

RUN DESCRIPTION

Last Text review	November 2023
Last Salary review	November 2023
(Salary effective from)	November 2023

Te Whatu Ora – Health New Zealand Waitaha Canterbury is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.

POSITION	Registrar
SERVICE	Child Health Service
PLACE OF WORK	The RMO will be based within the hospital facilities of Te Whatu Ora – Health New Zealand Waitaha Canterbury. There may be occasions when services will be provided in the wider community.
RESPONSIBLE TO	<p>Line of Accountability The RMO is directly responsible for their performance to the Clinical Director of the Service, through the Senior Medical Officer (SMO) with whom they are working at the time. If the supervising consultant is unavailable, then the on-call consultant should be contacted.</p> <p>Team Structure The team is led by the SMO and consists of other RMOs, Nurses and other Allied Health Professionals.</p> <p>Named Clinical Supervisor Each RMO will be clinically supervised by a SMO</p>
FUNCTIONAL RELATIONSHIPS	<p>Patients and their families</p> <p>Other health professionals and staff within the hospital facilities of Te Whatu Ora – Health New Zealand Waitaha Canterbury and in the community</p>
PRIMARY OBJECTIVE	Care and treatment of patients presenting to the services within Te Whatu Ora – Health New Zealand Waitaha Canterbury and other patients for whom the advice of those services is sought
RUN RECOGNITION	These positions are recognised as suitable for basic and advanced training (with a programme and supervisor approved by the Committee for Physician Training, Royal Australasian College of Physicians).
RUN PERIOD	Allocated runs within the service are predominantly for a 6 month period although there is flexibility based on registrar training requirements and Service need to vary this (either 4 month or 12 month run allocation)

Section 1: Responsibilities

Area	Responsibilities
Clinical Duties	<p data-bbox="624 309 820 338">The Registrar will</p> <ul data-bbox="671 383 1393 1592" style="list-style-type: none"> <li data-bbox="671 383 1393 472">• Assess, investigate and manage children admitted to the inpatient service under the supervision of the admitting paediatrician and with reference to departmental guidelines <li data-bbox="671 483 1393 607">• Review on a daily basis, the progress and management of all inpatients under the team's care. Discuss with the designated Consultant Paediatrician any concerns relating to these patients <li data-bbox="671 618 1393 707">• Ensure adequate documentation in the clinical record of each patient that is consistent with the CDHB's documentation standards <li data-bbox="671 719 1393 786">• Supervise and support the training of the House Officer attached to the run <li data-bbox="671 797 1393 920">• Ensure that at the end of a shift all patients are handed over to the registrar on duty with particular identification of any patients whose condition is unstable or of concern, so that continuity of care is maintained <li data-bbox="671 931 1393 999">• Complete an electronic discharge summary for each patient at the time of discharge <li data-bbox="671 1010 1393 1200">• Undertake assessment and review of outpatients and ensure that a letter is dictated/ electronic communication sent to the General Practitioner on each occasion a patient is seen as an outpatient and any concerns regarding the patient are discussed with the paediatrician during/ after the appointment <li data-bbox="671 1211 1393 1279">• Provide medical care for children undergoing procedures/ admitted to the Paediatric Day Ward. <li data-bbox="671 1290 1393 1480">• Be involved in departmental clinical governance activities, incident and complaint management and audit programmes and take an active role in ensuring the quality and safety of care received by patients, including the completion of Safety First reports when they identify adverse events or risks to patient safety <li data-bbox="671 1491 1393 1559">• Work collaboratively as part of the team and share in the distribution of the workload in the interests of patient care <li data-bbox="671 1570 1393 1592">• Contribute to departmental educational forums

