

POSITION DESCRIPTION

- POSITION:** Registrar – General Medicine
- RESPONSIBLE TO:** Service Manager – Medical Services
Professional Responsibility to – Clinical Supervisor
Day to Day – RMO Unit
- ACCOUNTABILITY:** In the first instance the Registrar is responsible to their clinical Supervisor. Any performance issues will be the responsibility of the Clinical Supervisor, Head of Department, Chief Medical Officer and Service Manager.
- REGISTRATION:** This run is recognised as training positions for General Medicine for RACP.

Health New Zealand | Te Whatu Ora Nelson Marlborough

Our vision | Tō tātou manako: All people live well, get well, stay well. *Kaiao te tini, ka ora te mano, ka noho ora te nuinga.*

Our mission | Tō tātou kaupapa: Working with the people of our community to promote, encourage and enable their health, wellbeing and independence. *Kei te mahitahi tātou hei whakapiki te oranga me te motuhaketanga o to tatou hapori.*

Our Values – Ō tātou whanonga pono

Respect | Manaakitanga: We care about, and will be responsive to, the needs of our diverse people, communities and staff. *Kia horahia te manaakitanga ki ngā iwi katoa me ngā hāpori, kaimahi hoki.*

Innovation | Auaha: We will provide an environment where people can challenge current processes and generate new ways of working and learning. *Kia auaha me whakahoutia i ngā pūkenga ākonga, me ngā mahi ki tēnei hāpori.*

Teamwork | Whakarāmeme: We create an environment where teams flourish and connect across the organisation for the best possible outcome. *Kia whakarāmeme i ngā kaupupuni hauora katoa.*

Integrity | Ngākau tapatahi: We support an environment which expects openness and honesty in all our dealings and maintains the highest integrity at all times. *Kia taea i te ngakau tapatahi i runga i te tika me te pono i ngā mahi katoa.*

PURPOSE OF THE POSITION

To provide medical services to patients referred for general medical services across the elective and acute spectrum in consultation with the responsible clinician and other members of the service delivery team.

** This run description must be read in conjunction with the applicable collective employment agreement. Where this run description and the applicable collective employment agreement both cover the same matter, the provisions in the collective employment agreement shall prevail.*

1. GENERAL

This position is District Wide through the employment by Te Whatu Ora (Nelson Marlborough) and based in Nelson.

The runs are designed to both provide the Hospital arms of the DHBs with medical graduates to assist in providing health services and to provide medical graduates with clinically based training that is recognised for registration. In addition to the clinically based training, RMOs are also entitled to paid time off for study dependent on their course requirements and year of appointment.

Runs are assigned categories ranging from A – F depending on the average number of hours worked by the RMOs in a particular unit. The category determines the salary you are paid. Your run category is C (55 – 59.9 hours a week). In addition to this basic salary, you are entitled to be paid for additional duties and cross cover. Such payments are not included in calculating the run category. If you consider that the average hours worked by the RMOs in your roster/unit is higher than the run category; you can write requesting a review. Those allocated to General Medicine Registrar reliever positions will be remunerated at Category A.

During your run you will be supervised, trained and directed by Consultant Specialist Physicians.

2. YOUR RUN

- (a) This run description is for a Registrar in the General Medical Service, which is part of the wider Medical Service at Nelson Hospital.

3. RECOGNITION FOR REGISTRATION

- (a) This position is recognised as a specialist training position by the Royal Australian and New Zealand College of Physicians. We offer 2 years of basic training and 1 year of advanced training in general medicine.

4. CLINICAL RESPONSIBILITIES AND WORK SCHEDULES

- (a) You shall be responsible for designated patients as directed by the Consultant in charge.
- (b) You shall be directly responsible to the Consultant/s holding the overall responsibility for the patient you are treating.
- (c) Your duties shall be as directed by the parties referred to in 4 (a), (b) above and by clinical need that falls within the parameters of your position at Te Whatu Ora (Nelson Marlborough).
- (d) Without limiting the scope of 4 (c) above, your duties shall include the following:
 - (i) Ward rounds;
 - (ii) Outpatient clinics for post discharge follow up and/or subspecialty clinics related to the consultant team inclusive of dictated correspondence to GPs.
 - (iii) Covering Medical Admission Planning Unit where appropriate.
 - (iv) AT&R Registrar will be expected to participate in a weekly ward round and community visits at Alexandra Hospital.

