

RUN DESCRIPTION

POSITION:	Registrar
DEPARTMENT:	Paediatric General
PLACE OF WORK:	Starship Hospital
RESPONSIBLE TO:	Clinical Director and Manager, through a nominated Consultant/Physician.
FUNCTIONAL RELATIONSHIPS:	Healthcare consumer, Hospital and community based healthcare workers
PRIMARY OBJECTIVE:	To facilitate the management of patients under the care of the General Paediatric Service, to assist in leave cover for the subspecialty registrars and assist in the management of patients in the child and family unit
RUN RECOGNITION:	This run is recognised by the Royal Australasian College of Physicians.
RUN PERIOD:	4 or 6 months

Section 1: Registrar's Responsibilities

Area	Responsibilities
Acute Call Responsibility	<ul style="list-style-type: none"> • While on acute call Paediatric Medical Registrar pager is held. • The Medical Registrar on acute call is available to advise on children in CED. The decision to admit a child is made by the acute call Medical Registrar. • On hand over of admissions from the emergency department, full and appropriate clinical notes and the ongoing management are the responsibilities of the acute call medical registrar. • If a child is referred to the Medical registrar on acute call from CED and the Registrar feels that admission is not appropriate they will review the child in CED and suggest an alternative plan with the CED staff.. • The acute call Medical Registrar will take GP calls for advice and/or admission. They will notify ED if there is concern regarding the severity of the condition of the child. • Attend emergency calls alerted to by the acute pager.
Clinical Responsibility	<ul style="list-style-type: none"> • Responsibilities are for all in-patients and referrals to the general paediatric service. This is shared between the 5 general paediatric registrars. • Daily ward rounds reviewing patients assigned to the Registrar. • One registrar will attend outpatient clinics in a shared manner and this person will generally not be rostered to acute call.. Registrars are to give the clinic clerk at the beginning of the run a roster for which registrar will be doing which clinic for the run . • Implement management and treatment for patients assigned to the Registrar. • Arrange appropriate investigations and ensure follow up of results.

ADHB Paediatric General Registrar Run Description – Effective 12 December 2011

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Area	Responsibilities
	<ul style="list-style-type: none"> • Legible notes are to be written in patients charts on a daily basis and when management changes are made. Entries must be dated, signed and have a legible printed name accompanying the signature. • Weekend plans will be formulated and in place. • Perform required procedures as necessary. • Liaise with other staff members, departments and health professionals in the management of patients. • Communicate with patients and their families about their concerns and facilitate their understanding of the medical issues involved. • On discharge ensure appropriate follow up is in place, including written information where appropriate. A written discharge will be completed prior to the patient leaving the ward and forwarded to the appropriate health professionals including the family doctor. • For on average one week in five each registrar will cover for the annual leave of one of the subspecialty registrars (endocrinology, gastroenterology, neurology, infectious diseases and immunology, renal or child protection). It is expected that individual registrars will arrange this such that they can cover areas of personal interest. • Visit and attend to medical need of patients in the Child and Family Unit as requested, or supervise house officers in this activity. <p>All the above duties will be in conjunction with junior house staff and the consultant responsible for that patient. Where appropriate the registrar will supervise junior staff and help them with problems as needed. The Registrar will discuss with the consultant as needed and over difficult diagnostic or management areas.</p>

Section 2: Training and Education

	Monday	Tuesday	Wednesday	Thursday	Friday
0800	Handover	Handover	Update	Handover	Handover
	Ward round	Ward round	Ward round	Ward round	Ward round
1030	Xray Conference				Xray conference
1230				General Paediatrics Tutorial	Grand Round
1300	Out patient Clinics				
				FRACP Teaching 1500 - 1700	
1600				Registrar teaching 1500 - 1700	

Note: dates and times for the sessions above may change. There are four to five registrar out patient clinics each week, which are shared between the medical registrars.

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

- General Paediatric Tutorial, Room 5.164, Thursday 1230-1330.
- Registrar Case Based Teaching Level 4 orthopaedic seminar room 1500 - 1600
- FRACP part 1 teaching, Level 1 Dept Paediatrics, Thursday 1500-1700

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Section 3: Roster:

<i>Other Resident and Specialist Cover</i>
<ul style="list-style-type: none"> • The ordinary hours of work are 0800 – 1700 Monday to Friday. • The on-site long days are from 1700 - 2230 M – F and are rostered at a frequency of 1 in 8 • The on call off-site long days in summer are 1700 – 2230 and are rostered at a frequency of 2 in 8. • The night duty shifts are rostered at a frequency of 1 in 8. • Weekend day duties are rostered at a frequency of 1 in 8

Section 4: Cover:

<i>Other Resident and Specialist Cover</i>
<ul style="list-style-type: none"> • During Summer months, December to April there are 5 General Paediatric Registrars and 2 House Officers. During the winter months there are 5 General Paediatric Registrars and 3 House Officers. • In general of the 5 General Paediatric Registrars one will be assigned to cover annual leave for the subspecialty paediatric medical registrars and one will be assigned to cover the leave requirements of the general paediatric registrars each week on rotation as per the roster. Day time cover for the General Paediatric Registrars scheduled to night duties will not be required. Such that there will be a minimum of 2 registrars at anyone time on the general paediatric service. • There are 12 sub-speciality Paediatric Registrars, a sub speciality reliever, and two advanced trainee posts.

Section 5: Performance appraisal

<i>Registrar</i>	<i>Service</i>
<p>The Registrar will:</p> <ul style="list-style-type: none"> • At the outset of the run meet with their designated consultant to discuss goals and expectations for the run, review and assessment times, and one on one teaching time • After any assessment that identifies deficiencies, implement a corrective plan of action in consultation with their Consultant; 	<p>The service will provide:</p> <ul style="list-style-type: none"> • 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. • An interim assessment report on the Registrar three (3) months into the run, after discussion between the Registrar and the Consultant responsible for them; • 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; • 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.

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Section 6: Hours and Salary Category

Summer Roster

<i>Average Working Hours</i>		<i>Service Commitments</i>
Basic hours (Mon-Fri)	40.0	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)	13.96	
All other unrostered hours	3.91	
Total hours per week	57.87	

Salary The salary for this attachment will be as detailed as a Category **C** run category.

Extended Winter Roster

- Starting mid June until mid September (total 12 weeks) extra hours are rostered for the expected increased winter work load.
- During winter there will be two registrars on duty to cover acute call from 1700 to 2300 during the week and 0800-2300 during the weekend. This is a total of 10 long days shifts during the week and 4 weekend shifts, shared between 13 registrars with the psychosocial and outpatient registrars covering one of the weekday shifts and some of the weekends..
- One extra registrar will also be rostered on duty for ward rounds 0800 to 1300 over the weekends.

<i>Average Working Hours</i>		<i>Service Commitments</i>
Basic hours (Mon-Fri)	45.0	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)	14.29	
All other unrostered hours	3	
Total hours per week	62.29	

Salary The salary for this attachment will be as detailed as a Category **B** run. Hours and Salary to be confirmed by a run review.

Includes three hours rostered time within the roster for education.

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Callbacks apart from weekend ward rounds are paid at a 4 hour minimum to a maximum of eight hours in any 8 hour period. These are paid as additional duties. Weekend ward rounds are calculated into the base salary as above.

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