

## RUN DESCRIPTION

<b>POSITION:</b>	House Officer - Summer
<b>DEPARTMENT:</b>	Kidz First Children's Hospital
<b>PLACE OF WORK:</b>	Kidz First Children's Hospital
<b>RESPONSIBLE TO:</b>	General Manager, <b>Kidz First</b> , through the Clinical Director/Clinical Leader
<b>FUNCTIONAL RELATIONSHIPS:</b>	Health care consumers. Hospital and community based health care workers
<b>PRIMARY OBJECTIVE:</b>	To facilitate the management of patients under the care of Kidz First
<b>RUN RECOGNITION:</b>	This clinical attachment is accredited by the Medical Council of New Zealand for Pre vocational Training and by the RACP and the RNZCGP for specialist training.
<b>RUN PERIOD:</b>	3 Months

### Section 1: House Officer's Responsibilities

<i>Area</i>	<i>Responsibilities</i>
<b>General</b>	<ul style="list-style-type: none"> <li>The house officer will assist the paediatric registrars in their duties by assessing patients on the inpatient wards or the Emergency Department; charting medication, ordering investigations and finding and electronically signing off results; and completing discharge arrangements as directed.</li> <li>The house officer will be available to attend daily ward rounds conducted by the ward consultant and/or registrar.</li> <li>The house officer will perform rostered duties according to the schedule under 'Roster' below.</li> <li>The house officer will have a responsibility to provide support and advice to parents.</li> <li>The house officer will liaise with other health care professionals as appropriate.</li> <li>Clinical skills, judgement and knowledge are expected to improve during the attachment.</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>The House Officer will ensure that there is a detailed handover at any change of duties. This will be done at formal hand-over sessions, which are built into the roster.</li> <li>Legible notes will be written in patient charts on admission, on ward rounds and whenever management changes are made.</li> <li>Appropriate laboratory tests will be requested and results sighted, signed and actioned.</li> <li>On discharge, patients will receive an electronic discharge summary and a prescription and follow-up appointment if required.</li> </ul>

## Section 2: Training and Education

### *Details*

The house officer will be expected to contribute to the training of allied medical staff.

Ongoing education will be provided by **Kidz First** Paediatricians and Registrars.

The house officer will have on average four hours each week to attend education sessions or follow up clinical cases in the library (two hours protected teaching time). The education sessions available for the house officer include:

- Friday morning RMO Paediatric Teaching - **Kidz First** Children's Hospital.
- X-ray Conference.
- Paediatric Updates and Grand Round - Starship Children's Hospital.
- Paediatric House Officer Teaching, Wednesday, 2-4pm, Kidz First Children's Hospital

## Section 3: Roster

### *Roster*

There are four Paediatric house officers.

#### ***Weekdays***

Normal hours 0800 – 1600 (ward duties)

Normal hours 0800 – 1630 (Emergency Care duties)

#### ***Weekends/Public Holidays as rostered***

Rostered shifts 0800 - 2230

(1:4 weekends – 2 long days)

#### ***Nights***

There is no night shift requirement in the Paediatric House Officer summer roster.

#### ***Extra Duties***

House Officers may occasionally be asked to work additional duties.

## Section 4: Cover

### *Other Resident and Specialist Cover*

Absence from work due to sickness or annual leave will be covered by other medical staff within the service. A maximum of eight days leave may be taken in each three month period, unless otherwise agreed.

There is a consistent workload Monday to Friday (ordinary hours) for 2 House Officers and daily staffing numbers will be maintained at this level

- 3 FTE will be remunerated as per the salary category in section 6 of the run description
- 1 FTE will be remunerated as a relief run category which will be shared amongst the 4 House Officers contributing to the roster.

## 5: Performance appraisal

<i>House Officer</i>	<i>Service</i>
<p>The House Officer will:</p> <ul style="list-style-type: none"> <li>• At the outset of the run meet with their designated Clinical supervisor to discuss their learning objectives and expectations for the run, review and assessment times, and one on one teaching time.</li> <li>• After any assessment that identified deficiencies, implement a corrective plan of action in consultation with their Clinical Supervisor.</li> </ul>	<p>The service will ensure:</p> <ul style="list-style-type: none"> <li>• An initial meeting between the Clinical Supervisor and House Officer to discuss learning objectives and expectations for the run, review and assessment times, and one on one teaching time;</li> <li>• A mid-run meeting and assessment report on the House Officer six (6) weeks into the run, after discussion between the House Officer and the Clinical Supervisor responsible for them;</li> <li>• The opportunity to discuss any deficiencies identified during the attachment. The Clinical Supervisor responsible for the House Officer will bring these to the House Officer's attention, and discuss and implement an agreed plan of action to correct them;</li> <li>• An end of run meeting and final assessment report on the House Officer, a copy of which is to be sighted and signed by the House Officer.</li> <li>• For PGY 1 and PGY 2 end of run meetings and assessments will be documented electronically via e-port.</li> </ul>

## Section 6: Hours and Salary Category

<i>Average Working Hours</i>		<i>Service Commitments</i>
Basic hours (Mon-Fri)	40.00	
Rostered additional hours (inc. nights, weekends & long days)	7.25	
All other unrostered hours	1.45	
Total hours per week	48.70	

**Salary:** The salary for this attachment is estimated to be a Category E.