

RUN DESCRIPTION

Canterbury Waitaha

Last Text review	August 2026
Last Salary review	May 2026
(Salary effective from)	12/10/2026

Health New Zealand | Te Whatu Ora Canterbury Waitaha 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	Vascular Surgery
PLACE OF WORK	The RMO will be based within the hospital facilities of Health New Zealand Te Whatu Ora Canterbury Waitaha. There may be occasions when services will be provided in the wider community.
RESPONSIBLE TO	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. Team Structure The team is led by the SMO and consists of other RMOs, Nurses and other Allied Health Professionals. Named Clinical Supervisor Each RMO will be clinically supervised by a SMO
FUNCTIONAL RELATIONSHIPS	Patients and their families Other health professionals and staff within the hospital facilities of Health New Zealand Waitaha Canterbury and in the community
PRIMARY OBJECTIVE	Care and treatment of patients presenting to the services within Health New Zealand Te Whatu Ora Canterbury Waitaha and other patients for whom the advice of those services is sought
RUN RECOGNITION	The Vascular Surgery Service is accredited by the RACS for both SET training for advanced trainees and pre-SET experience for basic level registrars.
RUN PERIOD	The run period is for six or twelve months

Section 1: Responsibilities

Area	Responsibilities
Clinical Duties	● Admissions - perform history and examination, obtain consent as required and inform consultants of any acute and elective admissions. ● Patient Assessment and Continuing Care - in association with Consultant, House Surgeon, Allied Health and Nursing Staff, ensure continuing care of both elective and acute patients. Ensure clinical notes adequately reflect assessment and decisions. Notify the responsible consultant staff of any significant change in patient status (including all deaths). Carry out delegated clinical investigations, consultations and treatments. Participate in formal rounds with consultant staff as required. ● Provide timely assessment of acute patients through the Emergency Department. Provide telephone advice to general practitioners and secondary hospitals; inform ED of incoming GP referrals. Liaise with Duty Manager regarding inter-hospital transfers. ● Patients for elective operating theatre lists are selected from the waiting list by Consultants in association with the Waiting List Clerk. Undertake various arrangements preoperatively to prepare the patients for theatre, such as liaising with anaesthetist and the vascular booking clerk. ● Patients requiring acute surgery are booked with theatres as soon as the decision to operate is made. Ensure all details on the acute booking form are completed, including degree of urgency. Discuss with Duty anaesthetist. ● Surgical Operations / Endovascular lists - attendance at elective sessions is required as timetabled; perform and participate in elective and acute operative procedures as delegated by the consultant, dependent on level of seniority and therefore experience; write operative notes for placement within the medical records. ● Outpatients - attendance at clinics is required as timetabled; perform and participate in outpatient assessment as delegated by the consultant; ensure timely dictation of clinic letters. ● To assist in supervision of other RMOs, including trainee interns and house officers, to contribute towards their training and experience as required. This involves non-structured ward round teaching, occasional lectures and talks and sessions in both outpatients and the operating theatre. ● To attend and participate in team multidisciplinary meetings attended by other medical staff in ancillary specialities such as Radiology. ● To participate in clinical audit programme. Obtain collection of designated information and presentation of information for discussion. To participate in the monthly clinical audit programme. The Registrar will participate in Quality Assurance Programmes, provided that Canterbury DHB has obtained a declaration from the Ministry of Health that the quality assurance activities are appropriate as defined in Section 6 of the Medical Practitioners' Act 1995.

	● Research - Registrars are encouraged, especially those on training programmes, to participate in ongoing research. This is now a minimum requirement of training as part of the Royal Australian College of Surgeons. All research is done under the supervision of a consultant, with the knowledge of the Head of Department and with appropriate Ethical Committee approval. ● Ensure results signed off and acted upon as appropriate ● Facilitate the function of the vascular MDT meeting by appropriate communication with the coordinator in timely fashion and according to the established pathways. ● Commitment to theatres and outpatient clinics in Nelson Marlborough
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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 collective agreement. Fortnightly mandatory online trainee tutorials for the SET trainee as scheduled by ANZSVS training board.
Staff Training	The registrar will be expected to assist in the development of knowledge and skills of other Health Care Employees
Training Opportunities	Advanced and Basic Surgical Training Registrars are to meet all requirements of the Royal Australasian College of Surgeons. These include meeting with their consultants for a performance review at the beginning, middle and end of each run, completing a logbook, and documentation of research activities. Requirement for SET registrars is to: • Attend the New Zealand Vascular Surgery Society meeting , usually held in February each year • Attend the Australian and New Zealand Society of Vascular Surgeons' meeting, usually held in October each year • Attend the National College of Surgeons' Annual Scientific Meeting, usually held in September each year. • Attend the Vascular Training Days (5 day meeting) usually held in August each year. • Work towards completing all requirements of the Advanced Surgical Training Programme as outlined by the Royal Australasian College of Surgeons. This includes meeting minimum requirements for angiography, and meeting ultrasound scanning numbers in the vascular lab • Work towards completing all requirements of the SET Training Programme as outlined by the Royal Australasian College of Surgeons, including skills courses, and examinations. • Participation in mandatory fortnightly online trainee tutorials as scheduled by the ANZSVS training board. • To provide rural exposure, clinic and theatre sessions will be held in Nelson for SET trainees and Fellows Requirement for non-SET registrars is to: • Attend an annual interview with the non-SET registrar Supervisor. • Non-trainees will be supported to work towards an application to a Surgical Training Programme • Advanced and Basic Trainees are encouraged to present research and attend other relevant national and international meetings as able.

