

POSITION:	Fellow
DEPARTMENT:	Clinical Genetics
PLACE OF WORK:	Auckland City Hospital, 160 Grafton Road
RESPONSIBLE TO:	Clinical Director and Manager, through a nominated Consultant/Physician.
FUNCTIONAL RELATIONSHIPS:	Healthcare consumer, Hospital and community based healthcare workers
PRIMARY OBJECTIVE:	To facilitate the management of patients under the care of the Clinical Genetics Service.
RUN RECOGNITION:	This run is recognised by the RACP as a training position for specialist qualification
RUN PERIOD:	12 months

Section 1: Fellow's Responsibilities

<i>Area</i>	<i>Responsibilities</i>
General	<ul style="list-style-type: none"> To see patients in outpatient clinics and on the wards under the supervision of the consultant clinical geneticists
Acute admitting	<ul style="list-style-type: none"> None
On-Duty	<ul style="list-style-type: none"> When On Duty, be at the recognised workplace for the purpose of carrying out Fellow duties.
Administration	<ul style="list-style-type: none"> If absent due to unexpected circumstances (e.g. health, other), contact the clinical genetics secretary on 0800 476 123 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

Section 2: Training and Education

	Monday	Tuesday	Wednesday	Thursday	Friday
a.m.	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 nd month	Fetal radiology meeting	Paediatric grand round
p.m.	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"> • The Fellow will; • 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 Fellow 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. 	<ul style="list-style-type: none"> • The service will provide; • 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; • An interim assessment report on the Fellow (12) weeks into the run, after discussion between the Fellow and the Consultant responsible for them; • 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; • 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.

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"> The Service, together with the RMO Support will be responsible for the preparation of any Rosters.
Rostered additional hours (incl 1hr Mon-Fri)	5	
Call Back		
All other unrostered hours (to be confirmed by run review)	3	
Total hours per week	48	

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.