

RUN DESCRIPTION

POSITION:	House Officer – ADCU
DEPARTMENT:	Medicine
PLACE OF WORK:	Waitakere Hospital
RESPONSIBLE TO:	ADU/ADCU Clinical Director and Operations Manager
FUNCTIONAL RELATIONSHIPS:	Health care consumer, Hospital and community based healthcare workers
PRIMARY OBJECTIVE:	To facilitate the care of acute general medical patients in ADCU, ED and Short Stay
RUN RECOGNITION:	This clinical attachment is accredited by the New Zealand Medical Council for Prevocational Training
RUN PERIOD:	13 weeks

Section 1: House Officer's Responsibilities

<i>Area</i>	<i>Responsibilities</i>
Clinical Duties & Work Schedule	<ul style="list-style-type: none"> • Responsible for the clinical assessment, investigation, diagnosis and treatment of patients admitted to the Medical Service under the supervision of the Consultants. • To attend 8am and/or 10pm handover on all relevant rostered days • Under the supervision of the Consultant through the Registrar. The supervising consultant will either be the ADCU SMO or the Consultant Physician on call. • To be responsible for the assessment of patients admitted to Medical services, in line with the service time frames • To maintain an accurate and legible clinical record for each patient, including: <ul style="list-style-type: none"> - History, examination, diagnosis, problem list and plan - Update clinical records as often as indicated by the patient's condition. - All entries recorded with the time and date, signature, name + contact details. • To facilitate safe and efficient management of patients in the care of the Medical Service. This includes: <ul style="list-style-type: none"> - maintaining timely reviews of patients, particularly post diagnostic tests - documentation of comprehensive management plans - communication with relevant family, whanau and colleagues - liaison with other services as required inc. referrals • To keep the Registrar informed about acute admissions and problems as they arise

<i>Area</i>	<i>Responsibilities</i>
	<p>especially where the patient is seriously ill or causing significant concern:</p> <ul style="list-style-type: none"> • To participate in Short Stay team under supervision of Consultant Physician including daily ward round, arranging investigations, referrals and other care arising from the ward round and following up outcomes on same day • To participate in discharge process including EDS at point of discharge or within 24hrs • To co-ordinate patients care through liaison with other medical professionals within the ADU and other departments. • To ensure that in event of a consultation being requested by another Service, the patient is seen and the on call consultant (of referring and referred) made aware of any problems • To provide supervision of any medical students or observers attached to ADCU • To participate in research projects and clinical audit within the department • Any other duties that may be required in the interests of the department, such as organising clinics and lunchtime presentations. • Registrars may be requested to present case summaries and topic reviews. • Participate in evenings, weekend and rostered night call for general medicine inc. ADU/ED, short stay, the acute medical wards as per the attached template roster.
Administration	<ul style="list-style-type: none"> • Maintain a satisfactory standard of documentation in the files of patients. All prescriptions and notes are to be signed, with a printed name and locator number legibly recorded; • Be responsible for certifying death and complete appropriate documentation; • 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. "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." 2. "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. • If absent due to unexpected circumstances (e.g. health, other), contact the RMO Support Unit or Duty Manager directly as well as the Consultant to which the registrar is clinically responsible in the absent duty. • As an RMO working at WDHB you will be provided with a Concerto login and a WDHB email account which will be used for all work related communication. It is your responsibility to ensure you check this regularly.

Section 2: Training and Education

<i>Nature</i>	<i>Details</i>
Protected Time	<p>Professional development of a House Officer's skills and knowledge should occur during the run. All House Officers must attend their departmental meetings. The House Officer will attend the following weekly teaching (unless attendance is required for acute admitting or a medical emergency):</p> <ul style="list-style-type: none"> • HO Teaching Programme- Thursday 1230 to 1430 hours, Conference Room 1, NSH and Kawakawa Room WTH (unless advertised otherwise). This is protected teaching time with the handing in of the pagers for monitoring by the Team Leader Medical Education Training Unit. Any urgent messages will be redirected to the team registrar. • WTH Medical Journal Club Monday 1230 – 1315 • WTH Medical Grand Round 1230 – 1330

Section 3: Cover

<i>Other Resident and Specialist Cover</i>
<p>There is 1 ADCU House Officer and 1 ADCU Registrar employed at Waitakere Hospital. House Officers contribute to a combined roster involving 10 general medical house officers, 3 OAHH house officers, 1 cardiology house officer, 1 ADCU house officer and 8 relievers/night rotators.</p> <p>When on duty after hours the ED/ADCU/Medical house officer responds to requests by nursing staff and other medical staff to assess and treat patients under the care of all the general medical and home and older adult service (OAHH) teams and wards. These House Officers will work generically across General Medicine and Medical Specialties over this time, however, the house officer will work in their designated service wherever possible.</p> <p>The acute call house surgeon during nights, long days and weekends provides ward cover and admitting support for Medical and OAHH patients and any Medical Outliers.</p> <p>When on duty after hours at Waitakere Hospital, the ED/ADCU Medical house officer works alongside the acute medical registrar and will assist with admissions and/or support the ward calls house officer.</p> <p>House Officers will be assigned a home team and supervisor, however are allocated to the Medicine service as a whole, with workload reviewed daily and shared across the service.</p>

Section 4: Roster

<i>Hours of Work</i>
<p><u>Ordinary hours of work</u></p> <p>08:00 - 16:00 Monday to Friday (ordinary hours) 08:00 - 22:30 Long Day Ward Calls and admitting 22:00 - 08:00 Weekend Nights (Friday – Sunday) 08:00 - 16:00 Weekend day (Saturday) 08:00 - 22:30 Weekend day (Sunday)</p> <ul style="list-style-type: none"> • The House Officer will work 1:5 sets of weekend nights (Friday – Sunday).The House Officer will work 1:5 weekend days (Saturday and Sunday). • The House Officer will work 1-2 long days per week.

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 • For PGY 1 and PGY 2 end of run meetings and assessments will be documented electronically via e-port.

Section 6: Hours and Salary Category

In accordance with clause 12.1.2b of the SToNZ MECA, where there are week days completely free from rostered duties (RDOs), these days shall not be counted in the ordinary hours calculation as part of the run category. This excludes sleep recovery days that fall Monday through Friday. This will apply in the following circumstances:

1. As per Appendix 3: Transition Provisions – Translation to the Salary Categories in Clause 12 of the SToNZ MECA, where an RMO joins SToNZ and the published roster has weekday RDOs and these will be observed
2. There are week day RDOs as part of the roster

Where this applies the category for the run is set out below:

<i>Average Working Hours - SToNZ Run Category (RDO's are observed)</i>		<i>Service Commitments</i>
Ordinary Hours	40.00	The Service, together with the RMO Unit will be responsible for the preparation of any Rosters.
RDO Hours	-3.20	
Rostered Additional	16.33	
All other unrostered Hours	2.70	
Total Hours	55.83	

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

Where no weekday RDOs are observed, the following run category will apply:

<i>Average Working Hours - SToNZ Run Category (not observing RDO's)</i>		<i>Service Commitments</i>
Ordinary Hours	40.00	The Service, together with the RMO Unit will be responsible for the preparation of any Rosters.
Rostered additional hours	16.33	
All other unrostered hours	2.7	
Total Hours	59.03	

Salary: The salary for this attachment is currently remunerated at a Category C.