The below roster provided is indicative only and subject to amendment depending on staffing. For the current and most accurate timetable, please refer to the Clinical Director.

	Monday	Tuesday	Wednesday	Thursday	Friday
a.m.	Week 1 - On Duty/On Call Week 2 Theatre Week 3 - OPD Week 4 - Handover	Week 1 - OPD Week 2 - On Duty/On Call Week 3 - Theatre/Nelson Week 4 - Theatre	Week 1 - Theatre Week 2 - OPD Week 3 - US/SET/Fellow Week 4 – On Duty/On Call 0815 - 0915 Vascular Academic Meeting CME including Registrar Teaching	Week 1 - On Duty/On Call Week 2 - Theatre Week 3 - IR/SET/Fellow Week 4 - OPD 0800 - 0900 Alternating Complex Aortic Meeting and Renal Access Meeting	Week 1 - MDM Week 2 - MDM Week 3 - On Duty/On Call Week 4 - MDM 0800 Weekly activity review 0830 Vascular radiology MDT 1030 Grand Round
p.m.	Week 1 - On Duty/On Call Week 2 - Theatre Week 3 - Admin Week 4 - Admin/Post Call	Week 1 - Admin/Post Call Week 2 - On Duty/On Call Week 3 - Theatre/Nelson Week 4 - Theatre	Week 1 - Theatre Week 2 - Admin Week 3 - US/SET/Fellow Week 4 - On Duty/On Call 1215 - 1315 'TPMH' clinical meeting at Christchurch Hospital	Week 1 - On Duty/On Call Week 2 - Theatre Week 3 - IR/SET/Fellow Week 4 - Admin	Week 1 - Veins Week 2 - Veins Week 3 - On Duty/On Call Week 4 - Veins 1215 - 1330 Christchurch Hospital Departmental Clinical Meeting Registrars Teaching 4 th year medical students

Section 3: Rosters and Cover

Roster

This position participates in the Vascular roster.

The frequency of out of hours work on this roster is Evenings/Nights 1:4 and Weekend Days 1:4

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

Ordinary days	0800-1600
Weekday On Duty	1600-2000
Weekday On Call 1:4	2000-0800
Weekend On Duty	0800-1300
Weekends On Call (each weekend day) 1:4	1300-0800

All Resident Medical Officers are expected to work together in the best interests of the patients at all times and particularly at times of increased workload.

The roster template is attached to this run description.

Leave is covered by relievers.

Other Resident and Specialist Cover

Medical Staff	Number in the Service
Senior Medical Officer	5
Registrar	
– SET	2
– Non-SET (including relievers)	2
– Senior Overseas Vascular Fellow	1
House Officer	2
Other	-

There is also one registrar reliever shared between Vascular Surgery and Cardiothoracic Surgery.

Section 4: Performance Appraisal

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

Non- training registrars will be assessed at the end of each run attachment, in accordance with Health New Zealand | Te Whatu Ora Canterbury Waitaha 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

Average Working Hours - NZRDA Run Category		
Ordinary Hours	40	
Rostered Hours	7.5	
Unrostered Hours	10.83*	
RDO Hours	-4	
Total Hours	54.33*	CAT D*

*Run review will take place post implementation to confirm category

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 Collective Agreement.

Section 5: Hours and Salary Category

SPECIALTY TRAINEES OF NEW ZEALAND (STONZ)

Registrars

Average Working Hours - STONZ Run Category		
Ordinary Hours	40	
Rostered Hours	7.5	
Unrostered Hours	10.83*	
Total Hours	58.33*	CAT C*

*Run review will take place post implementation to confirm category

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 Collective Agreement.

ROSTER

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Week 1	On Duty 1600-2000 On Call 2000-0800	D	D	On Duty 1600-2000 On Call 2000-0800	D		
Week 2	D	On Duty 1600-2000 On Call 2000-0800	D	D	D		
Week 3	D	D	D	D	On Duty 1600-2000 On Call 2000-0800	On Duty 0800-1600 On Call 1600-0800	On Duty 0800-1600 On Call 1600-0800
Week 4	RDO (NZRDA only)	RDO (NZRDA only)	On Duty 1600-2000 On Call 2000-0800	D	D		
Relief Reg (0.5FTE)	D	D	D	D	D		
CTS/Vasc Reg (0.5FTE)	D	D	D	D	D		