

## RUN DESCRIPTION

<b>POSITION:</b>	Senior House Officer
<b>DEPARTMENT:</b>	Anaesthesia and Pain Medicine
<b>PLACE OF WORK:</b>	Counties Manukau Health (CMH)
<b>RESPONSIBLE TO:</b>	The General Manager, Surgical and Ambulatory Care, via the Clinical Head, Department of Anaesthesia for clinical matters and the Unit Manager, Department of Anaesthesia and Pain Medicine for managerial matters.  Senior House Officers will be rostered to work with a Consultant or Fellow, who will be their direct line of responsibility.
<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 Anaesthesia Service
<b>RUN RECOGNITION:</b>	This DHB is recognised as a training institution by the Australian and New Zealand College of Anaesthetists. As such, the position is recognised as eligible for Basic Training Year One for Fellowship of the Australian and New Zealand College of Anaesthetists. Completion of this Fellowship leads to vocational registration in Anaesthesia under the HPCAA.
<b>RUN PERIOD:</b>	Six months

### Section 1: House Officer Responsibilities

<i>Area</i>	<i>Responsibilities</i>
<b>General</b>	<p>Primary responsibility is the provision of anaesthesia services within CMH facilities. There are two work sites, Middlemore (MMH) and Manukau Surgery Centre (MSC). Out of hours work will be on the MMH site. Routine weekday work may occur at either site, according to the roster.</p> <p>Work schedule is allocated weekly on the departmental roster. This is usually available in draft form (via work email) by Wednesday of the preceding week and in final form by the Friday of the preceding week.</p> <p>Anaesthesia services include:</p> <ul style="list-style-type: none"> <li>• elective operating lists</li> </ul>

Area	Responsibilities
	<ul style="list-style-type: none"> <li>• acute and “acute arranged” operating lists</li> <li>• obstetric anaesthesia</li> <li>• acute pain service</li> <li>• preoperative assessment clinic</li> <li>• other “out of theatre” anaesthesia (radiology, ECT, cardioversion etc)</li> <li>• cover of the Perioperative Care Unit (PCU) at MSC</li> <li>• other services as directed from time to time by the Clinical Head or Supervising Anaesthetist (eg assistance with IV cannulation/airway problems etc in wards)</li> </ul> <p><b>General Considerations:</b></p> <ul style="list-style-type: none"> <li>• When lists are cancelled or finish early the SHO must inform the supervising anaesthetist and be available for reallocated duties.</li> <li>• The SHO shall make themselves familiar with Department Guidelines and Protocols. These are available via Paanui on the Department Intranet site</li> <li>• Anaesthetic records of a high and legible standard must be kept.</li> <li>• Once undertaking Introductory Training with ANZCA the trainee’s online Training Portfolio must be kept up to date in accordance with College requirements. Maintaining a logbook of cases is recommended prior to entering ANZCA Introductory Training.</li> </ul>

## Section 2: Training and Education

Details
<p>All SHOs have a minimum of one half day rostered to attend formal teaching sessions. For the first 6 months of their SHO time, this will be formal SHO teaching sessions on Thursday afternoons within the department. Following this the SHOs will attend Part 1 Teaching on Tuesday afternoons, organised regionally.</p> <p>Attendance at other departmental educational sessions is expected when the roster allows, including monthly all day education meetings, local morbidity and mortality meetings, local and city-wide CME meetings, etc.</p> <p>Other rostered teaching sessions may occur from time to time as departmental resources allow.</p> <p>No teaching of other staff is routinely expected as part of this role. Occasional teaching of other allied health professionals and medical students may occur from time to time in the working theatre environment.</p> <p>. SHOs must ensure they are aware of the patients on the theatre list. They must know how to look up scheduled lists using Clinical Portal. Both pre-operative assessment and post-operative review is expected, as this forms a vital part of the training experience. Work at MSC provides experience in elective pre-anaesthetic assessment and post-surgical care.</p>

### Section 3: Roster

#### *Roster*

##### **Normal Hours of Work:**

Anaesthesia services are provided 24 hours a day, 7 days a week, however Senior House Officers do not work overnight. SHOs will be rostered as follows:

CYCLE	MON	TUES	WED	THUR	FRI	SAT	SUN
Week 1	E	PM	D	D	X	W	W
Week 2	X	PM	D	D	D	X	X
Week 3	D	E	D	D	D	X	X
Week 4	D	D	D	D	E	X	X
Week 5	D	D	D	E	D	X	X
Week 6	D	D	E	D	D	X	X

D = 0730 – 1730 (10 hrs)

W = 0800 – 2000 (12 hrs)

E = 1200 – 2200 (10 hrs)

PM = 1200-1730 (5.5hrs)

Senior House Officers will not be rostered after 2000 hours.

### Section 4: Cover

#### *Other Resident and Specialist Cover*

Should mutually agreed work in the Perioperative Care Unit at MSC be planned, supervision would be provided by the Anaesthesia specialists.

## Section 5: Performance appraisal

<i>SHO</i>	<i>Service</i>
<p>The SHO will:</p> <ul style="list-style-type: none"> <li>at the outset of the run meet with their Supervisor of Training 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 Supervisor of Training and if necessary the Clinical Director or their nominee.</li> </ul>	<p>The service will provide:</p> <ul style="list-style-type: none"> <li>an initial meeting between the Supervisor of Training and SHO to discuss goals and expectations for the run, review and assessment times, and one on one teaching time</li> <li>Informal assessment of progress will be undertaken on a daily basis by way of an electronic feedback form, the Senior House Officer will be notified of any serious concerns by the Supervisor of Training.</li> <li>A formal assessment will be carried out in the middle and at the end of the run and this will be discussed with the Senior House Officer. Private discussions with Mentors will not be included in any formal assessment.</li> </ul>

## Section 6: Hours and Salary Category

<i>Average Working Hours</i>		<i>Service Commitments</i>
Basic hours (Mon-Fri)	41	
Rostered additional hours (inc. nights, weekends & long days)	8.2	
All other unrostered hours	3.5	
Total hours per week	52.7	

**Salary:** The salary for this attachment will be as detailed as a Category **D** run.