	<p><u>Specific registrar positions and responsibilities:</u></p> <p>Senior Registrar (one position) (Christchurch Hospital)</p> <ul style="list-style-type: none"> • Assessment and management of outpatients in his/her own clinics and assistance with Consultant clinics, promoting increasingly autonomous clinical decision making • Supervision / support to other registrars with acute paediatric admissions and practical paediatric procedures where requested • Provision of orientation, support and mentoring to Child Health Service Registrars & House Officers • The undertaking of operational matters relating to Child Health Service Registrars • Provision and coordination of training and educational programmes as required • Facilitation of communication between Registrars and other members of the Child Health Team. <p>Acute Care Advanced trainee (one position, based in the Paediatric Pod in ICU /Children's Acute Assessment)</p> <ul style="list-style-type: none"> • Care of children requiring progressive, high dependency or intensive care in association with the admitting paediatrician / Intensive care team • Provision of paediatric consults as requested for paediatric surgical patients in ICU • Handover to the responsible ward team when child transferred out of ICU • Participation in the Paediatric Clinical Emergency Team • Assessment of children admitted to Children's Acute Assessment (CAA) and oversight of more junior Paediatric registrars in CAA • Supervision / support to other registrars with acute paediatric admissions and practical paediatric procedures where requested <p>Oncology Registrars (Christchurch Hospital)</p> <p>There are either two Oncology Registrars on 6 month rotations or an oncology fellow and one oncology registrar. Responsibilities include but are not limited to:</p> <ul style="list-style-type: none"> • The outpatient and inpatient assessment and management of all children with neoplastic and non-malignant haematological conditions under the care of the Children's Haematology and Oncology Centre • The charting of chemotherapy (with Consultant oversight) for all patients with malignant conditions • Familiarisation with clinical trial protocols and strict adherence to these • Certification on the CDHB Intrathecal Register and the administration of intrathecal chemotherapy • Performance of bone marrow aspirates, trephines and lumbar punctures • Clear communication both written and oral with the multidisciplinary team, including outreach centres in the South Island and lower half of the North Island.
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	<p>Outpatient Registrars (Christchurch Hospital)</p> <p>There are nine outpatient registrars, who work in general and subspecialty paediatric outpatient clinics, the paediatric day ward and who are also responsible for the care of patients admitted under their respective subspecialty consultant paediatrician. Included in the nine outpatient registrars are one night reliever and one RDO reliever.</p> <p>Inpatient Registrars (Christchurch Hospital)</p> <p>There are six ward registrars, including one night reliever and one RDO reliever, each on a six month rotation (the duration of a rotation may vary from time to time). The ward registrars also provide some cover for the day ward. Ward registrars are allocated to a team. The workload of each team varies significantly within a week due to the on-take roster, hence registrars are expected to assist each other if one team has few inpatients and another team a heavy workload.</p> <p>Holiday Relief Registrars (Christchurch Hospital)</p> <p>There are four holiday relief registrars providing cover for the above positions. During winter months when the roster includes an afternoon duty from 1500-2300, one reliever will backfill the position of the registrar who is rostered onto this duty.</p>
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Section 2: Training and Education

<i>Area</i>	<i>Responsibilities</i>
Protected Training Time for RMOs	Is provided in accordance with the provisions of the appropriate RMO SECA
Staff Training	The RMO will be expected to assist in the development of knowledge and skills of other Health Care Employees
Training Opportunities	Rolling half day teaching held one afternoon per month. Specific day and topic are advised in advance of each session.

The Weekly timetable varies according to the run in the service to which a registrar is allocated. Please check with the SMO on your team for your timetable.

	Monday	Tuesday	Wednesday	Thursday	Friday
a.m.		0815 Short Topic Teaching (Jan through Mar)	0800-0900 Tele-Paediatric Starship Breakfast update	0815 Short Topic Teaching (Jan through Mar)	
p.m.	1200-1300 Diploma of Child Health Teaching	1215-1300 Paediatric Medicine Clinical Meeting	1200-1245 X-ray Review Meeting 12.15 – 1315 Wednesday Grand Round (Rolleston Theatre)	1200 Child Protection Review Meeting (Bi Monthly) 1200-1300 Diploma of Child Health Teaching 1500-1700 FRACP Teaching by teleconference	12.15 – 1330 Canterbury Grand Round (Rolleston Theatre) 1200-1300 Diploma of Child Health Teaching (Fortnightly) 1215-1330 Journal Club (Fortnightly)

Section 3: Rosters and Cover

Roster

Rostered out of hours work for this position is on duty.

Registrars will participate in the Paediatric roster. Roster templates are included at the end of this document. The frequency of out of hours work on this roster is show below in the tables of specific run allocations.

The usual hours of work for each duty are as follows:

Duty	Duty Times	When	
Days	0800-1600	Mon - Fri	Year Round
Long Days	0800-2300	Mon - Fri	Year Round
Weekend Days	0800-2200	Sat and Sun	Year Round
Weekday Nights	2200-0830	Mon - Fri inclusive	Year Round
Weekend Nights	2130-0830	Sat - Sun inclusive	Year Round
Sunday Evenings	1400-2300	Sun	Mid-April to mid-December only
Weekday Evenings	1500-2300	Mon - Fri	mid-point of the registrar year to October only

Roster templates are included at the end of this document.

