



## **RUN DESCRIPTION**

<b>POSITION:</b>	General Surgical Non Training Registrar
<b>DEPARTMENT:</b>	Surgical Department
<b>PLACE OF WORK:</b>	Timaru Hospital
<b>RESPONSIBLE TO:</b>	Clinical Director of General Surgery, Surgical Services, through their supervising 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 Department of General Surgical Service.
<b>RUN RECOGNITION:</b>	
<b>RUN PERIOD:</b>	Period 12 months

### Section 1: Registrar's Responsibilities

<i>Area</i>	<i>Responsibilities</i>
<b>General</b>	<ul style="list-style-type: none"> <li>Assess and treat patients with General Surgical acute and chronic pathology under the direct supervision from the General Surgery Consultants including surgical and non-surgical procedures.</li> </ul>
<b>Acute admitting</b>	<ul style="list-style-type: none"> <li>Will direct and supervise the House Surgeons in acute surgical admissions.</li> </ul>

<i>Area</i>	<i>Responsibilities</i>
<b>On-Duty</b>	<ul style="list-style-type: none"> <li>When on call will act as first on call including taking referrals from the emergency department, referrals from other specialities and GPs. Then in direct discussion with the On Call Consultant develop a complete treatment plan.</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>Legible notes will be written in patient charts on admission and whenever management changes are made</li> <li>Dictation to be completed for clinic outcomes, clinical complications and operation notes.</li> <li>Where appropriate, the Registrar may be responsible for the completion of death certificate for patients who have been under their care, although this may be delegated to a House Officer.</li> <li>Letters will be written to the patient's GP after each outpatient visit. The results of all investigations will be sighted and signed off.</li> <li>Registrars will take part in the routine audit of the Department.</li> <li>Registrars are expected to complete ACC Forms.</li> </ul>

## Section 2: Training and Education

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

There is a minimum of 4 hours (Registrars) per week medical learning, which includes the weekly X-ray meeting grand rounds and time for self-study sessions with monthly journal club.

<b>Education</b>	There will be 4 hours rostered teaching time per week
<b>Research</b>	A research project may be undertaken during the attachment, subject to approval by the Clinical Director, General Surgery Department.

## Section 3: Roster

<i>Roster</i>	
<b>Hours of Work</b>	
Ordinary Hours	Monday to Friday
Acute Call Long Day	No Long Day
Night Duty	No Nigh Duty
On Call	1 in 5 week days until 10:30pm
	1 in 5 weekends

**Section 4: Cover:***Other Resident and Specialist Cover*

Applications for annual leave should be submitted as early as possible to facilitate co-ordination of leave. If the Registrar within the department is asked to cover short-term sick absence of colleagues – **additional duty payments are made for any after-hours cover provided**. For training Registrars, applications for medical education leave should be submitted early to allow for co-ordination and planning.

**Section 5: Performance Appraisal**

A nominated Consultant Surgeon will assess performance. Performance will be assessed using the criteria above and will be discussed at formal meetings at the beginning of the attachment and again at 3 months and 6 months. If deficiencies are identified during the attachment, the Consultant Surgeon will bring these to the Registrar's attention, and discuss how they may be corrected.

**Section 6: Hours and Salary Category**

**24/7 rotating shift roster or it is a non shift roster and clause 12.1.2b does not apply because there are no week day RDOs on the roster**

Where no weekday RDOs are observed, the following run category will apply:

<i>Average Working Hours - 46 Run Category E</i> (RDO's are worked)		Service Commitments
Ordinary Hours	40	The Service, together with the RMO Support will be responsible for the preparation of any Rosters.  The run includes an On Call & Call Back component will be remunerated separately in line with the MECA.
Rostered Additional (inc. weekends)	6	
All other unrostered hours	6	
<b>Total Hours</b>	<b>52</b>	

**Salary:** The salary for this attachment will be detailed as a **Category D run**. If the run category includes call back, it must explicitly state that.