

RUN DESCRIPTION

POSITION:	House Officer
DEPARTMENT:	Paediatrics – Reliever
PLACE OF WORK:	Starship Hospital
RESPONSIBLE TO:	Chief Resident Starship and General Paediatrics Clinical Director.
FUNCTIONAL RELATIONSHIPS:	Healthcare consumer, Hospital and community based healthcare workers
PRIMARY OBJECTIVE:	To facilitate the management of patients under the care of the Medical/Surgical services.
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"> Responsibilities will change from week to week depending on what service the reliever has been assigned that week. The reliever will take on the responsibilities of the House Officer they are covering including all patients under and referrals to that Paediatric service Daily ward rounds reviewing patients with the assigned Registrar. Implement management and treatment for patients under supervision of the assigned Registrar. Arrange appropriate investigations and ensure follow up of results. 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. In conjunction with the Registrar, ensure Weekend plans are formulated and in place.

<i>Area</i>	<i>Responsibilities</i>
	<ul style="list-style-type: none"> • Perform required procedures as necessary. • Liaise with other staff members, departments and health professionals in the management of patients. • Communicate with patients and their families about their concerns and facilitate their understanding of the medical issues involved. • 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. <p>All the above duties will be in conjunction with registrar and the consultant responsible for that patient</p>
Acute Call	<ul style="list-style-type: none"> • The House Officer when rostered to acute call will carry the on call Medical or Surgical Paediatric House Officer phone. • The Medical House Officer rostered to acute call is available to the Medical Paediatric wards, the Surgical House Officer on acute call for the surgical wards. This will be to review patients and to deal with medical problems as they arise. • The House Officer on acute call will assess medical admissions from the emergency department, including taking a history, performing a physical examination, ordering appropriate investigations, referrals and procedures and formulating a management plan in consultation with the appropriate on call Registrar and/or Consultant.

Section 2: Training and Education

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

Hours of Work

The Rostered days off (RDO's) Reliever will cover the duties of:

- House Officers on RDO's
- House Officers on sleep days, night duties
- If not rostered to cover any of the above duties, the RDO reliever will be allocated to duties within the service where required.

The leave Reliever will cover the duties of House Officers on leave

- If a reliever is not allocated the reliever may be allocated to cover an unexpected absence of an RMO during ordinary hours.
- The hours of work of the Paediatric House Officers for which the Relieving House Officers will be providing cover is as follows;
- Ordinary Hours: Monday to Friday
0800-1600,
0730-1600 (dependent on service assigned)
- Long Day: Monday to Sunday
- 0800-2230
- 0730-2230 (dependent on service assigned)
- Weekend ward round: Saturday & Sunday
- 0800 – 1600,
- 0700 – 1300 (dependent on service assigned)
- Weekend long day: Saturday & Sunday
0730 – 2230
0800 – 2230
- Night Duty Monday to Sunday
2200-0800

Nights will be rostered in sets of 3 consecutive or 4 consecutive duties.

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 is one Surgical and one Medical Paediatric House Officer rostered for acute call outside ordinary hours; 1600 – 2230 weekdays, 0730 – 2230 weekends
- Each day there will be one House Officer allocated to work a night duty between the hours of 2200 and 0800.
- The House Officer will work along side a Registrar in each team.
- A consultant will be available onsite between the hours of 0800-2230 and will be available on call between the hours of 2230 and 0800.

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>For PGY 1 and PGY 2 end of run meetings and assessments will be documented electronically via e-port.</p>

Section 6: Hours and Salary Category

<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)	11.84	
All other unrostered hours	3.00	
Total hours per week	54.84	

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