

RUN DESCRIPTION

POSITION:	Respiratory Registrar
DEPARTMENT:	Respiratory / General Medicine, Medical Services
PLACE OF WORK:	Counties Manukau District Health Board including Middlemore Hospital and other related sites
RESPONSIBLE TO:	Service Manager and Clinical Director through their supervising Consultant (s) and the Clinical Head - Respiratory
FUNCTIONAL RELATIONSHIPS:	Health Care Consumers Hospital and community-based health care workers
PRIMARY OBJECTIVE:	To facilitate the safe and effective management of patients under the care of the Department of Medicine (and Respiratory Medicine subspecialty).
RUN RECOGNITION:	This run is eligible for recognition as part of an appropriate training program for specialist qualification.
RUN PERIOD:	Respiratory Advanced Trainees will complete 3 months Off Ward and 3 months of Ward Registrar duties. Other trainees 6 months on Ward.

Section 1: Registrar's Responsibilities

<i>Area</i>	<i>Responsibilities</i>
Clinical Duties	<ul style="list-style-type: none"> • The Registrar is responsible for the day to day medical care of Respiratory Medicine inpatients and will undertake a daily round of all these patients. • The Registrar will supervise the work of a House Officer, with whom they will organise the investigation and management of inpatients, requesting assistance from the designated Consultant when required. The Registrar is expected to ensure their patients are safely and efficiently handed over and to liaise with the other health professionals in the unit to ensure the required level of coordinated care to the patients is achieved and maintained. • The Registrar will be available to attend Consultant ward rounds and will have a current knowledge of the progress of inpatients under their care. • The Registrar will maintain a high standard of communication with patients, patients' families and staff. The Registrar will confer at all times with other clinical team members regarding discharge planning and progress of patients. • The Registrar will attend rostered outpatient clinics and endeavour to see outpatients at their scheduled appointment times. Out patients, will be discussed with the designated Consultant supervising that clinic. • The Registrar will attend rostered procedure lists. • The Registrar will report lung function tests as rostered and submit reports for Consultant review and feedback in a timely manner.
	<ul style="list-style-type: none"> • The Registrar will attend regular department meetings. • The Registrar will carry the acute Respiratory phone as rostered and will respond to calls in a timely manner. Acute duties will include seeing ward referrals, admitting patients and performing/assisting with pleural procedures, liaising with the designated Consultant where appropriate. • Clinical skills, judgement and knowledge are expected to improve during the attachment. <p>CMDHB Clinical Board policies are to be followed at all times. The Registrar will attend rostered procedure lists.</p> <ul style="list-style-type: none"> • Out of hours duties will include a component of General Medicine.

Area	Responsibilities
Administration	<ul style="list-style-type: none"> • The Registrar will review the Electronic Discharge Summaries (EDS) prepared by the team House Officer. The Registrar will send an amended EDS or dictate an additional letter to the GP after patient's discharge from hospital when complexity of diagnosis and management, or results of investigations available after discharge, makes this necessary. • The Registrar is responsible for the accuracy of the principal and secondary diagnoses and treatment/management and procedures performed recorded on the EDS. • Legible notes will be written in patient charts on assessment / admission, and whenever management changes are made. All documentation should comply with CMDHB Clinical Board documentation policy. • All instructions (including drugs, IV fluids and instructions for nursing) will be accurately and legibly recorded and legibly signed. • The results of all investigations will be sighted and signed electronically. The responsibility for results relating to inpatients may be shared with the team House Officer. The Registrar will refer results to the Consultant where there is uncertainty about the significance of the result. • The Registrar is responsible for the completion of death certificates for patients who have been under their care, although this may be delegated to a House Officer. • The Registrar will be expected to participate in audit programmes within Internal Medicine and, in particular, will be responsible for completion of a mortality audit form for each patient dying under his/her care and presenting this to the Consultant. • A letter will be written to the patient's GP after each outpatient visit. • The Registrar is expected to attend the weekly Department of Medicine Clinical Meetings as well as Respiratory Department Clinical and Academic meetings. There is mandatory attendance at the monthly Mortality Review Meeting and the quarterly Orientation and Quality Assurance meetings (unless on urgent clinical duties). • Obtain informed consent for procedures within the framework of the Medical Council guidelines which state: <ol style="list-style-type: none"> 1) "The practitioner who is providing treatment is responsible for obtaining informed consent beforehand for their patient. The Medical Council believes that the responsibility for obtaining consent always lies with the consultant – as the one performing the procedure, they must ensure the necessary information is communicated and discussed." 2) "Council believes that obtaining informed consent is a skill best learned by the house surgeon observing consultants and experienced registrars in the clinical setting. Probationers should not take informed consent where they do not feel competent to do so."

