

Health New Zealand

Te Whatu Ora

Nelson Marlborough

ICU REGISTRAR POSITION DESCRIPTION

PLACE OF WORK:	Intensive Care Unit, NELSON HOSPITAL
REQUIREMENT:	RMO PGY3 minimum
RESPONSIBLE TO:	Service Manager ED, Ortho and RMO's
FUNCTIONAL RELATIONSHIPS:	<ul style="list-style-type: none">• HOD ICU• Clinical supervisor• Healthcare consumer• Clinical and Non clinical staff• RMO Unit• Wider MDT
PRIMARY OBJECTIVE:	To facilitate the management of patients needing intensive care services at Nelson Hospital.
RUN RECOGNITION:	Awaiting approval for foundation training in intensive care medicine
RUN ROTATION LENGTH:	6 Months

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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 hapori, 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 hapori.*

Teamwork | Whakarāmemene: We create an environment where teams flourish and connect across the organisation for the best possible outcome. *Kia whakarāmemene i ngā kaupuni 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.*

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Section 1: RMO's Responsibilities

<i>Area</i>	<i>Responsibilities</i>
General	<ul style="list-style-type: none">• Work closely with the multidisciplinary ICU team and contribute to responsibilities where and when appropriate.• Assist with the assessment and admission of patients under the care of the department. Undertake clinical responsibilities as directed by the ICU SMO, also organise relevant investigations, ensure results are followed up, sighted and signed.• Responsible for taking patient referrals and reviewing patients as necessary, day to day ward management of patients under ICU team's care, in consultation with others involved in the care of the patient where appropriate.• Maintain a high standard of communication with patients, patients' families and staff.• Inform ICU of the status of patients especially if there is an unexpected change in patient condition.• Attend handover, team and departmental meetings as required.• Assist with teaching of other team members including students, nursing and allied healthcare professionals.• Documentation will be detailed, accurate and timely, signed and legible.• The results of all investigations will be signed, actioned appropriately before they are filed in the patient's notes.• The RMO should at all times be supervised to a level appropriate to their skill and experience and should freely seek advice from their senior colleagues on management of patients. The ICU Supervisor of Training and/or the HOD ICU should be approached about any difficulties they may be experiencing.• Ensure relevant documents e.g. discharge summary and follow up appointments are given to the patient on discharge as necessary. Or discharge summary from ICU is available to receiving ward/team.• Obtain informed consent for procedures within the framework of the Medical Council guidelines and NM policies and procedures.• Clinical practice is to be based upon Treaty of Waitangi principles with a focus upon equity.

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<i>Area</i>	<i>Responsibilities</i>
Clinical Duties when in ICU	<ul style="list-style-type: none">• The RMO will have detailed knowledge of each patient admitted to the Intensive Care Unit and will modify each patient's management in order to optimise their outcome., with supervision by the SMO ICU/parent team.• Assess patients for suitability of ICU admission prior to discussion with ICU SMO on duty/call.• Management of patients in the intensive care unit needing critical care services including vasopressor needs, ventilatory requirements and renal replacement therapy.• Acquire knowledge and skills needed for identification and management of deteriorating patients in the wards and ED.• Gain experience in invasive monitoring including arterial line monitoring, central venous pressure monitoring, and the procedural skills necessary towards the same.• Participation in MET calls.• Regular communications with the patient's whanau especially if there is a major change in the patient's condition.• Will maintain legible notes of changes in patient management.• On discharge of a patient from the Intensive Care Unit, personally contact the receiving team and hand over the patient, describing details of suggested further management.• At the time of discharge, a typed discharge summary will be produced by the RMO, a copy of which will accompany the patient.• Attend family meetings where possible with the ICU SMO

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<i>Area</i>	<i>Responsibilities</i>
Clinical Duties when in Anaesthetics	<p>ICU RMO will always be under the direct clinical supervision of the Anaesthetic SMOs:</p> <p>Topics to be covered include:</p> <ul style="list-style-type: none">• Pre-assessment and consent for anaesthesia.• Provision of anaesthesia / analgesia / monitored anaesthesia care as appropriate.• Supervision of recovery from anaesthesia.• Post-operative care including Acute Pain Management Service, ward rounds, new referrals and rescue regional anaesthesia.• Vascular access referrals.• Assistance to the Emergency Department/ anaesthetic team for severe trauma, airway emergencies or as requested.
Administration	<ul style="list-style-type: none">• Comply with documentation standards as per medical council and NM requirements.• Be responsible for certifying death and complete appropriate documentation.• At the direction of the ICU SMO team, assist with operational research in order to enhance the performance of the Service.• If absent due to unexpected circumstances (e.g. health, other) contact the RMO Unit (or Duty Manager directly if after hours) as well as the SMO to whom the RMO is clinically responsible in the absent duty.• If not in a training programme be enrolled with BPAC Inpractice Recertification Programme.

Section 2: Training and Education

- A total of 4 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.
- **If on a rostered day shift attendance at any designated training sessions is compulsory.
- It is expected that the RMO 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)

Section 3: Performance feedback

<i>RMO</i>	<i>Service</i>
<p>The RMO will:</p> <ul style="list-style-type: none"> • at the beginning of the run meet with their designated clinical supervisor to discuss goals and expectations for the run • after any assessment that identifies deficiencies, implement a corrective plan of action in consultation with their supervisor. • at end of run complete a feedback assessment of the run. 	<p>The service will provide:</p> <ul style="list-style-type: none"> • an initial meeting between the Supervising SMO and RMO to discuss goals and expectations for the run. • an interim assessment report on the RMO 2 months into the run, after discussion between the RMO and the SMO responsible for them; • the opportunity to discuss any deficiencies identified during the attachment. The SMO responsible for the RMO will bring these to RMO's attention and discuss and implement a plan of action to correct them; • a final assessment report on the RMO at the end of the run, a copy of which is to be sighted and signed by the RMO.

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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.
 - 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.

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5. 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.

6. 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.

7. 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.

8. 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.

9. 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.

10. 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.

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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.