

## Emergency Department Registrar RUN DESCRIPTION

<b>DEPARTMENT:</b>	Emergency Department
<b>PLACE OF WORK:</b>	Palmerston North Hospital
<b>RESPONSIBLE TO:</b>	Operations Executive, Uru Arotau, Acute and Elective Services, Operations Lead, Unplanned Care, Clinical Executive, Uru Arotau, Acute and Elective Services and Medical Lead, Emergency Department through a nominated consultant
<b>FUNCTIONAL RELATIONSHIPS:</b>	Healthcare consumer, Hospital and community based healthcare workers
<b>PRIMARY OBJECTIVE:</b>	To provide medical care, at the level of registrar, under the supervision of an Emergency Medicine Physician, to patients presenting to the Emergency Department. To participate actively participate in teaching and learning opportunities to enable progression through the ACEM training programme.
<b>RUN RECOGNITION:</b>	This run is accredited for training by the Australasian College of Emergency Medicine
<b>RUN ROTATION LENGTH</b>	Six or Twelve months

### Section 1: Registrar's Responsibilities

<i>Area</i>	<i>Responsibilities</i>
<b>Key Tasks</b>	<ul style="list-style-type: none"> <li>• To provide appropriate assessment, diagnosis and management of patients presenting to the Emergency Service</li> <li>• To liaise with other specialist services within the hospital and community as appropriate</li> <li>• To contact and see families or support persons of patients</li> <li>• To attend relevant clinical and educational meetings in the department</li> <li>• To present cases to the Emergency Department SMOs within 30 minutes of seeing a patient</li> <li>• To see a minimum of 1 -2 patients per hour every shift.</li> </ul>

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Area	Responsibilities
<b>Patient Care and Service Responsibilities:</b>	<ul style="list-style-type: none"> <li>To maintain quality medical care required of a trainee specialist medical officer to patients of the Emergency Service: following approved treatment protocols and consistent with relevant service objectives.</li> <li>To take responsibility for attending patients in the resuscitation room and other critically ill patients in the department</li> <li>To provide supervision and delegation of duties to senior house officers, house surgeons and medical students.</li> <li>To ensure priorities of patient care are based on triage categories</li> <li>To undertake delegated medical orders as required by the Consultants</li> <li>To work with colleagues to provide assessment, advice and treatment for patients within limits of competence</li> <li>To work with Consultant in the day-to-day clinical management of patients</li> <li>To work with nurses assigned to the care of individual patients, giving clear verbal and written instructions for medical care and treatment</li> <li>Liaise with other service team members and community health professionals appropriate to the care of the patients</li> <li>To respond promptly to concerns of patients and relatives about medical care and to act as their advocate when appropriate</li> <li>To take responsibility for ensuring that patients, and where relevant, relatives and support persons receive adequate education and explanation about their illness and its management.</li> <li>To ensure at the end of each shift, all patients are formally handed over to the next shift doctors</li> <li>To ensure a punctual start of each shift, primarily out of respect to colleagues who are completing a shift</li> <li>To take responsibility for maintaining the quality of patient records, including the documentation of (when possible), a diagnosis, a treatment plan and if patients are to be discharged, a discharge plan. To ensure all documentation is legible and clearly indicates time seen by the medical officer and time discharged.</li> <li>Be familiar with MCHDHB Emergency Service policies and procedures</li> <li>To collect data and provide information relevant to the Emergency Service quality assurance and work conditions as requested by the Emergency Service Consultants and Nurse Manager. (clinical audit)</li> <li>To behave and dress in a manner which shows respect for the rights, different cultural backgrounds and needs of clients and their relatives or support persons</li> </ul>
<b>Professionalism</b>	<ul style="list-style-type: none"> <li>Exhibit a high standard of professional behaviour, including demonstrating reliability and accountability, timely and respectful clinical communication and documentation, effective team work, a commitment to continuing education and quality improvement, and an understanding of limitations and appropriate consultation/referral to more experienced/senior colleagues as needed.</li> </ul>
<b>Cultural safety</b>	<ul style="list-style-type: none"> <li>Reflect on how one's own views, values and biases impact on clinical interactions and patient care.</li> <li>Demonstrate understanding of diverse socio-cultural realities, beliefs, values and practices, to ensure respectful interactions with patients and culturally relevant and responsive management plans.</li> <li>Demonstrate knowledge and understanding of Tiriti o Waitangi and its application in health in terms of the articles and principles.</li> <li>Apply a Treaty-based approach in all work practices.</li> <li>Demonstrate a clear understanding of inequities in health for Māori and the factors that contribute to inequities.</li> <li>Strengthen knowledge and confidence to address Māori health inequities.</li> </ul>

