

## RUN DESCRIPTION

<b>POSITION:</b>	Registrar – Paediatric Endo & Diabetes
<b>DEPARTMENT:</b>	Paediatric Endocrinology and Diabetes
<b>PLACE OF WORK:</b>	Starship Children’s Hospital Greenlane Clinical Centre
<b>RESPONSIBLE TO:</b>	Clinical Director and Manager, through a nominated Paediatrician.
<b>FUNCTIONAL RELATIONSHIPS:</b>	Healthcare consumer, Hospital and community-based healthcare workers
<b>PRIMARY OBJECTIVE:</b>	To facilitate the management of patients under the care of the Paediatric Endocrine and Diabetes Service.
<b>RUN RECOGNITION:</b>	This run is recognised by the Royal Australasian College of Physicians.
<b>RUN PERIOD:</b>	6 months

## Section 1: Registrar's Responsibilities

Area	Responsibilities
Clinical Responsibility	<ul style="list-style-type: none"> <li>• Responsibilities include all patients under and referrals to the Paediatric Endocrine service.</li> <li>• Daily ward rounds and reviewing the above patients at Starship, ward 26A.</li> <li>• Attend outpatient clinic in Diabetes and Endocrinology at Greenlane clinical centre or at Botany downs (diabetes outreach clinic).</li> <li>• Implement management and treatment for the above patients.</li> <li>• Arrange appropriate investigations and ensure follow up of results.</li> <li>• 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.</li> <li>• Weekend plans will be formulated and in place.</li> <li>• Perform required procedures as necessary.</li> <li>• Liaise with other staff members, departments and health professionals in the management of patients.</li> <li>• Communicate with patients and their families about their concerns and facilitate their understanding of the medical issues involved.</li> <li>• On discharge ensure appropriate follow up is in place, including written information where appropriate. A written discharge will be completed within a reasonable period of time and forwarded to the appropriate health professionals including the family doctor.</li> <li>• 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. While on call the acute Paediatric Medical Registrar phone and Paediatric Resus pager are held.</li> <li>• The Medical Registrar on acute call is available to advise on children in CED. The decision to admit a child is made by the Medical Registrar on acute call.</li> <li>• On hand over of admissions from the emergency department, full and appropriate clinical notes and the ongoing management are the responsibilities of the medical registrar on call.</li> <li>• 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.</li> <li>• Review of medical admissions to PICU.</li> </ul>
Acute Call Responsibility	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Attend emergency calls alerted to by the Paediatric Resus pager.</li> </ul>

## Section 2: Training and Education

	Monday	Tuesday	Wednesday	Thursday	Friday
0800	Handover The ward round	Handover	Handover	Handover	Handover
0830-1230	Diabetes Transition Clinic GCC	Diabetes Clinic GCC (Once a month in Henderson)	Endocrine Clinic GCC	Endocrine Clinic GCC	Diabetes Clinic (once a month at Botany Downs)
1230			Registrar Teaching		
1300	Endocrine Clinic				Grand Round
1330				1300 DM team meeting	1400 Ward Round
1400	Ward Round	Ward Round	1430-1600 Journal club Team meeting		
1500-1700				FRACP part 1 Teaching	

- Note: Dates and times for the sessions above may change. Clinics are held on the Greenlane site. Parking is available behind Alexander Park. Alternatively, there are regular shuttles between the Auckland and Greenlane sites.
- There is a minimum of 2 hours per week medical learning, which includes the following:
- Endocrinology teaching, Liggins Institute
- Registrar Teaching, Henley room CE every 4 weeks on Wednesday 1300-1700
- FRACP part 1 teaching, Thursdays 1500-1700

## Section 3: Roster:

<i>Other Resident and Specialist Cover</i>		
The hours of work of the Paediatric Registrars are as follows:		
Ordinary hours	Monday to Friday	0800 - 1700
Long days on site	Monday to Friday	0800 - 2230
Long days on call off site	Monday to Friday	1700 - 2230
Night Duty	Monday to Sunday	2200 - 0800
Weekend ward round on site	Saturday and Sunday	0800 – 1700
Weekend ward round on call off site (following ward round)	Saturday and Sunday	1700 – 2230
Weekend long day on site	Saturday and Sunday	0800 – 2230
Clinical Administration day	Monday to Friday	0800 – 1700
Winter roster: ward call shifts 1000-2230 on weekends		
Each Registrar contributing to the roster will be rostered up to two sets of RDO's not abutting a weekend free of duty per four-month rotation. All Paediatric Registrars will be allocated two clinical administration days per four-month rotation.		

