

RUN DESCRIPTION

POSITION:	HOUSE OFFICER
DEPARTMENT:	Paediatric Cardiology
PLACE OF WORK:	Starship Children’s Hospital and Auckland City Hospital
RESPONSIBLE TO:	Clinical Director and Manager, Paediatric Cardiology through a nominated Consultant/Physician.
FUNCTIONAL RELATIONSHIPS:	Healthcare consumer, Hospital and community based healthcare workers
PRIMARY OBJECTIVE:	To facilitate the management of patients under the care of the Cardiology Service.
RUN RECOGNITION:	This clinical attachment is accredited by New Zealand Medical Council for prevocational training
RUN PERIOD:	3 months

Section 1: House Officer’s Responsibilities

<i>Area</i>	<i>Responsibilities</i>
General	<ul style="list-style-type: none"> Facilitate the management of inpatients commensurate with and appropriate to the house officer’s skill level; Manage the assessment and admission of acute and elective patients under the care of his/her team. Undertake clinical responsibilities as directed by the Registrar or Consultant, also organise relevant investigations, ensure the results are followed up, sighted and signed; Be responsible, under the supervision of the Registrar and/or Consultant, to review inpatients on a daily basis (with the exception of unrostered weekends);

Area	Responsibilities
	<ul style="list-style-type: none"> • Maintain a high standard of communication with patients, patients' families and staff; • Inform registrars/consultants of the status of patients especially if there is an unexpected event; • Liase with other staff members, departments, and General Practitioners in the management of in-patients; • Communicate with patients and (as appropriate) their families about patients' illness and treatment • Prepare required paperwork on Friday prior to known or likely weekend discharges. • Attend handover, team and departmental meetings as required.
Acute admitting	<ul style="list-style-type: none"> • Assess patients assigned by the admitting Registrar. Take a history, perform an examination then formulate and initiate a management plan in consultation with the Registrar or Consultant; • Respond to referrals by other health professionals to assess and treat inpatients under the care of other medical teams or services as per the attached roster.
On-Duty	<ul style="list-style-type: none"> • When On Duty, be at the recognised workplace for the purpose of carrying out house officer duties.
Administration	<ul style="list-style-type: none"> • Be responsible for the accuracy and completeness of reports, patient notes and other official documentation written by the house officer. Ensure legible notes are written in patient charts at all times. All prescriptions and notes are to be signed, with a printed name and locator number legibly recorded; • Provide patients on their discharge from the Service with a clinical summary, prescription and follow-up appointment if so required; • At the direction of the Clinical Director, assist with operational research in order to enhance the performance of the Service; • Obtain informed consent for procedures within the framework of the Medical Council guidelines which state: <ol style="list-style-type: none"> 1. <i>"The practitioner who is providing treatment is responsible for obtaining informed consent beforehand for their patient. The Medical Council believes that the responsibility for obtaining consent always lies with the consultant – as the one performing the procedure, they must ensure the necessary information is communicated and discussed."</i> 2. <i>"Council believes that obtaining informed consent is a skill best learned by the house surgeon observing consultants and experienced registrars in the clinical setting. Probationers should not take informed consent where they do not feel competent to do so."</i> <p>(Consent for most catheter and surgical procedures are obtained by a consultant or a specifically designated fellow).</p>

Section 2: Training and Education

<i>Regular Teaching Sessions</i>		
Starship House Officer Teaching	Tuesday	1300 – 1400
Starship Update	Wednesday	0800 – 0900
Starship Registrar Teaching	Thursday	1300 – 1400
FRACP Teaching	Thursday	1500 – 1700
Starship Grand Round	Friday	1300 – 1400

Section 3: Roster

<i>Hours of Work</i>		
Ordinary Hours	Monday to Friday	0800 – 1600
Long Day	Monday to Friday	0800 – 2230
Weekend Long Day	Saturday and Sunday	0800 – 2230
Weekend Short Day	Saturday and Sunday	0800 - 1600
Nights	Monday to Sunday	2200 - 0800

- Nights will be rostered in sets of 3 consecutive or 4 consecutive duties.
- There are seven Paediatric House Officer Relievers who will cover the duties of the House Officers on leave, night duties, sleep days and rostered days off (RDO). There are five sets of RDO's per week with three falling prior to the weekend worked and two falling after the weekend worked. One out of the five sets of RDO's each week does not abut a weekend free of duty. Each House Officer contributing to the roster will be rostered to one to two sets of RDO's not abutting a weekend free of duty per run. When allocating the RDO's, rest, recuperation and continuity for the House Officer/s, relieving House Officers and service requirements will be taken into consideration.

Section 4: Cover

Other Resident and Specialist Cover

There are 7 medical house officers; 2 general paediatrics and 1 each for cardiology, respiratory, oncology, gastroenterology / infectious diseases and renal / rheumatology / immunology / endocrinology. In winter months an additional house officer is employed in general paediatrics.

There are 3 house officer relievers to cover leave for night duties and annual leave.

There are 11 subspecialty registrars; 2 cardiology, 2 respiratory, 2 oncology, and 1 each for endocrinology, gastroenterology, neurology / developmental, renal / rheumatology, and infectious diseases / immunology.

There are 4 general paediatric registrars, and 1 registrar each for Te Puaruruhoe, consult liaison, and outpatients.

There are 2 subspecialty relievers to cover leave for night duties and annual leave.

The general paediatric registrars cover leave internally with a rotating relief roster worked one in four. This cover includes Te Puaruruhoe.

The consult liaison and outpatient registrar require no cover for night shift or leave.

Section 5: Performance Appraisal

<i>House Officer</i>	<i>Service</i>
<p>The House Officer will:</p> <ul style="list-style-type: none">• 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.• After any assessment that identified deficiencies, implement a corrective plan of action in consultation with their Clinical Supervisor.	<p>The service will ensure:</p> <ul style="list-style-type: none">• 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;• 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;• 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;• 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. <p><i>For PGY 1 and PGY 2 end of run meetings and assessments will be documented electronically via e-port.</i></p>

Section 6: Hours and Salary Category

Summer:

<i>Average Working Hours</i>		<i>Service Commitments</i>
Basic hours (Mon-Fri)	40.00	Together, The Service with the RMO Support Unit will be responsible for the preparation of any Rosters.
Rostered additional hours (inc. nights, weekends & long days)	11.84	
All other unrostered hours	4.13	
Average hours per week	55.97	

Salary: The salary for this attachment is a Category **C**.

Winter:

<i>Average Working Hours</i>		<i>Service Commitments</i>
Basic hours (Mon-Fri)	40.00	Together, The Service with the RMO Support Unit will be responsible for the preparation of any Rosters.
Rostered additional hours (inc. nights, weekends & long days)	11.64	
All other unrostered hours	3.00	
Total hours per week	54.64	

Salary The salary for this attachment is a Category **D**.