Compassionate  
Ka whai aroha

Respectful  
Ka whai ngākau

Courageous  
Ka mātātoa

Accountable  
Ka noho haepapa

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Area	Responsibilities
Health and Safety	<ul style="list-style-type: none"><li>• Apply Health and Safety knowledge and skills to all work practices to ensure compliance with the Health and Safety at Work Act 2015 and any subsequent amendments or replacement legislation:</li><li>• Is familiar with all policies and procedures as they affect the work environment.</li><li>• Ensure that safe working procedures are practised and no person is endangered through action or inaction.</li><li>• Is aware of and can identify hazards and take action accordingly, including preventing or minimising the adverse effects of hazards.</li><li>• Is able to apply MidCentral's emergency procedures, including use of safety equipment and materials.</li><li>• Ensure that all incidents including near misses are reported within the required timeframe using the District's incident reporting system.</li><li>• Actively participate in the District's health and safety programmes, through input into meetings and feedback through committee structures.</li></ul>

## Section 2: Training and Education

Teaching is essential to good practice. Attendance at Teaching Sessions, at orientation and throughout the run **is required unless required for a medical emergency or out of the area.**

Registrar teaching will take place on Thursday afternoons.

Attendance at handover sessions **is required when on duty.**

- Formal RMO Teaching Session in Department – Thursday 0800 – 1200. RMOs not rostered for the duty will be paid additional duties for attendance
- Registrar teaching sessions – Thursday afternoon
- Handover sessions - – Daily at 07.30, 17.00 and 22.00

For self directed learning and other CME not held within the department, the Registrar must discuss clinical cover with his/her immediate clinical supervisor.

### Logbook:

A logbook for continuing medical education is available to resident medical officers at MidCentral District Health Board to record what educational sessions are attended during the run. The logbook has three main functions:

- i) recording the 4 hours of medical learning that is not directly derived from clinical work so as to ensure that the teaching requirements are met
- ii) identifying and recording the RMO's personal objectives for the run so as to facilitate reflection upon and evaluation of what is achieved or is yet to be achieved in their training
- iii) discussing with the Clinical Training Coordinator/Supervisor at time of Performance Appraisal the educational activities undertaken as recorded and of identifying what further training/development is needed.

The on-going training and supervision will follow the principles of the Australasian College for Emergency Medicine

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## Section 3: Roster

### Roster

*Shift Roster – this roster is a 24 week roster with all RMOs rotating through all 24 weeks. The three groupings in the roster are designed to allow skill mix distribution when populating the roster.*

## Section 4: Performance appraisal

Registrar	Service
<p>The registrar will:</p> <ul style="list-style-type: none"><li>at the beginning of the run meet with their designated consultant(s) to discuss goals and expectations for the run</li><li>after any assessment that identifies deficiencies, implement a corrective plan of action in consultation with their consultant.</li><li>at end of run complete a feedback assessment of the run.</li></ul>	<p>The service will provide:</p> <ul style="list-style-type: none"><li>Mid term and at the end of a run, the consultant(s) and the Registrar meet to conduct a formal review of the Registrar's performance. A Performance Review Form is completed by the appropriate consultant(s) at mid term and by the end of the run. The consultant and the Registrar must discuss this form and it is to be signed/commented upon by the Registrar before being returned to the RMO Unit by the specified date.</li></ul>

### Training, Development and Supervision of Other Staff:

Assist/participate as appropriate with in-service training programmes and department seminars.

Co-operate and support the teaching of medical students.

## Section 5: Hours and Salary Category

### ED Average Working Hours

The roster for the service is a 24 hour/7 day a week shiftwork, cyclical roster. The shifts are as follows:

07.00-17.00

12MD - 2200

14.00-12MN

22.00-08.00

Rostered 38.75 hours per week

Rostered overtime 2.9

Teaching 4

Total 45.65 hours

**Category E:** (because of shift component is paid at Salary Category C)

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Paid rostered overtime, this may or may not be worked, depending on the workload in the department at the time the shift finishes.