- (v) Working closely with nurse specialists and other multidisciplinary team members e.g. diabetes, respiratory and cardiac rehabilitation and congestive heart failure nurses.
 - (vi) Ensuring the 'Problem List' for inpatients is up to date;
 - (vii) Completing clinical information for coding purposes within 48 hours of discharge;
 - (viii) Ensuring discharge summaries are completed on discharge and in addition complex patients have typed written letters.
 - (ix) Participate in and produce clinical quality audits and other clinical projects.
 - (x) Supervision and leadership of the team house surgeon/s. This will include; routine admissions, pre-admissions, and appropriate investigations.
 - (xi) Undertake teaching sessions as required and provide cover for other registrars undertaking teaching.
- (e) The Registrar on site for acute call is expected to respond to all calls immediately and if this is not possible arrange for the covering consultant to assist.
- (f) The acute on duty Registrar is expected to participate in the management of patients in the Intensive Care Cardiology Unit,
- (g) When rostered on acute call, the Registrar is expected to see all acute admissions and inform the Consultant involved.
- (h) When rostered on acute call the registrar is expected to closely supervise the junior medical staff.
- (i) When going off duty, a handover of any patients whose condition is unstable or of concern must be given to the Registrar coming on duty. Such handover, whether verbal or written must be sufficiently detailed to enable seamless continuity of care.

5. PROVISION FOR TRAINING AND EDUCATION

- (a) Consultants teach RMOs during the day to day work activities. In addition to this, four hours of rostered duty per week are allowed for medical learning not directly derived from clinical work. Such learning includes department tutorials, self-directed study, hospital medical meetings, grand rounds, Intern Supervisor sessions and peer presentations. Although structured sessions are provided for House Surgeons and for Registrars undergoing basic and advanced training towards vocational registration, RMOs must themselves ensure that they utilise their entitlement.
- (b) The registrar is:
- expected to attend the weekly radiology meeting.
 - expected to participate and present in the monthly physicians meetings.
 - expected to participate and present in journal club.
 - to actively undertake clinical and other quality audits.
expected to establish a clinical project for the term of the run.
 - expected to attend the weekly physicians meeting and is encouraged to promote quality improvement initiatives.

- (c) The collective agreement also provides for paid medical education leave. Three months notice is required for requests for such leave.

6. TRAINING AND DEVELOPMENT OF OTHER STAFF

The registrar is expected to advise, lead and assist Trainee Interns, House Officers and Senior House Officers.

The registrar is expected to provide teaching sessions to the Trainee Interns and the House Officers.

7. EXPECTED AVERAGE HOURS OF WORK

Run Category: C (55-59.9 hours per week)

APPENDIX 1

General Responsibilities of an Employee of Health NZ | Te Whatu Ora Nelson Marlborough

1. Professional Responsibilities

As an employee of Health NZ Nelson Marlborough, you are required to:

- Maintain any qualifications, including registrations and practising certificates, required for legal and safe practice.
- Keep yourself up to date on knowledge, best practices and legislation relating to your work.
- Make a personal contribution towards effective and efficient working relationships within your team and with other Health NZ Nelson Marlborough departments.
- Ensure you carry out your work in a way that is customer-focused and meets professional standards.
- In conjunction with your manager, identify your own training needs and plan to meet these needs.
- Manage your own time and prioritise your work effectively.

2. Health, Safety and Wellbeing

- Compliance with all health and safety legislative requirements.
- Compliance with the ACC Partnership Programme requirements.
- Compliance with all organisation-wide health and safety policies and procedures.
- Compliance with the Health and Safety Manual, any relevant chemical information and the emergency plan.
- Work is carried out in a healthy and safe manner and others are encouraged and assisted to work in the same way.
- Unsafe workplace conditions/practices (hazards) are identified, reported and mitigated/rectified early.
- Knowledge of identified hazards is kept up to date.
- Reportable event form is completed (via *Safety First*) for any accident or injury which has taken place at work, ensuring, in the case of injury, that your supervisor or manager is notified within 24 hours.
- Co-operation, support and promotion of occupational health and safety actions and initiatives in the workplace.

3. Right to Raise Concerns

- All employees of Health NZ Nelson Marlborough are expected and encouraged to immediately ask questions and raise any concerns/issues with their colleagues at their place of work, particularly if the care of a patient could potentially be compromised.
- All staff are expected to act professionally and to actively listen to the concerns or opinions of others being raised at the time.

4. Child Wellbeing and Protection

- Health NZ Nelson Marlborough is committed to identifying, supporting and protecting vulnerable children. The prevention of abuse and enhancing the wellbeing of children and their families aims to keep vulnerable children safe before they come to harm so they can thrive, achieve and belong. As an employee you are required to comply with all relevant legislation e.g. the Vulnerable Children Act 2014 and the Children, Young Persons and their Families Act 1989. You are also required to:
 - Contribute to and support the organisation's strong commitment to a child centred approach to protect children across the region.
 - Act at all times in the best interest of the children and young people, putting their interests first.