## Section 4: Cover:

<i>Other Resident and Specialist Cover</i>
<p>There are 11 subspecialty Paediatric Registrars:</p> <ul style="list-style-type: none"><li>• 2 Cardiology Registrars</li><li>• 2 Respiratory Registrars</li><li>• 2 Oncology Registrars</li><li>• 1 Endocrinology Registrar</li><li>• 1 Gastroenterology Registrar</li><li>• 1 Neurology Registrar</li><li>• 1 Infectious Diseases/Immunology Registrar</li><li>• 1 Renal Registrar</li></ul> <p>There is one Child Protection Registrar, four General Paediatric Registrars, one Consult Liaison Registrar and one Outpatient Clinic Registrar:</p> <p>There are six Paediatric Registrar Relievers who will cover the duties of the Registrars on leave, night duties, sleep days rostered days off (RDO) and clinical administration days.</p> <ul style="list-style-type: none"><li>• Cover for sickness is provided by the short notice reliever (when available), or by the payment of additional duties or cross cover (as per the collective agreement.)</li></ul>

## Section 5: Performance appraisal

<i>Registrar</i>	<i>Service</i>
<p>The Registrar will:</p> <ul style="list-style-type: none"><li>• At the outset of the run meet with their assigned supervisor/s to discuss goals and expectations for the run, review and assessment times, and one on one teaching time</li><li>• After any assessment that identifies deficiencies, implement a corrective plan of action in consultation with their Consultant;</li></ul>	<p>The service will provide:</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 halfway through 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>

## Section 6: Hours and Salary Category

### Summer Roster:

In accordance with clause 12.1.2b of the SToNZ MECA, where there are weekdays completely free from rostered duties (RDOs), these days shall not be counted in the ordinary hour's calculation as part of the run category. This excludes sleep recovery days that fall Monday through Friday. This will apply in the following circumstances:

1. As per Appendix 3: Transition Provisions – Translation to the Salary Categories in Clause 12 of the SToNZ MECA, where an RMO joins SToNZ and the published roster has weekday RDOs and these will be observed
2. There are weekday RDOs as part of the roster

Where this applies the category for the run is set out below:

Average Working Hours - STONZ Run Category (RDO's are observed)		Service Commitments
Ordinary Hours	40.00	The Service, together with the RMO Unit will be responsible for the preparation of any Rosters.
RDO Hours	-1.78	
Rostered Additional	14.36	
All other unrostered Hours	1.67	
<b>Total Hours</b>	<b>54.25</b>	

**Salary:** The salary for this attachment will be detailed as a Category D run.

Where no weekday RDOs are observed, the following run category will apply:

Average Working Hours - SToNZ Run Category (not observing RDO's)		Service Commitments
Ordinary Hours	40.00	The Service, together with the RMO Unit will be responsible for the preparation of any Rosters.
Rostered additional hours	14.36	
All other unrostered hours	1.67	
<b>Total Hours</b>	<b>56.03</b>	

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

## Extended Winter Roster:

- Starting mid July until mid October (total of 12 weeks) extra hours are rostered for the expected increased winter workload.
- During winter there will be two registrars on duty to cover acute call from 1700 to 2230 during the week
- One extra registrar will be rostered on duty for ward rounds 1000 to 2230 over the weekend.

In accordance with clause 12.1.2b of the STONZ MECA, where there are weekdays completely free from rostered duties (RDOs), these days shall not be counted in the ordinary hours calculation as part of the run category. This excludes sleep recovery days that fall Monday through Friday. This will apply in the following circumstances:

1. As per Appendix 3: Transition Provisions – Translation to the Salary Categories in Clause 12 of the STONZ MECA, where an RMO joins STONZ and the published roster has weekday RDOs and these will be observed
2. There are weekday RDOs as part of the roster

Where this applies the category for the run is set out below:

Average Working Hours - STONZ Run Category (RDO's are observed)		Service Commitments
Ordinary Hours	40.00	The Service, together with the RMO Unit will be responsible for the preparation of any Rosters.
RDO Hours	- 2.67	
Rostered Additional	15.85	
All other unrostered Hours	3.00	
<b>Total Hours</b>	<b>56.18</b>	

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

Where no weekday RDO's are observed, the following run category will apply:

Average Working Hours - STONZ Run Category (not observing RDO's)		Service Commitments
Ordinary Hours	40.00	The Service, together with the RMO Unit will be responsible for the preparation of any Rosters.
Rostered additional hours	15.85	
All other unrostered hours	3.00	
<b>Total Hours</b>	<b>58.85</b>	

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