

**Paediatric Medical Staff
Job Descriptions**

**Campbelltown
Hospital**

2003

Paediatric RMO

- All shifts are 10hrs. Starting times are 0800 ('8'), 1000 ('10') or 1400hrs ('14')
- Roster rotates through a 5 week cycle
- One 10hr ADO is rostered every 5 weeks

Ask for help from the registrars when you need it. Our paediatric ward is run by the RMOs with registrar assistance when needed. The registrar's main duties are in Special Care Nursery and the Emergency Department.

Roster Template

	Mon	Tues	Weds	Thurs	Fri	Sat	Sun	Hours
Week 1	10	10				8	8	40
Week 2		8	8	8	8			40
Week 3	14	14 *				14	14	40
Week 4		ADO 10h	14	14	14			40
Week 5	8		10	10	10			40

*Rostered to give presentation at 2pm teaching meeting

'8' Shift (0800 – 1800)

Weekdays (Pager 31540 until 1500hrs)

- Arrives 8 am, picks up page from Robyn's office
- Start at Childrens ' ward at 8.05 Sharp.
- See sickest children first + those needing early am discharge
- Decides on patient allocations for 10 am resident and gives handover when they start
- See allocated patients, then rings VMO to arrange disposal
- Attends ward rounds with staff specialists (+ VMOs if before 6pm)
- Admits / organises investigations for patients sent up from VMO rooms
- Assesses PACS patients if required
- Makes sure discharge summaries are done if child to go home on the evening shift
- Attends 2 pm Meetings Tuesdays and Thursdays. Covers other RMOs if at lectures
- Cohorted time off if need to attend lectures
 - SCH Wednesday 12-6 pm
 - CHW RMOs doing the DCH expected to watch DCH videos from CHW at quiet times. SCH RMOs expected to carry the page and cover for CHW RMOs while they watch DCH videos.
- **Rings Camden postnatal ward 12pm Monday and Thursday. Attends there at 4 pm on those days for baby checks.**

Weekend day (Pager 31540 until 1800hrs)

- Starts in ward at 8 am. VMOs usually arrive at about 9.30 am.
- After 1 pm, helps in ED if workload allows.

Paediatric RMO Job Descriptions (cont.)

‘10’ shift (1000 – 2000) Pager: 31540 from 3pm

- Arrives 10am, gets handover from ‘8’ RMO
- Sees allocated patients, then rings VMO to arrange disposal
- Attends VMO ward rounds in evening
- Admits / organises investigations for patients sent up from VMO rooms
- Assesses PACS patients if required
- Ask for help from registrars as needed
- Completes discharge summaries for children going home in evening shift or early next morning
- Gives handover + pagers to ‘14’ RMO when shift finishes at 2000
- Attends 2 pm Meetings Tuesdays and Thursdays. Covers other RMOs if on lectures
- Cohorted time off if need to attend lectures
 - SCH Wednesday 12-6 pm (SCH RMOs should try to swap for ‘8’ shift or day off. If unable to swap then need to start at 0800 and aim to complete as much ward work as possible prior to leaving)
 - CHW RMOs doing the DCH expected to watch DCH videos from CHW at quiet times. SCH RMOs expected to carry the page and cover for CHW RMOs while they watch DCH videos

‘14’ shift (1400 – 2400) Pagers: 31549 from 1800 – 2230 (weekdays)

1400 – 2230 (weekend)

31540 from 2000 – 2400 (weekdays)

1800 – 2400 (weekend)

39017 from 2000 – 2230 (weekend only)

- Baby checks on postnatal ward from 1400 – 1600 (1500 – 1700 on Tues and Thurs)
- Based in Emergency Department from 1600 – 2400. Sees paediatric consults + patients from triage (see separate description of paed. medical staff role in the ED)
- Covers ward from 2000hrs weekdays, 1800hrs weekends
- 1st on call for neonatal resuscitation (page 31549) from 1800 – 2230 weekdays, 1400 – 2230 weekends (registrar available in ED if back up required)
- Presents at 2pm paediatric teaching meeting on Tuesday (need to prepare in previous week and discuss presentation with Senior Reg on Friday beforehand)
- Handover patients + 31549 pager to ‘N’ registrar at 2230hrs
- Time off for lectures as per above. SCH RMOs need to arrange for ‘8’ and ‘10’ RMOs (or registrars) to perform babychecks if they are attending lectures.

Paediatric Registrar

- Most shifts are 10hrs (12hr day shifts on weekends)
- Starting times are 0800 ('D' and 'D12') 1400 ('E') and 2230 ('N')
- Evening shift is based in the Emergency Department
- Roster rotates through a 5 week cycle
- One 10hr ADO rostered each 5 weeks
- Rostered to present at 2pm Thursday meeting at least once during term
- Attends parent Hospital for FRACP / FACEM training if needed. Please give us notice / organise cover with senior reg + other colleagues
- Assists senior reg with medical student teaching / supervision
- Provides supervision and teaching for paed. RMOs and ED medical staff
- Performs child protection / DOCS medical assessments with supervision of senior reg / staff specialist(s)

Roster Template

	Mon	Tues	Weds	Thurs	Fri	Sat	Sun	Hours
Week 1		ADO 10h	E	E	E			40
Week 2	N	N	N	N				40
Week 3		D	D			D12	D12	44
Week 4	E	E		D	D			40
Week 5	D				N	N	N	40

