

# Resident Medical Officer Run Description

## Haematology Registrar Cancer and Blood Services

### Training Post and Accreditation

<b>Position Title</b>	Medical Registrar – Haematology
<b>Organisation Unit</b>	Cancer and Blood Services
<b>Location</b>	Whangārei Hospital, Te Tai Tokerau District
<b>Responsible to</b>	Clinical Director, Other Consultants, Cancer and Blood Services Department of Medicine, Te Tai Tokerau District
<b>Run Recognition</b>	This position is not currently accredited for training with the Royal College of Physicians (RACP).
<b>Duration</b>	6 months

### Clinical Responsibilities and Work Schedule

During ordinary hours, the Registrar will attend clinics, elective assessments and acute admissions when appropriate as determined by their team consultants. The Registrar will be responsible for attending chemotherapy patients if acute problems arise.

<b>Clinical responsibilities to include:</b>
<ul style="list-style-type: none"><li>• Attending acute and elective patients in chemotherapy clinics</li><li>• Seeing new and follow up appointments in outpatient clinics</li><li>• Attending elective patients where required</li><li>• Assist in acute cases when required</li><li>• Liaise with other staff within the department of Cancer and Blood Services</li><li>• Liaise with other specialities including the Emergency department and General Practitioners</li><li>• Communicate with patients and their families about the patient and treatment where appropriate</li><li>• Keep appropriate clinical progress notes</li><li>• Follow up investigations</li><li>• Undertaking practical procedures within your competencies</li><li>• Instigate treatments as directed by the consultant</li></ul>

Outside ordinary hours, whilst covering the weekend shift, the Registrar is primarily responsible for providing patient care within the Assessment Unit. The Registrar is also responsible for attending all medical inpatients and admitting new patients as appropriate, and attending all cardiac arrest calls.

Patient care and service delivery responsibilities is as determined by the Clinical Director of Cancer and Blood Services, having regard to the service needs and the requirement of the specialty. The Registrar may be requested to accompany their consultant to undertake peripheral clinics in the outpatient services based in the district hospitals in Northland (Dargaville, Bay of Islands and Kaitiā Hospital), in addition to Whangārei Hospital.

### Training and Education

Adequate provision of supervision will be made for on-going education and development of skills.

<b>Date</b>	<b>Meeting</b>	<b>Time</b>
Monday	Radiology Meeting	1230
Monday	Lymphoma MDM	1300-1400
Tuesday	House Officer Teaching	1200-1330
Wednesday	Renal Journal Club	1600-1700
Friday	PDM/MM	0900-1000
Thursday	Journal Club	1230 – 1330
Friday	Grand Round	1230-1330

Registrars will participate in the support and education of other staff including House Officers, Nursing staff, Medical Students, or the Allied Health team. This is determined by the Clinical Director of Cancer and Blood Services. This may consist of teaching during the management of cases in the ward environment and outpatient clinics as well as by giving the occasional tutorial or lecture.

Participation in evaluation of research is considered an important aspect of training duties. The Registrar will participate in clinical audit and quality assurance activities, including attendance at weekly medical education teaching sessions.

## Hours of Work

<b>Short Day</b> ( <i>Mon-Fri</i> )	0800-1630
<b>Long Day</b> ( <i>Mon-Fri</i> )	0800-2230
<b>Weekend Long Day</b> ( <i>Sat-Sun</i> )	0800-2130

During ordinary hours, the Registrar will be available for acute and arranged admissions for the team when rostered on-call.

The Registrar will work an average of 5 long day weekdays (0800-2230) and 1 full weekend (0800-2130) over the duration of a 8-week roster, which will be averaged over a 6-month period. For each complete weekend day shift worked, a rostered day off will be scheduled for the Registrar and will be attached to a weekend.

## Leave and Cover

The 'Medical Registrar – Relief, Department of Medicine' will provide cover for leave absences. The Registrar may be expected to cover absences of other senior and junior staff in certain circumstances. Cover for specialists will be limited to cover of inpatients and outpatient clinics, providing the registrar will not be called upon to perform duties beyond their experience.

Provisions for all leave are as outlined in the New Zealand Resident Doctors' Association (NZRDA) & Te Whatu Ora – Health New Zealand Single Employer Collective Agreement (SECA).

## Assessment and Performance Appraisal

On-going training assessment and performance appraisal of the Registrar will be made by specialist staff that will provide a written report to the Registrar at the end of each six monthly period. This report shall be confidential and will be available for inspection by other parties only with the written approval of the Registrar. The Registrar shall be given the opportunity to comment on the report as necessary.

## Salary Category

<b>Ordinary Hours</b>	40 hours
<b>RDO Hours</b>	-2 hours
<b>Rostered Additional Hours</b>	9.5 hours
<b>Un-rostered Hours</b>	2.07
<b>Total Average Hours</b>	49.57 hours
<b>Category</b>	E