

<b>POSITION:</b>	Fellow
<b>DEPARTMENT:</b>	Clinical Genetics
<b>PLACE OF WORK:</b>	Auckland City Hospital, 160 Grafton Road
<b>RESPONSIBLE TO:</b>	Clinical Director and Manager, through a nominated Consultant/Physician.
<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 Clinical Genetics Service.
<b>RUN RECOGNITION:</b>	This run is recognised by the RACP as a training position for specialist qualification
<b>RUN PERIOD:</b>	12 months

### Section 1: Fellow's Responsibilities

<i>Area</i>	<i>Responsibilities</i>
<b>General</b>	<ul style="list-style-type: none"> <li>To see patients in outpatient clinics and on the wards under the supervision of the consultant clinical geneticists</li> </ul>
<b>Acute admitting</b>	<ul style="list-style-type: none"> <li>None</li> </ul>
<b>On-Duty</b>	<ul style="list-style-type: none"> <li>When On Duty, be at the recognised workplace for the purpose of carrying out Fellow duties.</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>If absent due to unexpected circumstances (e.g. health, other), contact the clinical genetics secretary on 0800 476 123</li> <li>As an RMO working at ADHB you will be provided with a RCP login and ADHB email account which will be used for all work related communication. It is your responsibility to ensure you check this regularly</li> </ul>

**Section 2: Training and Education**

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>a.m.</b>	Australasian genetic fellow teaching (day TBC)	National videoconference 1/month Dysmorphology 1/month Genomics MDM 1/month	Paediatric update Dysmorphology 1/month Pathology/MFM/Genetics meeting every 2 <sup>nd</sup> month	Fetal radiology meeting	Paediatric grand round
<b>p.m.</b>	Lab meeting 1/month			Adult grand round	

Note: dates and times for the sessions above may change.

*The Fellow is expected to contribute to the education of nursing, technical staff and medical staff when requested*

**AND/OR**

<i>Training and Education</i>	
<i>Protected Time</i>	There is significant protected time for independent learning when not in clinics or meetings

**Section 3: Roster**

*Roster*

**Hours of Work**

Ordinary Hours of work are Monday to Friday 0800 - 1700

**Section 4: Cover**

*Other Resident and Specialist Cover*

**Section 5: Performance appraisal**

<i>Fellow's Responsibilities</i>	<i>Service Responsibilities</i>
<ul style="list-style-type: none"> <li>• The Fellow will;</li> <li>• 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;</li> <li>• Ensure a mid run assessment is completed after discussion between the Fellow and the consultant responsible for them;</li> <li>• After any assessment that identifies deficiencies, implement a corrective plan of action in consultation with their Consultant;</li> <li>• Sight and sign the final assessment report provided by the service.</li> </ul>	<ul style="list-style-type: none"> <li>• The service will provide;</li> <li>• An initial meeting between the Consultant and Fellow 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 Fellow (<b>12</b>) weeks into the run, after discussion between the Fellow and the Consultant responsible for them;</li> <li>• The opportunity to discuss any deficiencies identified during the attachment. The Consultant responsible for the Fellow will bring these to the Fellow's attention, and discuss and implement a plan of action to correct them;</li> <li>• A final assessment report on the Fellow at the end of the run, a copy of which is to be sighted and signed by the Fellow.</li> </ul>

**Section 6: Hours and Salary Category**

<i>Average Working Hours</i>		<i>Service Commitments</i>
Basic hours (Mon-Fri)	40	<ul style="list-style-type: none"> <li>The Service, together with the RMO Support will be responsible for the preparation of any Rosters.</li> </ul>
Rostered additional hours (incl 1hr Mon-Fri)	5	
Call Back		
All other unrostered hours (to be confirmed by run review)	TBC	
Total hours per week	45	

**Salary:** The salary for this attachment is estimated to be a Category **E**;

If the salary/run review indicates an increase in category, then a back pay will apply to the commencement of the change.