

RUN DESCRIPTION

POSITION:	Registrar
DEPARTMENT:	Laboratory Services Clinical Haematology
PLACE OF WORK:	Middlemore Hospital
RESPONSIBLE TO:	Business Manager: Laboratory Services and through their consultants and Clinical Head to the Clinical Director Clinical Support Services.
FUNCTIONAL RELATIONSHIPS:	Patients Hospital and community based health care workers, especially hospital medical, laboratory, nursing and clerical staff.
PRIMARY OBJECTIVE:	To assist in diagnostic investigation and treatment and support of patients with haematology disorders.
RUN RECOGNITION:	This run is recognised by the RCPA as a training position for specialist qualification
RUN PERIOD:	Six months

Section 1: Registrar's Responsibilities

Area	Responsibilities
General	<p>Clinical Duties:</p> <ul style="list-style-type: none"> • Performance of bone marrows (aspirations and trephine biopsies) on inpatients and outpatients. • Attendance and participation in Haematology Clinics (twice per week). • Attendance at Ward 10 Haematology Ward rounds three times a week, with cover of Haematology Inpatients. Closer assessment of the patients will be necessary especially when the Haematology consultant or house officer is on leave. • Initial Assessment of Ward Referrals when directed. • Liaison between hospital medical staff and Consultant Haematologist and/or laboratory staff. • Attendance and involvement in the care of patients in the Haematology Day Ward who are receiving blood transfusions and/or chemotherapy, when directed. • Supervision of the venesection programme for patients with polycythaemia, haemochromatosis and related disorders.

Area	Responsibilities
	<ul style="list-style-type: none"> • Supervision and assistance of the junior medical staff and nurses re the administration of chemotherapy regimens. • Both technical and clinical skills are expected to improve during the run. <p>Laboratory Duties:</p> <ul style="list-style-type: none"> • Medical co-ordination of laboratory tests and the investigation of blood disorders, coagulation abnormalities etc, in patients with haematological and non-haematological diseases (including transfusion related problems). • Reporting of bone marrow findings. • Signing out of abnormal blood films usually at the end of the day, but also checking markedly abnormal results from night and weekend duties at the start of the day. • The Registrar will undertake laboratory bench work, and is expected to become proficient in routine procedures. Technical skill and knowledge appropriate to the stage of training for FRCPA will be required. • The registrar is expected to write up cases or undertake research projects suitable for publication during their attachment. <p>Service Delivery Responsibilities and Patient Care:</p> <p>The Registrar will work with the Consultant Haematologists to provide medical input into the functioning of the laboratory. Wherever possible, the Registrar should be involved in the medical management of the laboratory.</p>
<p>Administration</p>	<ul style="list-style-type: none"> • Obtain informed consent for procedures within the framework of the Medical Council guidelines which state: <ol style="list-style-type: none"> 1. <i>“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.”</i> 2. <i>“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.”</i> • 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 • As an RMO working at ADHB you will provided with a Concerto login and ADHB email account which will be used for all work related communication. It is your responsibility to ensure you check this regularly

Section 2: Training and Education

Training and Education

The Registrar will be expected to attend and participate in the following educational activities:

- Blood Club when appropriate
- Medical Grand Rounds at Middlemore Hospital and (mortality reviews are compulsory) sometimes Auckland Hospital.
- Mortality reviews
- Fortnightly sessions with technologists
- Other educational sessions as specified or approved by the Haematologists.

Responsibilities for Training and Professional Education of Other Staff:

The Registrar is expected to contribute actively to the education of medical students, nursing, technical staff and medical staff when requested.

Section 3: Roster

Roster

The normal hours of work shall be 8 per day between 0800 hours and 1730 hours Monday to Friday. The Registrar is required to participate in the on-call Haematology roster, and therefore be available by telephone and telepage two nights a week, Monday to Thursday inclusive, and on-call one weekend in three. Attendance at the hospital during on-call hours may be necessary to deal with urgent clinical and/or laboratory problems including Ward 5 ward calls. It will often be necessary to do a ward round on weekends and/or public holidays.

Section 4: Cover

Other Resident and Specialist Cover

The Registrar is expected to cover the Ward 5 inpatient Haematology service and/or the Haematology Day Ward when the Haematology house officer is on leave and is expected to co-ordinate any leave with that taken by the Consultants and Haematology house officer.

Section 5: Performance appraisal

<i>Registrar</i>	<i>Service</i>
<p><i>The Registrar will;</i></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; • Ensure a mid run assessment is completed after discussion between the Registrar and the consultant responsible for them; • After any assessment that identifies deficiencies, implement a corrective plan of action in consultation with their Consultant; • Sight and sign the final assessment report provided by the service. 	<p><i>The service will provide;</i></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 eight (8) weeks 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 House Officer/Registrar. • Performance will be assessed by the Haematologists using the criteria above and will be discussed at formal meetings at the beginning of the attachment and at three monthly intervals throughout the year. If deficiencies are identified during the attachment the Haematologist will bring these to the attention of the Registrar and discuss how they may be corrected.

Section 6: Hours and Salary Category

<i>Average Working Hours</i>		<i>Service Commitments</i>
Basic hours (Mon-Fri)	45.0	
Rostered additional hours (inc. nights, weekends & long days)	0	
All other unrostered hours	0	
Total hours per week	0	

Salary: The salary for this attachment will be as detailed as a Category **D** run. The position attracts an on-call allowance (1:2 frequency) and telephone rental allowance as provided by the CEC.
