

<b>POSITION:</b>	Registrar - Gastroenterology
<b>DEPARTMENT:</b>	Paediatric Gastroenterology
<b>PLACE OF WORK:</b>	Starship Hospital
<b>RESPONSIBLE TO:</b>	Head of Department, Paediatric Gastroenterology, via a nominated Consultant within the department
<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 Gastroenterology 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
Acute Call Responsibility	<ul style="list-style-type: none"> <li>• 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> <li>• The acute call Medical Registrar will take GP calls for advice and/or admission.</li> <li>• 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>

Clinical Responsibility	<ul style="list-style-type: none"> <li>Responsibilities include all patients under and referrals to the Paediatric Gastroenterology service.</li> <li>Daily ward rounds and reviewing the above patients.</li> <li>Attend outpatient clinics.</li> <li>Implement management and treatment for the above patients.</li> </ul>
	<ul style="list-style-type: none"> <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</li> </ul>

## Section 2: Training and Education

<i>Training and Education</i>					
	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>0800</b>	0800 Starship Handover 0830 Gastro handover	0800 Starship Handover	0800 Starship Paediatric Update	0800 Starship Handover	0800 Starship Handover 0830-1230 Endoscopy list
<b>0900</b>	0900 Gastro Clinic	0900 Ward Round	0900-1100 Gastro MDT Ward Round	0900 Liver clinic	0900 Ward Round
<b>1100</b>					1130-1200 Liver transplant MDT meeting
<b>1230</b>	1200-1300 Gastro team teaching/ Journal Club		1230-1330 IVN Round	1230-1300 Radiology conference	1300 Starship Hospital Grand Round
<b>1400</b>	1400-1500 Paediatric transplant meeting		1330-1700 Endoscopy List		
<b>1500</b>	1530 Histology meeting			FRACP part 1 Teaching 1500 - 1700	
<b>1600</b>					

NB: Dates and times of the above sessions may change.

- There is a minimum of 2 hours per week medical learning, which includes the weekly tutorial and pathology session.
- Gastroenterology Teaching, 26A Conference room (Level 6) or Orthopedic Seminar room (Level 3), Mondays 1200-1300
- Registrar Teaching, Henley room CE Cevery 4 weeks on Wednesday 1300-1700
- FRACP part 1 teaching, Thursdays 1500-1700

### Section 3: Roster

#### *Roster*

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 at 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

### *Other Resident and Specialist Cover*

- There are 11 subspecialty Paediatric Registrars
- 2 Cardiology Registrars
- 2 Respiratory Registrars
- 2 Oncology Registrars
- 1 Endocrinology Registrar
- 1 Gastroenterology Registrar
- 1 Neurology Registrar
- 1 Infectious Diseases/Immunology Registrar
- 1 Renal Registrar
- There is one Child Protection Registrar, four General Paediatric Registrars, one Consult Liaison Registrar and one Outpatient Clinic Registrar
- 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.

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.)

## 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 two 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</li> </ul>

## Section 6: Hours and Salary Category

### Summer Roster

Average Working Hours		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 hours	14.36	
All other unrostered hours	4.19	
<b>Total Hours</b>	<b>56.77</b>	

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

### Extended Winter Roster

- Starting mid-July until mid-October (12 weeks total) 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 2230 during the week
- One extra registrar will also be rostered on duty for ward rounds 1000 to 2230 over the weekend.

Average Working Hours		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 hours	15.85	
All other unrostered hours	3.74	
<b>Total Hours</b>	<b>56.92</b>	

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