<i>Area</i>	<i>Responsibilities</i>
	<ul style="list-style-type: none"> • If absent due to unexpected circumstances (e.g. health, other), contact the RMO Support Unit or, if after hours the Duty Manager directly as well as the Consultant to which the registrar is clinically responsible in the absent duty. • As an RMO working at CMDHB you will be provided with a Concerto login and CMDHB 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.	0800 – Medical Handover	0800 – Medical Handover	0800 – Medical Handover	0800 – Medical Handover	0800 – Medical Handover
p.m.			12.45 Pulmonary Physiology and Sleep Meeting	12.15 – Medical Grand Round or M&M meeting 1300 Respiratory Radiology meeting 2.30 Respiratory Academic programme	

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

<i>Education</i>
<p>Through example and supervision the Registrar will actively contribute to the education of House Officers. On occasion, the Registrar may be requested to teach other health care workers and medical students.</p> <p>There will be a minimum of 4 hours of educational sessions per week.</p>
<i>Research</i>
<p>A clinical research project may be undertaken during the attachment subject to approval by the Manager, Medical Services and the Clinical Head - Respiratory Medicine. Quality improvement activities, such as clinical audit, are also encouraged.</p>

Section 3: Roster

Roster

- Up to 23 long days (0800-2230)
- Up to 6 x weekends (1x 0800 – 1600, 1x 0800 – 2230)
- Maximum of 8 nights (2200-0800)
- Monday to Friday 0800 – 1600

Across the CMDHB General Medicine and Medical Specialties services there will be:

- A consistent workload for 3 Registrars overnight (2200-0800).
- In addition there is 1 Registrar rostered to 1600 – 0000 daily in Medical Assessment Unit, who may remain on site until 0400 at the latest to support workload requirements, this is accounted for within the on-call component of the run description.
 - A consistent workload for 9 Registrars rostered to weekday long days (Monday-Friday).
 - A consistent workload for minimum staffing levels of 14 Registrars are as follow for weekend shifts
 - o 8x Saturday long days
 - o 6x Saturday short days
 - o 6x Sunday long days
 - o 8x Sunday short days.
 - Minimum staffing are levels inclusive of Cardiology, Renal and Respiratory service long days and weekends.
 - Please note – within the published roster/roster template there are additional long days and weekends rostered. This is to provide buffer for both planned and un-planned leave and these shifts are over and above the minimum staffing levels outlined above. Cross cover payments would not apply where the additional/buffer shifts are not filled as these shifts are above minimum staffing levels.

Section 4: Cover

Other Resident and Specialist Cover

From 8am to 8pm Monday to Friday a Senior Medical Officer is based in Emergency Care.

The B Call Consultant is on-call to come back to the hospital if required from 4pm to 8am the following day.

A Respiratory Consultant is available on-site 8-4 Mon-Fri and 8-3 Sat-Sun, and on-call 24/7.

Section 5: Performance appraisal

<i>Registrar</i>	<i>Service</i>
<p><i>The Registrar will;</i></p> <ul style="list-style-type: none"> • At the outset of the run meet with their designated consultant to discuss goals and expectations for the 	<p><i>The service will provide;</i></p> <ul style="list-style-type: none"> • An initial meeting between the Consultant and Registrar to discuss goals and expectations for the

<i>Registrar</i>	<i>Service</i>
<p>run, review and assessment times, and one on one teaching time;</p> <ul style="list-style-type: none"> • Ensure a mid-run assessment is completed after discussion between the Registrar 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. 	<p>run, review and assessment times, and one on one teaching time;</p> <ul style="list-style-type: none"> • An interim assessment report on the Registrar six (6) weeks into the run, after discussion between the Registrar and the Consultant responsible for them; • 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; • 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.

Section 6: Hours and Salary Category

<i>Average Working Hours</i>	<i>Service Commitments</i>
<p>Basic hours 40 (Mon-Fri)</p> <p>Rostered additional hours 14.02 (inc. nights, weekends & long days)</p> <p>All other unrostered hours 7.29</p> <p>Total hours per week 61.31</p>	<p>The Service, together with the RMO Support Unit will be responsible for the preparation of any Rosters.</p>

Salary: The salary for this attachment will be detailed as a Category B .