Pagers

31549 (D and N shifts)

39017 (N shift and whenever senior reg. is not in hospital)

D shift (0800 – 1800 Mon - Fri) Pager: 31549 (also carries 39017 if senior reg out of hospital)

- Meets with night reg / ED medical staff in ED at 0800 for handover of paediatric patients
- Ward round in SCN from 0830
- Growing up prems should be examined weekly (more frequently if indicated). Routine exams should be done during the week and not on the weekend
- Wednesday is blood day (Hb retics, EUC), Ca P SAP fortnightly if very prem (< 26/40)
- Attends neonatal calls at delivery suite, theatres and postnatal ward (use these to teach RMOs neonatal resuscitation if possible)
- 1st on call for ED until E reg starts at 2pm
- Assess PACS patients if required
- Assist paediatric ward RMOs if required
- Attends 2 pm teaching Tuesdays and Thursdays. Helps cover other RMOs if at lectures

Paed Registrar job description (cont.)

D 12 shift (0800 – 2000, Saturday and Sunday) Pagers: 31549 (till 1400) 39017

- Meets with night reg / ED medical staff in ED at 0800 for handover of paediatric patients
- Ward round in SCN from 0830 – acute babies / problems only
- Attends morning VMO rounds in ward if able
- Attends neonatal calls at delivery suite, theatres and postnatal ward (use these to teach RMOs neonatal resuscitation if possible) ‘14’ RMO 1st on call for neonatal resusc. after 2pm (give them the 31549 page)
- 1st on call for ED throughout shift. Based in ED from 1400 (when ‘14’ RMO starts)

E shift (weekdays only) Pager: 39017 after senior reg leaves

- based in ED for duration of shift. Reviews paediatric consults + sees patients from triage
- 2nd on-call for neonatal resusc. / ward problems from 1800 (back up for ‘14’ RMO)
- Audit previous days paed. notes from ED (if not done in morning by staff specialist). Chase results and make follow-up calls as necessary
- Top priority is paediatric medical patients, but expected to see surgical problems if workload allows (see separate description for paed. medical officers roles in the ED)
- Handover to ‘N’ reg at 2230hrs

N Shift (2230 – 0830 7 days) Pager: 31549 + 39017

- Paed. handover in ED at 2230hrs
- Provides paediatric medical cover for paed. ward, SCN, delivery suite and ED
- Main role is in ED
- May sleep in paed. on-call room if SCN, ward and delivery suite quiet and **no** paed. patients waiting to be seen in ED
- Expected to see paed. patients from triage in ED if wait >1hr (triage nurses instructed to call paed. reg if children waiting)
- Attends ED round at 0800 with ‘D’ reg for handover of paed. patients

Paediatric Senior Registrar

Roster template

Mon	Tues	Weds	Thurs	Fri	Sat	Sun	Hours
	1300 - 2300 + on-call	0900 – 1900	0900 – 1900	0900 – 1900			40

(day on call may vary – depends on registrar + VMO preference)

Pager: 39017 - should be handed over to 'D' or 'E' registrars when not in hospital

- Responsible for coordinating RMO and student teaching and supervision
- Organises roster for Tues and Thurs 2pm paed teaching meetings (RMOs present on Tuesdays, Registrars + Staff Specialists on Thursdays)
- Helps out with clinical workload in ED / ward / SCN as required
- Weekly (minimum – twice weekly if possible) medical student tutorial
- Weekly overnight 1st on call shift (with VMO back up)
- Weekly outpatient clinic – only SR or delegate can book patients in
- Monthly Tharawal clinic (Thurs am)
- Participate in other clinics such as Claymore (?Minto with SP)+ CATS (Jenny McDonald) developmental assessments
- Performs / arranges DOCS medical assessments as required (liase with registrars + staff specialists)
- Should aim to complete a paediatric project during the 6 month term

Summary of Paediatric Paging Arrangements (Jan 2003)

Ward RMO page: 31540 (0800 – 2400 7 days / week)

Neonatal Resuscitation Calls: 31549 (24hrs / day, 7 days)

Senior Reg / back up resuscitation page: 39017 (24hrs / day, 7 days)

Instructions for RMOS

Weekdays

'8' shift: page 31540 until 1500hrs (hand page to '10' RMO)

'10' shift: page 31540 from 1500hrs (hand to '14' RMO at 2000hrs)

'14' shift: page 31540 from 2000hrs (leave in basket in Robyn's office at 2400hrs)
page 31549 from 1800hrs (hand to 'N' reg. at 2230)

Weekends

'8' shift: page 31540 (hand to '14' RMO at 1800hrs)

'14' shift: page 31540 from 1800hrs (leave in basket in Robyn's office at 2400hrs)
page 31549 from 1400hrs (hand to 'N' reg at 2230)

Instructions for Registrars

Someone should always be carrying the 31549 and 39017 pages

Weekdays

'D' shift: page 31549
page 39017 (hand to senior reg. when they start)

'E' shift: page 39017 from 1900hrs (or when senior reg not in hospital)

'N' shift: page 31549 & 39017

Weekends

'D12' shift: page 31549 until 1400hrs, then hand to '14' RMO
page 39017 until 2000hrs, then hand to '14' RMO

'N' shift: take 31549 and 39017 from '14' RMO at 2230hrs