Registrars will be expected to assist other paediatric registrars also on duty at the same time, to ensure the workload is managed effectively and efficiently.

Other Resident and Specialist Cover

Medical Staff	Number in the Service
Senior Medical Officer	23
Medical Officer	-
Registrar - see tables below for specific allocations	23
Registrar (NICU) - see separate run description	8
House Officer	6.5

Outpatient Registrar Positions (1/9 roster)	
General	Endocrine
Outreach	Gastroenterology
Developmental	Night Relief
Neurology	RDO Relief
Respiratory	
Inpatient Registrar Positions (1/8 roster)	
Paediatrics 1	
Paediatrics 2	
Paediatrics 3	
Paediatrics 4	
CHOC 1	
CHOC 2	
Night Relief	
RDO Relief	
Senior Registrar Positions (1/2 roster)	
Senior Registrar	
ICU / CAA Registrar	

Section 4: Performance Appraisal

Advanced trainees will be assessed in accordance with the requirements of the College in which they are training

Basic trainees and non- training registrars will be assessed at the end of each run attachment, in accordance with Te Whatu Ora Waitaha Canterbury policies

Assessment will include regular meetings between the RMO's supervisor and the RMO, as well as written reports completed by the supervisor, in consultation with the RMO

Section 5: Hours and Salary Category

NEW ZEALAND RESIDENT DOCTORS' ASSOCIATION (NZRDA)

Registrars

Inpatients Registrar							
Average Working Hours - NZRDA Run Category							
	December to March		April to May Nov to Dec		June to October		
Ordinary Hours	40		40		40		
Rostered Hours	16.31		16.81		16.59		
Unrostered Hours	2.19		3.7		4.96		
RDO Hours	-2		-2.5		-2.22		
Total Hours	56.5	CAT C	58.01	CAT C	59.29	CAT C	
Excluding Nights	N/A		N/A		N/A		
Outpatients Registrar							
Average Working Hours - NZRDA Run Category							
	December to March		April to May Nov to Dec		June to October		
Ordinary Hours	40		40		40		
Rostered Hours	14.5		15		16.56		
Unrostered Hours	3.8		3.7		4.59		
RDO Hours	-1.78		-2.22		-2.22		
Total Hours	56.52	CAT C	56.48	CAT C	58.93	CAT C	
Excluding Nights	N/A		N/A		N/A		
High Care Registrar							
Average Working Hours - NZRDA Run Category							
	December to March		April to May Nov to Dec		June to October		
Ordinary Hours	40		40		40		
Rostered Hours	7		7		7		
Unrostered Hours	6.9		3.7		6.13		
RDO Hours	N/A		N/A		N/A		
Total Hours	53.9	CAT D	50.7	CAT D	53.13	CAT D	
Excluding Nights	N/A		N/A		N/A		

Senior Registrar

Average Working Hours - NZRDA Run Category

	December to March		April to May Nov to Dec		June to October	
Ordinary Hours	40		40		40	
Rostered Hours	7		7		7	
Unrostered Hours	6.9		3.7		5.98	
RDO Hours	N/A		N/A		N/A	
Total Hours	53.9	CAT D	50.7	CAT D	52.98	CAT D
Excluding Nights	N/A		N/A		N/A	

Roster Cover and Relief Registrars

Roster Cover and Relief registrars are expected to assume the clinical duties of the positions for which they are providing cover. These positions are paid in accordance with salary provisions for relievers in the appropriate RMO MECA.

Section 5: Hours and Salary Category

SPECIALTY TRAINEES OF NEW ZEALAND (STONZ)

Registrars – RDOs are worked

Inpatients Registrar						
Average Working Hours - STONZ Run Category						
	December to March		April to May Nov to Dec		June to October	
Ordinary Hours	40		40		40	
Rostered Hours	16.31		16.81		16.56	
Unrostered Hours	2.19		3.7		4.96	
Total Hours	58.5	CAT C	60.51	CAT B	61.51	CAT B
Excluding Nights	N/A		N/A		N/A	
Outpatients Registrar						
Average Working Hours - STONZ Run Category						
	December to March		April to May Nov to Dec		June to October	
Ordinary Hours	40		40		40	
Rostered Hours	14.5		15		16.56	
Unrostered Hours	3.8		3.7		4.59	
Total Hours	58.3	CAT C	58.7	CAT C	61.15	CAT B
Excluding Nights	N/A		N/A		N/A	
High Care Registrar						
Average Working Hours - STONZ Run Category						
	December to March		April to May Nov to Dec		June to October	
Ordinary Hours	40		40		40	
Rostered Hours	7		7		7	
Unrostered Hours	6.9		3.7		6.13	
Total Hours	53.9	CAT D	50.7	CAT D	53.13	CAT D
Excluding Nights	N/A		N/A		N/A	
Senior Registrar						
Average Working Hours - STONZ Run Category						
	December to March		April to May Nov to Dec		June to October	
Ordinary Hours	40		40		40	
Rostered Hours	7		7		7	
Unrostered Hours	6.9		3.7		5.98	
Total Hours	53.9	CAT D	50.7	CAT D	52.98	CAT D
Excluding Nights	N/A		N/A		N/A	

