

# RUN DESCRIPTION

<b>POSITION:</b>	Surgical Relief House Officer
<b>DEPARTMENT:</b>	Department of General Surgery, Orthopaedics, Plastics
<b>PLACE OF WORK:</b>	Middlemore Hospital and Manukau Super Clinic/Manukau Surgery Centre
<b>RESPONSIBLE TO:</b>	Service Manager through their Consultant and the Clinical Head of General Surgery
<b>FUNCTIONAL RELATIONSHIPS:</b>	Patients of Counties Manukau DHB Hospital and community based health care workers.
<b>PRIMARY OBJECTIVE:</b>	Efficient daily management of patients.
<b>RUN RECOGNITION:</b>	This clinical attachment is accredited by the New Zealand Medical Council for prevocational training.
<b>RUN PERIOD:</b>	13 weeks

## Section 1: House Officer Responsibilities

Area	Responsibilities
<b>Clinical duties</b>	<ul style="list-style-type: none"> <li>The House Officer reliever covers all the clinical and administrative duties of the House Officer they are relieving. Run descriptions for those runs for which cover is provided can be obtained from the Auckland Doctors website on <a href="http://www.aucklanddoctors.co.nz">www.aucklanddoctors.co.nz</a>.</li> <li>Assistance at operations.</li> <li>Performance of minor surgical procedures under supervision.</li> <li>Initial assessment of problems/complications involving patient care.</li> <li>Initiation of resuscitative measures where required.</li> <li>The House Officer will attend pre-admission and clinics held at the Manukau Superclinic.</li> <li>Present summary of all patients discharge under your team in the previous week in the weekly team meeting.</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>Maintain daily records of patients progress in the case notes.</li> <li>An electronic discharge summary should be completed at the time of patient discharge.</li> </ul>

## Section 2: Training and Education

<b>Education</b>	There will be a minimum of 2 hours educational sessions per week that includes clinical meetings, in-service training from registrars and the weekly general teaching sessions for house officers.
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Note: dates and times for the sessions above may change.

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

## Section 3: Roster

Roster		
As per your employment agreement		
<b><u>Hours of work:</u></b>		
Ordinary Hours	Monday to Friday	0730 - 1530
Acute Call Long day duty	Monday to Sunday	0730 - 2230
Ward Call Long day duty	Monday to Sunday	0730 - 2230
Night duty	Monday to Sunday	2200 - 0800
Post Acute Ward Round	Saturday	0730 - 1530
Saturday Team Ward Round	Saturday	0730 - 1530
Sunday Ward Call Round	Sunday	0730 - 1530

## Section 4: Cover:

Cover is provided for Department of General Surgery, Orthopaedics, Plastics, Ortho-Hand, MSC and ORL.

## Section 5: Performance appraisal

House Officer Responsibilities	Service Responsibilities
<p>The House Officer will:</p> <ul style="list-style-type: none"> <li>• At the outset of the attachment meet with their designated Clinical Supervisor to discuss goals and expectations for the attachment review and assessment times, and teaching.</li> <li>• After any assessment that identifies deficiencies, implement a corrective plan of action in consultation with their Clinical Supervisor.</li> </ul>	<p>The service will provide:</p> <ul style="list-style-type: none"> <li>• An initial meeting between the Clinical Supervisor and House Officer to discuss goals and expectations for the attachment review and assessment times, and teaching.</li> <li>• An interim assessment report on the House Officer six (6) weeks into the attachment, after discussion between the House Officer and the Clinical Supervisor responsible for them.</li> <li>• 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 a plan of action to correct them.</li> <li>• An end of attachment meeting and 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> <li>• For PGY1 and PGY2 House Officers, end of attachment meetings and assessments will be documented electronically via e-port.</li> </ul>

## 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:

Average Working Hours		Service Commitments
Basic hours (Mon-Fri)	40	The Service, together with the RMO Support Unit will be responsible for the preparation of any Rosters.
RDO Hours	- 3.2	
Rostered additional hours (inc. nights, weekends & long days)	13.51	
All other unrostered hours	7.48	
Total hours per week	57.79	

**Salary:** The salary for this attachment will be as detailed as a Category C, however will be remunerated as a Category **A**.

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

Average Working Hours		Service Commitments
Basic hours (Mon-Fri)	40	The Service, together with the RMO Support Unit will be responsible for the preparation of any Rosters.
Rostered additional hours (inc. nights, weekends & long days)	13.51	
All other unrostered hours	7.48	
Total hours per week	60.99	

**Salary:** The salary for this attachment will be as detailed as a Category B, however will be remunerated as a Category **A+**.