

## **Job Description**

<b>Job Title</b>	<b>Oncology Registrar</b>
<b>Department</b>	<b>Department of Medical Oncology</b>
<b>Reports to</b>	Clinically and professionally responsible to the attending Medical Oncology Consultant and/Consultant on Call. Administratively accountable to the Medical Staff Coordinator for e.g. roster, pay, leave requests.
<b>Date</b>	<b>July 2013</b>

### **Overall Purpose of Job**

The mission of UPMC Beacon Hospital is to provide quality care to all patients, in a respectful, safe and compassionate environment. In exercising this mission, UPMC Beacon Hospital will adhere to all health and safety regulations.

### **Key Responsibilities and Deliverables**

- Admission of Medicine and Oncology Patients either as a supervisor to the SHO's admission, or as the primary admitter. All patients admitted on to this combined service will have a designated consultant who is available in person or by phone 24 hours a day.
- Take hand over of patients from previous shift Registrar, so that continuity of care is ensured and immediate decisions are made and orders written.
- Morning rounding on all Medicine and Oncology Patients with daily decision making responsibilities and medical note writing. Rounds should be completed with a Consultant communication and a plan for the next 24 hours.
- The daily plan should be clearly communicated with hospital staff so that all lab investigations, imaging, and procedures are executed in a timely manner.
- To review patients on a regular basis in accordance with the plan of care made at the beginning of the shift and inform the consultant of any issues or problems.
- Document review findings in clinical notes in a timely and legible manner.

## UPMC Beacon Hospital

- Discharge planning with the Consultant, the Nursing staff, and support services (physiotherapists, dieticians). It is your responsibility that all written discharge summaries are completed and that the patient is provided with everything needed for a safe discharge home (prescriptions, follow up appointments, etc).
- On-call one weekend in four. This requires about a 5 hour commitment over the weekend. 2.5 hours rounding on Saturday and the same on Sunday and taking first call on the telephone of patients ringing in. Consultant back-up would be available as usual, 24 hours a day. On the week-end that the clinical educator takes on-call, he/she takes one day off during the week prior to the weekend coverage.
- With the mentoring of the Medical Oncology Consultants, take on the primary care of one new oncology patient each week to learn international standards of diagnosis, management, and follow up of all solid tumour malignancies and lymphomas.
- Be on call to the Medical Oncology Day Unit for urgent issues and reviews to learn how to manage complications of malignancies and complications of treatment.
- Become an active member of the UPMC Beacon Hospital Cancer Centre and participate in our regular MDT meeting. Present cases with appropriate literature review and detail the international guidelines of treatment.
- Choose one case report over each 6 month period for manuscript writing and publication under the mentoring of the Consultants.
- Take on special projects to further the goals of the UPMC Beacon Hospital Cancer Centre which could include creating and running a GP education day, inviting in special interest groups such as the Irish Cancer Society or other advocacy groups, or even start a cancer support group out of the Medical Oncology Day Unit.
- To respond to any adverse occurrences e.g. injuries, falls, sudden illnesses etc, suffered by patients, visitors or staff.
- To contribute to quality improvement; risk management initiatives and policy development so that the overall Oncology Service is of the highest quality and reflective of best practice.
- To assist in the education of colleagues and staff.
- To participate in work related projects at UPMC Beacon Hospital.
- To act and behave professionally and perform one's duties in a manner that optimises patient care and protects and enhances the reputation of UPMC Beacon Hospital. To adhere to Hospital Policies and Procedures e.g. JCI, Code Blue, infection control, work hours and overtime.
- To comply with Health and Safety Regulations, ensuring safe working practices in a safe working environment.
- To undertake any other duties that may be required, which could include assisting medical colleagues throughout the hospital and acting as a resource for more junior colleagues.

### Person Specification

<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Medical degree, MBBS or equivalent.</li><li>• Current Full Irish Medical Council Registration.</li><li>• Fellowship of the College of Anaesthetists is desirable.</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience at Registrar level in an acute hospital setting.</li></ul>
<b>Job Specific Competencies and Knowledge</b>	<ul style="list-style-type: none"><li>• Current ACLS certification required.</li><li>• An interest in Oncology Medicine and patient care in this area.</li></ul>
<b>Personal Competencies</b>	<ul style="list-style-type: none"><li>• Proven ability to work as an effective team member.</li><li>• Ability to communicate effectively.</li><li>• All posts in UPMC Beacon Hospital require a high level of flexibility to ensure the delivery of an effective and efficient service. Therefore, the post holder will be required to demonstrate flexibility as and when required by their manager or hospital management.</li></ul>

**This job description is intended to be an outline of the areas of responsibility and deliverables at the time of its writing. As the Hospital and the post holder develop, this job description may be subject to review in light of the changing needs of the Hospital.**

**Job Description received by employee:** \_\_\_\_\_  
**Signature** **Date**