SPECIALTY TRAINEES OF NEW ZEALAND (STONZ)

Registrars – RDOs are observed

Inpatients Registrar

Average Working Hours - STONZ Run Category

	December to March		April to May Nov to Dec		June to October	
Ordinary Hours	40		40		40	
Rostered Hours	16.31		16.81		16.56	
Unrostered Hours	2.19		3.7		4.96	
RDO Hours	-2		-2.5		-2.22	
Total Hours	56.5	CAT C	58.01	CAT C	59.29	CAT C
Excluding Nights	N/A		N/A		N/A	

Outpatients Registrar

Average Working Hours - STONZ Run Category

	December to March		April to May Nov to Dec		June to October	
Ordinary Hours	40		40		40	
Rostered Hours	14.5		15		16.56	
Unrostered Hours	3.8		3.7		4.59	
RDO Hours	-1.78		-2.22		-2.22	
Total Hours	56.52	CAT C	56.48	CAT C	58.93	CAT C
Excluding Nights	N/A		N/A		N/A	

High Care Registrar

Average Working Hours - STONZ Run Category

	December to March		April to May Nov to Dec		June to October	
Ordinary Hours	40		40		40	
Rostered Hours	7		7		7	
Unrostered Hours	6.9		3.7		6.13	
RDO Hours	N/A		N/A		N/A	
Total Hours	53.9	CAT D	50.7	CAT D	53.13	CAT D
Excluding Nights	N/A		N/A		N/A	

Senior Registrar

Average Working Hours - STONZ Run Category

	December to March		April to May Nov to Dec		June to October	
Ordinary Hours	40		40		40	
Rostered Hours	7		7		7	
Unrostered Hours	6.9		3.7		5.98	
RDO Hours	N/A		N/A		N/A	
Total Hours	53.9	CAT D	50.7	CAT D	52.98	CAT D
Excluding Nights	N/A		N/A		N/A	

Roster Cover and Relief Registrars

Roster Cover and Relief Registrars are expected to assume the clinical duties of the positions for which they are providing cover. These positions are paid in accordance with salary provisions for relievers in the appropriate RMO MECA.

ROSTER

December to March		Mon	Tue	Wed	Thu	Fri	Sat	Sun
Outpatient 1/9 Roster	General	Night 2200-0830	Night 2200-0830	Night 2200-0830	Night 2200-0830	Sleep Day		
	Outreach	D	D	D	Long Day 0800-2300	D		
	Dev	D	D	D	D	Night 2200-0830	Night 2130 -0830	Night 2130 -0830
	Neuro	Sleep Day	Night RDO	Night RDO	Weekend RDO	Weekend RDO	Weekend 0800-2200	Weekend 0800-2200
	Resp	D	D	D	D	D		
	Endo	D	Long Day 0800-2300	D	D	D		
	Gastro	D	D	Long Day 0800-2300	D	D		
	Roster Cover	General	General	General	General	Long Day 0800-2300		
	Roster Cover	Neuro	Neuro	Neuro	Neuro	Neuro		
Inpatient 1/8 Roster	Paeds 1	Night 2200-0830	Night 2200-0830	Night 2200-0830	Night 2200-0830	Sleep Day		
	Paeds 2	Long Day 0800-2300	D	D	D	D		
	Paeds 3	D	D	D	D	Night 2200-0830	Night 2130 -0830	Night 2130 -0830
	Paeds 4	Sleep Day	Night RDO	Night RDO	Weekend RDO	Weekend RDO	Weekend 0800-2200	Weekend 0800-2200
	CHOC 1	D	D	D	D	D		
	CHOC 2	D	Long Day 0800-2300	D	D	D		
	Roster Cover	Paeds 1	Paeds 1	Long Day 0800-2300	Paeds 1	Paeds 1		
	Roster Cover	Paeds 4	Paeds 4	Paeds 4	Paeds 4	Long Day 0800-2300		
Senior	Senior Registrar	Long Day 0800-2300	D	D	D	D		
	HCU/CC Registrar	D	D	D	Long Day 0800-2300	D		

