar will be assigned a Specialist as a Mentor during the attachment. If performance assessment is required during the attachment, this may be undertaken by the Mentor, the Specialist on service, or the Clinical Director as appropriate. |

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 RMO Support Unit will be responsible for the preparation of any Rosters. |
| Rostered additional hours (inc. nights, weekends & long days) 8.57 | |
| All other unrostered hours 3.0 | |
| Total hours per week 51.57 | |

Salary The salary for this attachment has been calculated as a Category D run however a minimum of a Category C will apply.

ADHB- Neonates Registrar Run Description- Effective 07 December 2009

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.