## **Handover**

Handovers between shifts are at the following times:

0700

1600

2330

***Registrars are encouraged to plan leave well in advance and apply prior to the posting of each new roster (28 days prior to the start of the quarter) whenever possible. All leave MUST be approved in writing by the either the Medical Lead, Emergency Department or Operations Lead, Unplanned Care. A maximum of 3 RMOs are able to take leave at a time including weekends.***

Leave cover is provided by the RMO rostered on for the relief week/weekend internal cover.

## **ED Reliever shift – Category A**

The reliever doctor's role is to cover for sick leave or annual leave. This means that you may be required to work up to 5 shifts in a week. Whilst every effort is made to notify you in advance of the shifts to be covered (usually the case with annual leave) you may be asked to cover an alternative shift if required to cover sick leave providing that usual requirements regarding time between periods of duty are met.

You will need to be able to reach the ED within one hour of being called for any shift.

If there is no annual leave or sick leave you will work the shifts as per the roster.

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## MidCentral's Values and Behaviours

All employees of MidCentral will adopt the values and demonstrate the behaviours related to them of being Compassionate, Respectful, Courageous and Accountable - in the following ways:

### COMPASSIONATE - KIA WHAI AROHA

- Is responsive to the needs of people, whānau and the community.
- Strives to deliver beyond expectations and go the extra mile.
- Shows concern for others and offers proactive and timely assistance and support to others.
- Is empathetic and mindful of others and sensitive to their feelings.
- Creates an environment where others feel safe and supported, encouraging them to contribute and share their views and perspectives.

### RESPECTFUL – KIA WHAI NGĀKAU

- Shows politeness, admiration and honour to others and does not cause offence.
- Actively listens when someone is speaking and shows value for other peoples' perspectives.
- Genuinely engages and listens to others and considers their views while making decisions.
- Is inclusive of diverse perspectives and the cultural beliefs of others and actively seeks to improve own knowledge.
- Recognises team member strengths and development needs, and coaches them to maximise their potential.

### COURAGEOUS – KIA MĀTĀTOA

- Speaks up when things are not right.
- Is adventurous in search of feedback and is open to feedback.
- Puts organisational interests ahead of their own.
- Speaks up when they have to contribute or when other's behaviour is inconsistent with the MidCentral's values.
- Champions innovative ideas in the team, and on behalf of the team.
- Is willing to question accepted approaches and processes and open to challenge.

### ACCOUNTABLE – KIA NOHO HAEPAPA

- Acknowledges and assumes responsibility for their actions and does not blame others when things go wrong.
- Strives for excellence and delivers high quality care that focuses on the needs of the consumer and whānau.
- Is innovative and strives for quality and excellence.
- Following through on conversations – saying what you will do and doing what you say.
- Is able to intervene effectively when progress against budgets, plans or projects is off track.
- Is committed to rapid resolution of complaints, problems and issues.

*Compassionate  
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*Respectful  
Ka whai ngākau*

*Courageous  
Ka mātātoa*

*Accountable  
Ka noho haepapa*

**MidCentral's Strategy**

# WE ARE COMMITTED TO

**Ka ū tā mātou mahi**



## WE ARE ABOUT

*Better health outcomes, better health care for all*

**Ko tā mātou mahi**

*He whakapai ake i te hauora hei oranga mō te katoa*

## WE WILL BE

*Compassionate*

*Respectful*

*Courageous*

*Accountable*

**Ka pēnei mātou**

*Ka whai aroha*

*Ka whai ngākau*

*Ka mātātoa*

*Ka noho haepapa*

## INDIVIDUALLY AND TOGETHER

# WE WILL

*Achieve quality and excellence by design*

*Connect and transform primary, community and specialist care*

*Partner with people and whānau to support health and wellbeing*

*Achieve equity of outcomes across communities*

## He mahi takitahi hei toa takitini

*Kia kounga, kia hiranga te hoahoa*

*Kia mahi tahi me te tangata, me te whānau hei tautoko i te hauora me te oranga*

*Kia tūhono e pai ake ai te atawhai tuatahi, te atawhai hapori, te atawhai ngaio*

*Kia tōkeke ngā hua mō ngā hapori katoa*

## WE WILL ACHIEVE THIS SUCCESS THROUGH OUR

*People*

*Partners*

*Information*

*Stewardship*

*Innovation*

**Ka eke angitu mātou mā**

*Ō mātou iwi*

*Ō mātou hoa mahi*

*Te whakamōhio*

*Te tiaki*

*Te auaha*