April to May and November to December

		Mon	Tue	Wed	Thu	Fri	Sat	Sun
Outpatient 1/9 Roster	General	Night 2200-0830	Night 2200-0830	Night 2200-0830	Night 2200-0830	Sleep Day		
	Outreach	D	D	D	Long Day 0800-2300	D		
	Dev	D	D	D	D	Night 2200-0830	Night 2130 -0830	Night 2130 -0830
	Neuro	Sleep Day	Night RDO	Night RDO	Weekend RDO	Weekend RDO	Weekend 0800-2200	Weekend 0800-2200
	Resp	D	D	D	D	D		
	Endo	Weekend RDO	Long Day 0800-2300	D	D	D		Alt 1400-2300
	Gastro	D	D	Long Day 0800-2300	D	D		
	Roster Cover	General	General	General	General	Long Day 0800-2300		
	Roster Cover	Neuro	Neuro	Neuro	Neuro	Neuro		

Inpatient 1/8 Roster	Paeds 1	Night 2200-0830	Night 2200-0830	Night 2200-0830	Night 2200-0830	Sleep Day		
	Paeds 2	Long Day 0800-2300	D	D	D	D		
	Paeds 3	D	D	D	D	Night 2200-0830	Night 2130 -0830	Night 2130 -0830
	Paeds 4	Sleep Day	Night RDO	Night RDO	Weekend RDO	Weekend RDO	Weekend 0800-2200	Weekend 0800-2200
	CHOC 1	D	D	D	D	D		
	CHOC 2	Weekend RDO	Long Day 0800-2300	D	D	D		Alt 1400-2300
	Roster Cover	Paeds 1	Paeds 1	Long Day 0800-2300	Paeds 1	Paeds 1		
	Roster Cover	Paeds 4	Paeds 4	Paeds 4	Paeds 4	Long Day 0800-2300		

Senior	Senior Registrar	Long Day 0800-2300	D	D	D	D		
	HCU/CC Registrar	D	D	D	Long Day 0800-2300	D		

June to October

		Mon	Tue	Wed	Thu	Fri	Sat	Sun
Outpatient 1/9 Roster	General	Night 2200-0830	Night 2200-0830	Night 2200-0830	Night 2200-0830	Sleep Day		
	Outreach	D	D	D	Long Day 0800-2300	D		
	Dev	D	D	D	D	Night 2200-0830	Night 2130 -0830	Night 2130 -0830
	Neuro	Sleep Day	Night RDO	Night RDO	Weekend RDO	Weekend RDO	Weekend 0800-2200	Weekend 0800-2200
	Resp	Weekend RDO	D	D	D	D		Alt 1400-2300
	Endo	D	Long Day 0800-2300	D	D	D		
	Gastro	D	D	Long Day 0800-2300	D	D		
	Roster Cover	General	General	General	General	Long Day 0800-2300		
	Roster Cover	Neuro	Neuro	Neuro	Neuro	Neuro		

Inpatient 1/9 Roster	Paeds 1	Night 2200-0830	Night 2200-0830	Night 2200-0830	Night 2200-0830	Sleep Day		
	Paeds 2	Long Day 0800-2300	D	D	D	D		
	Paeds 3	D	D	D	D	Night 2200-0830	Night 2130 -0830	Night 2130 -0830
	Paeds 4	Sleep Day	Night RDO	Night RDO	Weekend RDO	Weekend RDO	Weekend 0800-2200	Weekend 0800-2200
	CHOC 1	Afternoon 1500-2300	Afternoon 1500-2300	Afternoon 1500-2300	Afternoon 1500-2300	Afternoon 1500-2300		
	CHOC 2	D	Long Day 0800-2300	D	D	D		
	Roster Cover	Paeds 1	Paeds 1	Long Day 0800-2300	Paeds 1	Paeds 1		
	Roster Cover	Paeds 4	Paeds 4	Paeds 4	Paeds 4	Long Day 0800-2300		
	Evening relief (Holiday relief FTE)	D	D	D	D	D		

Senior	Senior Registrar	Long Day 0800-2300	D	D	D	D		
	HCU/CC Registrar	D	D	D	Long Day 0800-2300	D		