

## MEDICAL REGISTRAR FRACP Basic Trainee and Non Training RUN DESCRIPTION

<b>DEPARTMENT:</b>	Medical Services
<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 Leads, General Medicine and Subspecialties through a nominated consultant
<b>FUNCTIONAL RELATIONSHIPS:</b>	Healthcare consumer, Hospital and community based healthcare workers
<b>PRIMARY OBJECTIVE:</b>	To facilitate the management of patients under the care of the Medical Service.
<b>RUN RECOGNITION:</b>	This run is accredited by RACP
<b>RUN PERIOD:</b>	6 months

### Section 1: Registrar's Responsibilities

<i>Area</i>	<i>Responsibilities</i>
<b>Clinical Responsibilities</b>	<ul style="list-style-type: none"><li>• Attendance at handover meetings, ward rounds, outpatient clinics, ward meetings, case discussions.</li><li>• Attend and assist at consultant's outpatient clinics</li><li>• Assess where appropriate, acute and arranged medical admissions/referrals under the care of the team to which the Registrar is attached.</li><li>• Two Registrars daily participate in the Medical A and B call rosters, taking responsibility for attending "cardiac arrest" call when rostered to that duty.</li><li>• Assessment of medical problems in the Emergency Department or other hospital departments.</li></ul>
<i>Compassionate Ka whai aroha</i>	<i>Respectful Ka whai ngākau</i>
<i>Courageous Ka mātātoa</i>	<i>Accountable Ka noho haepapa</i>

# Te Whatu Ora

Health New Zealand

Te Pae Hauora o Ruahine o Tararua  
MidCentral

Area	Responsibilities
	<ul style="list-style-type: none"> <li>Supervision and clinical teaching of House Officers</li> </ul>
<b>Patient Care</b>	<ul style="list-style-type: none"> <li>Assessment and management of acute and arranged admissions for ED, GPs and other hospital referrals</li> <li>Providing advice to GPs and other hospital staff</li> <li>Assessment and prioritisation of Out Patient referrals in consultation with consultant</li> <li>Daily inpatient management</li> <li>Liaison with, and supervision of House Officers with regard to patient management</li> <li>Attendance at ward rounds and case discussions</li> <li>Attend and assist at consultant outpatient clinics</li> <li>Documentation will be detailed, accurate and timely, signed and legible</li> <li>Responsible for the supervision of the appropriate completion of relevant patient discharge summary when a patient is discharged</li> </ul>
<b>Training &amp; Education</b>	<ul style="list-style-type: none"> <li>A total of 3 hours protected training time per week, inclusive of the designated training sessions, the timing of which will be agreed between the RMO and senior clinician to ensure appropriate cover can be arranged.</li> <li>Attendance at the designated training sessions and the Physicians' Grand Rounds on Monday is expected</li> <li>Attendance at the Post Graduate meeting on Tuesday lunchtimes is encouraged</li> <li>Participation in clinical audit activities as relevant to position</li> <li>It is expected that the Registrar will keep up to date with new development by reading relevant texts and journals (i.e. library, study or research, attendance at other education session within the hospital)</li> </ul>
<b>Training, Development &amp; Supervision of Other Staff</b>	<ul style="list-style-type: none"> <li>The registrar is required to take an active role in teaching sessions for House Officers, nurses, medical colleagues and other staff.</li> <li>Participate as appropriate with department in service training programmes and department seminars</li> <li>Liaison with other relevant medical staff</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> </ul>

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Area	Responsibilities
	<ul style="list-style-type: none"> <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>
<b>Health and Safety</b>	<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

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>a.m.</b>	0800- Handover meeting	0800- Handover meeting 0815 MDT	0800- Handover meeting 0815 Clinical practice	0800- Handover meeting 0815 MDT	0800- Handover meeting 0815 Journal Club
<b>p.m.</b>	1230-1330 Physicians Meeting	1245-1330 Post Grad Medical Society		12pm monthly M&M meeting 3pm Radiology meeting	

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

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## Section 3: Roster

<i>Roster</i>	
<b>Hours of Work</b>	
All Registrars participate in the after hours roster.	
Ordinary Hours Monday to Friday	0800 to 1600
Long Day	0800 to 2230
Nights	2200 to 0800
Med B Saturday and Sunday worked: 2 RDOs attached to a weekend	
Med A Saturday and Post Acute Sunday worked: 2 RDOs on previous Monday/Tuesday	
Post Acute Saturday and Med A Sunday worked : 2 RDOs on previous Wednesday/Thursday	
4/3 split nights	
As part of meeting the agreed limit on consecutive days of work set out in Schedule 10 to the MECA, from 27 November 2017 each weekend duty that is actually worked by an RMO will generate a rostered (weekday – Monday to Friday) day off (RDO) for that RMO in that fortnight.	
RDOs will be noted as such within the established roster pattern for the service, and will be notionally applicable in the first instance to the RMO rostered for the relevant weekend duty (duties).	
If the rostered RMO does not actually work the particular rostered weekend duty(duties) for any reason, then unless otherwise formally advised by the service (or unless an application for paid or unpaid leave is approved), they will be required to report for ordinary duty(duties) on the day(days) that would otherwise have been a RDO(s). That RDO may instead be observed by the RMO who actually worked the relevant weekend duty (duties).	

## Section 4: Performance appraisal

<i>Registrar</i>	<i>Service</i>
<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>an initial meeting between the Consultant and Registrar to discuss goals and expectations for the run.</li> <li>an interim assessment report on the Registrar 3 months into the run, after discussion between the Registrar and the Consultant responsible for supervision;</li> <li>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;</li> <li>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.</li> </ul>

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Registrar	Service
	<ul style="list-style-type: none"><li>For Basic trainees regular review of training progress should also occur with the DPE for the RACP</li></ul>

## Section 5: Hours and Salary Category

General Medical Team Registrars (Teams 1 to 8):

Average Working Hours	Service Commitments
Basic hours (Monday-Friday) 40	The Medical Administration Unit will be responsible for the preparation of Rosters.
Rostered additional hours (including nights & long days) 15	
All other unrostered hours 3	
Total hours per week 58	
Salary	
The salary for this attachment is a C Category run category	

Subspecialty Registrars for ElderHealth, Gastroenterology, Renal, Respiratory, Cardiology and Neurology/Stroke:

Average Working Hours	Service Commitments
Basic hours (Monday-Friday) 40	The Medical Administration Unit will be responsible for the preparation of Rosters.
Rostered additional hours (including nights & long days) 14	
All other unrostered hours 4	
Total hours per week 58	
Salary	
The salary for this attachment is a C Category run category	

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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.

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**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*