

RUN DESCRIPTION

POSITION:	Registrar
DEPARTMENT:	Anaesthesia and Pain Medicine
PLACE OF WORK:	Counties Manukau Facilities
RESPONSIBLE TO:	Clinical Director and Manager, or nominated Consultant.
FUNCTIONAL RELATIONSHIPS:	Healthcare consumers, Hospital and community based healthcare workers.
PRIMARY OBJECTIVE:	To facilitate the management of patients under the care of the Anaesthesia Service, including pre and post operatively.
RUN RECOGNITION:	This run is recognised by the Australian and New Zealand College of Anaesthetists as a training position for specialist qualification.
RUN PERIOD:	4 – 6 months

Section 1: Registrar's Responsibilities

<i>Area</i>	<i>Responsibilities</i>
General	<p>Clinical Responsibilities.</p> <p>Primary responsibility is the provision of anaesthesia services within Counties Manukau facilities. There are two work sites, Middlemore (MMH) and Manukau Surgery Centre (MSC). Out of hours work at each site is rostered separately. Routine weekday work may occur at either site, according to the roster.</p> <p>The work schedule is allocated weekly on the departmental roster. This is usually available in draft form by Wednesday of the preceding week and in final form by the Friday of the preceding week.</p> <p>The provision of anaesthetic services and training will be in accordance with the relevant guidelines and policy documents of the Australian and New Zealand College of Anaesthetists.</p>

Area	Responsibilities
	<p>Anaesthesia services include:</p> <ul style="list-style-type: none"> • elective operating lists • acute and 'acute arranged' operating lists • obstetric anaesthesia • acute pain service • limited chronic and complex pain service • preoperative assessment clinic • other "out of theatre" anaesthesia (eg radiology, cardiac intervention unit) • Perioperative Care Unit (PCU) at MSC • Emergency assistance at MSC out of hours • Other services as directed from time to time by the Clinical Head or Supervising Anaesthetist (eg assistance with iv cannulation/airway problems, etc, in wards). <p>Registrars are responsible to the General Manager, Surgical and Ambulatory Care, via the Clinical Head, Department of Anaesthesia for clinical matters and the Unit Manager, Department of Anaesthesia for managerial matters.</p> <p>If registrars are rostered to work in hours with a Consultant, that is their direct line of responsibility. If rostered to an acute theatre alone in hours their responsibility is to the Anaesthetic Supervisor. Out of hours their responsibility is to the First Call Consultant at MMH, and at MSC to the PCU Anaesthetist on call.</p>
<p>Administration</p>	<p>Administrative Responsibilities</p> <p>Registrars are expected to:</p> <ul style="list-style-type: none"> • Maintain a satisfactory standard of documentation in the files of patients. A correctly completed anaesthetic chart should be filled out for every anaesthetic. • • Obtain informed consent for procedures within the framework of Medical Council guidelines. • • 'If absent due to unexpected circumstances (e.g. health, other), contact the Anaesthetic coordinator (SMO rostered to supervise the theatre block) directly. It would also be appreciated if they notified the Anaesthetic Consultant they are paired to work with that day if applicable'. • • RMOs are provided with a Counties Manukau email account which will be used for all work- related communication. It is the RMO's responsibility to ensure the account is checked regularly.

Section 2: Training and Education

Training and Education

Attendance at orientation is mandatory.

All registrars have a minimum of one half day rostered to attend formal teaching sessions, usually Tuesday afternoons for pre Part 1 registrars and Wednesday mornings or afternoons for pre Part 2 registrars. Senior Registrars who have completed the ANZCA Final exam will be rostered to a half a day of non-clinical or teaching. Registrars may also be rostered to sessions on Crisis Management and Simulator Training.

Attendance at other departmental educational sessions is expected, including departmental education meetings, departmental morbidity and mortality meetings, local and city-wide CME meetings, etc.

Other rostered teaching sessions may occur from time to time as departmental resources allow.

Teaching in theatre should occur when registrars are doubled up with consultants. Registrars must ensure they are aware of the patients on a list. Registrars must know how to look up scheduled lists using Concerto. Both preoperative assessment and post-operative review is expected, as this forms a vital part of the training experience.

Registrars may be expected to participate in the training and education of medical and allied health students, as well as other allied health staff members (nursing, technicians etc).

