

## RUN DESCRIPTION

<b>POSITION:</b>	House Officer
<b>DEPARTMENT:</b>	Paediatrics – Haematology & Oncology
<b>PLACE OF WORK:</b>	Starship Hospital
<b>RESPONSIBLE TO:</b>	Clinical Director and Manager, through a nominated Consultant/Physician.
<b>FUNCTIONAL RELATIONSHIPS:</b>	Healthcare consumer, Hospital and community based healthcare workers
<b>PRIMARY OBJECTIVE:</b>	To facilitate the management of patients under the care of the Paediatric Haematology & Oncology Services.
<b>RUN RECOGNITION:</b>	Recognised as Category C for the purposes of registration by the Medical Council of New Zealand
<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>• Responsibilities are for all the paediatric Haematology &amp; Oncology in-patients.</li> <li>• Daily ward rounds reviewing patients with the Registrar.</li> <li>• Implement management and treatment for patients under supervision of the Registrar.</li> <li>• Arrange appropriate investigations and ensure follow up of results.</li> <li>• Legible notes are to be written in patients charts on a daily basis and when management changes are made. Entries must be dated, signed and have a legible printed name accompanying the signature.</li> <li>• Formulate and maintain up to date problem lists in the front of inpatient notes.</li> <li>• In conjunction with the Registrar, ensure Weekend plans are formulated and in place.</li> <li>• Perform required procedures as necessary.</li> <li>• Liaise with other staff members, departments and health professionals in the management of patients.</li> <li>• Communicate with patients and their families about their concerns and facilitate their understanding of the medical issues involved.</li> <li>• On discharge ensure appropriate follow up is in place, including written information where appropriate. A written discharge will be completed within a reasonable period of time and forwarded to the appropriate health professionals including the family doctor.</li> </ul> <p>All the above duties will be in conjunction with registrar and the consultant responsible for that patient.</p>

Area	Responsibilities
<b>Acute Call</b>	<ul style="list-style-type: none"> <li>The Medical House Officer rostered to acute call is available to the medical wards to review patients and to deal with medical problems as they arise.</li> <li>Admissions from the emergency department will be assessed. This involves taking a history, performing a physical examination, ordering appropriate investigations, referrals and procedures, and formulating a management plan in consultation with the Registrar and/or Consultant.</li> </ul>

## Section 2: Training and Education

<i>Training and Education</i>					
	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>a.m.</b>	<b>Consultant Ward Round</b>	<b>Split Ward Round</b> 1030-1130 <b>Paper Round</b> (27B Interview Room)	0800-0900 <b>Paediatric update</b>		
<b>p.m.</b>	1330 Theatre list  1600-1700 Post Clinic meeting (27A meeting room)	1230-1330 <b>Teaching</b> (27A meeting room)	1600 SHO teaching		1300 Grand Round

Note: dates and times for the sessions above may change.

- Bolded – Highly recommended**
- Clinics happen every day, except Fridays. Feel free to ask any consultant / fellow to join and sit in their clinic.

There is a minimum of 2 hours per week medical learning, which includes the weekly tutorial and pathology session.

- PGY1 and 2 teaching, Tue 1400-1700, Clinical Education Centre
- SHO teaching, Wed 1600 – 1700, Ortho Seminar Room 4<sup>th</sup> floor

• 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>Roster</i>									
<ul style="list-style-type: none"> <li>The hours of work of the Paediatric House Officers are as follows;               <table border="0" style="margin-left: 20px;"> <tr> <td>Ordinary Hours</td> <td>Monday to Friday</td> <td>0800-1600</td> </tr> <tr> <td>Long Day</td> <td>Monday to Friday</td> <td>0800-2230</td> </tr> <tr> <td>Weekend ward round</td> <td>Saturday &amp; Sunday</td> <td>0800- 1600</td> </tr> </table> </li> <li>There are 7 Paediatric House Officer Relievers who will cover the duties of the House Officers on annual leave night duties, sleep days and rostered days off (RDOs)</li> <li>Additional cover will be provided through the payment of additional duties and locum rates as required.</li> <li>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.</li> </ul>	Ordinary Hours	Monday to Friday	0800-1600	Long Day	Monday to Friday	0800-2230	Weekend ward round	Saturday & Sunday	0800- 1600
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Long Day	Monday to Friday	0800-2230							
Weekend ward round	Saturday & Sunday	0800- 1600							

### Section 4: Cover:

<i>Other Resident and Specialist Cover</i>	
<ul style="list-style-type: none"> <li>There is 1.5 Paediatric Haematology/Oncology Registrars. There are 5 Paediatric Oncologists and 2 Paediatric Haematologist/Oncologist</li> <li>There is one Paediatric Medical House Officer rostered to acute call outside ordinary hours; 1600 – 2230 weekdays, 0800 – 2230 weekends.</li> <li>Between 2200 and 0800 cover is provided by the Paediatric night House Officer.</li> <li>Weekend Ward round 0800 – 1600.</li> </ul>	

### Section 5: Performance appraisal

<i>House Officer</i>	<i>Service</i>
<p><i>The House Officer will:</i></p> <ul style="list-style-type: none"> <li>At the outset of the run meet with their designated consultant to discuss goals and expectations for the run, review and assessment times, and one on one teaching time;</li> <li>After any assessment that identifies deficiencies, implement a corrective plan of action in consultation with their Consultant.</li> </ul>	<p><i>The service will provide,</i></p> <ul style="list-style-type: none"> <li>An initial meeting between the Consultant and House Officer to discuss goals and expectations for the run, review and assessment times, and one on one teaching time;</li> <li>An interim assessment report on the House Officer six (<b>6</b>) weeks into the run, after discussion between the House Officer and the Consultant responsible for them;</li> <li>The opportunity to discuss any deficiencies identified during the attachment. The Consultant responsible for the House Officer will bring these to the House Officer's attention, and discuss and implement a plan of action to correct them;</li> <li>A final assessment report on the House Officer at the end of the run, a copy of which is to be sighted and signed by the House Officer.</li> </ul>

## Section 6: Hours and Salary Category

Summer:

<i>Average Working Hours</i>		<i>Service Commitments</i>
Basic hours (Mon-Fri)	40	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)	12.18	
All other unrostered hours	3	
Total hours per week	55.18	

**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	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)	12.78	
All other unrostered hours	2.76	
Total hours per week	55.54	

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