5. Ensure collaborative working practices and recording and sharing of information to address abuse, suspected abuse or disclosure of abuse in a timely and appropriate fashion.

6. Legislation, Regulations and Board Policies

You are required to be familiar with and adhere to the provisions of:

- All relevant acts and regulations
- All Board, hospital and department policies
- All relevant procedure manuals
- The “Employee Obligations” within Health NZ Nelson Marlborough’s Disciplinary Policy.

7. Confidentiality

You are required to:

- Adhere to the Privacy Act 1993, the Health Information Privacy Code 1994 and subsequent amendments in regard to the non-disclosure of information.
- Maintain strict confidentiality of patient, applicant and employee information at all times.

8. Risk Management

You are required to:

- Support and promote actions and initiatives in your work area which enable risks to be identified and eliminated or reduced.
- Be especially aware of those risks which have high cost or safety implications.
- Complete an accident/incident report for any accident, incident or near miss which has taken place at work.
- Respond to complaints according to appropriate policies.

9. Security

You are required to:

- Wear your identification badge at all times when on site or when carrying out official duties.
- Notify Human Resources of any changes required for your ID badge.
- Report any suspicious or unusual occurrence to the security officer, orderly or telephone operator.
- Complete an incident report for any incident which has or might have compromised the safety of staff, patients and visitors.

10. Treaty of Waitangi

Health NZ Nelson Marlborough is committed to its obligations under the Treaty of Waitangi. As an employee you are required to give effect to the principles of the Treaty of Waitangi: Partnership, Participation and Protection.

11. Smokefree

Health NZ Nelson Marlborough is a Smokefree Organisation. This applies to all staff and contractors working within Health NZ Nelson Marlborough buildings, grounds and vehicles. Staff are required to comply with the policy and ensure all visitors, patients and others are informed of the policy. This also applies to Health NZ Nelson Marlborough staff employed on Board business in the community.

APPENDIX 2

The preferred candidate is required to complete a Pre-Employment Health Questionnaire. The table below outlines the tests to be carried out - depending on the nature of the position applied for.

Condition	Information to include in Position Description
TB Active	No person with active pulmonary or laryngeal tuberculosis (TB) is allowed to be at work in Health NZ Nelson Marlborough
TB Latent	Staff who expect to have contact with patients or infectious materials must have assessment of previous TB exposure at the time of employment
BBV	No person who is susceptible to hepatitis B is allowed to have contact with patients or human materials (e.g., blood) unless they have taken part or agree to take part in a blood-borne virus education, prevention and vaccination program
MRSA	No person colonised or infected with methicillin-resistant <i>Staphylococcus aureus</i> (MRSA) is allowed to work in clinical areas ¹ New staff who will be working in clinical areas should be screened for MRSA if they have: <ul style="list-style-type: none"> • a chronic skin condition • been working in an overseas healthcare facility in the last year • been MRSA-positive in the last year
Skin	No person with a skin condition that by virtue of its site and type could be an infection risk is allowed to have contact with patients, food, microbiology samples or sterile items
Measles/Rubella	No person who is susceptible to measles or rubella is allowed to have contact with pregnant women.
VZV	No person susceptible to varicella-zoster virus (chickenpox) is allowed to have contact with newborn babies or pregnant women
EPP	No person who has detectable hepatitis B e antigen or high levels of hepatitis B virus DNA in their serum is allowed to undertake or assist with exposure-prone surgical procedures ²

¹Clinical areas include inpatient medical and surgical wards (includes Medical Units, AT&R Units, Surgical Wards, Paediatrics, Day Stay, Neonates and Women's Health). Screening does not apply to staff working in outpatient areas (e.g., clinics, Radiology, Respiratory Function lab) or in DSS, Mental Health or Drug and Alcohol services (transmission of MRSA is less likely and infection is rare in these sites.)

²Exposure-prone surgical procedure = a procedure where there is the potential for direct contact between the skin (usually finger or thumb) of the health care worker and sharp surgical instruments, needles, or sharp tissues (spicules of bone or teeth) in a blind or highly confined anatomic site such as a body cavity or in poorly visualised and/or confined body sites. Such sites include body cavities encountered during emergency and trauma procedures, abdominal, cardiothoracic, obstetric/gynaecological, orthopaedic and oral surgery.