Section 3: Roster

Roster

Out of hours work occurs on both the MMH and MSC site. Weekend work patterns and shifts apply on Public Holidays. Shift hours for the two sites are as follows:

MMH

Days Monday – Friday (D)	0730 – 1730 (10 hours)
Evenings Monday – Friday (L)	1200 – 2230 (10.5 hours)
Nights Monday – Thursday (NW)	2200 – 0800 (10 hours)
Nights Friday (NF)	2200 – 0830 (10.5 hours)
Weekend/Public Holiday Days (DW)	0800 – 2030 (12.5 hours)
Weekend/Public Holiday Nights (NS)	2000 – 0830 (12.5 hours)

At all times, two registrars are rostered to weekday evenings, (or two to weekend days) and two to nights. 15-30 minutes handover time is included in all rostered hours.

MSC

Days Monday – Friday (D)	0730 – 1730 (10 hours)
Long Days (Y)	0800 – 2030 (12.5 hours)
Nights (Z)	2000 – 0830 (12.5 hours)

At all times, one registrar is rostered on a long day and one on nights.

NB: Registrars rostered to “Days” may be required to work at *either* MMH or MSC, depending on clinical load, and teaching requirements and short notice changes to site of work may occur from time to time.

ANAESTHESIA ROSTER FOR COUNTIES MANUKAU

Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	L	L	L	.	NF	NS	NS
2	.	.	.	D	D	.	.
3	D	D	Y	D	D	.	.
4	NW	NW	NW	NW	.	.	.
5	D	D	D	D	.	DW	DW
6	.	D	D	D	D	.	.
7	Z	Z	Z	Z	.	.	.
8	D	D	D	.	Y	Y	Y
9	.	D	D	L	L	.	.
10	D	Y	D	D	D	.	.
11	Y	D	D	D	D	.	.
12	L	L	L	.	NF	NS	NS
13	.	.	.	D	D	.	.
14	D	D	D	D	D	.	.
15	NW	NW	NW	NW	.	.	.
16	D	D	D	D	.	DW	DW
17	.	D	D	D	D	.	.
18	D	D	D	Y	D	.	.
19	D	D	D	.	Z	Z	Z
20	.	.	D	D	D	.	.
21	D	D	D	L	L	.	.

SHIFT KEY		
Shift Label	Timing	Hours
NW (M-T)	2200-0800	10
NF	2200-0830	10.50
DW	0800-2030	12.5
NS	2000-0830	12.5
D	0730-1730	10
L	1200-2230	10.5
Y	0800-2030	12.5
Z	2000-0830	12.5

Section 4: Cover:

<i>Other Resident and Specialist Cover</i>
<p>Applications for leave will be processed in line with the relevant SECA. Applications for leave received and accepted prior to roster publication will be accommodated via the capacity for leave to be taken from shifts not directly required for service provision, thereby specific leave cover not required.</p> <p>Cover for late notice leave not accommodated in the published roster is provided by the registrar body on a voluntary basis. This will be paid as additional duties at the standard registrar additional duties rate agreed between Counties Manukau and the relevant union.</p> <p>Other resident cover may be provided by Anaesthetic Fellows or Specialists from time to time.</p>

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 Supervisor of Training to discuss goals and expectations for the run, review and assessment times, and one on one teaching time • In the event of an assessment that identifies deficiencies, implement a corrective plan of action in consultation with their Supervisor of Training and if necessary the Clinical Director or their nominee. • Provide feedback to the SOT on the educational experience of the run • Comply with the requirements of the ANZCA training program, including timely data entry into the ANZCA Training Portfolio System or equivalent. 	<p>The service will facilitate:</p> <ul style="list-style-type: none"> • An initial meeting between the Supervisor of Training 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 midway into the run, may be required, after discussion between the Registrar and the Supervisor of Training responsible for them • The opportunity to discuss any deficiencies identified during the attachment. The Supervisor of Training 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. • The opportunity to select and utilise a mentor as an additional form of advocacy and support

Section 6: Hours and Salary Category

Average Working Hours		Service Commitments
Basic hours (Mon-Fri)	40.00	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)	9.10	
All other unrostered hours <i>To be confirmed by a run review</i>	TBC	
Total hours per week	49.10	

Anaesthesia rosters are recognised as regular shift work runs, and hence paid 2 categories above their average hours worked.

Salary: The salary for this attachment is detailed at a category **D**; paid at a category B.

Total hours fall above the middle of the salary band therefore the run will be remunerated as a B until the unrostered hours can be confirmed by a run review.