

# **RUN DESCRIPTION**

<b>POSITION:</b>	House Officer
<b>DEPARTMENT:</b>	Neurology
<b>PLACE OF WORK:</b>	Auckland City Hospital
<b>RESPONSIBLE TO:</b>	Business Manager Neuroservices through the Clinical Director Neurology and Clinical Neurophysiology Service
<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 Neurology Service.
<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's Responsibilities**

<i>Area</i>	<i>Responsibilities</i>
<b>General</b>	<ul style="list-style-type: none"> <li>Facilitate the management of inpatients commensurate with and appropriate to the house officer's skill level;</li> <li>Manage the assessment and admission of acute and elective patients under the care of his/her team. Undertake clinical responsibilities as directed by the Registrar or Consultant, also organise relevant investigations, ensure the results are followed up, sighted and electronically signed;</li> <li>Be responsible, under the supervision of the Registrar and/or Consultant, to review inpatients on a daily basis (with the exception of unrostered weekends);</li> <li>Maintain a high standard of communication with patients, patients' families and staff;</li> <li>Inform registrars/consultants of the status of patients especially if there is an unexpected event;</li> <li>Liaise with other staff members, departments, and General Practitioners in the management of in-patients;</li> </ul>

<i>Area</i>	<i>Responsibilities</i>
	<ul style="list-style-type: none"> <li>• Communicate with patients and (as appropriate) their families about patients' illness and treatment</li> <li>• Prepare required paperwork on Friday prior to known or likely weekend discharges.</li> </ul>
	<ul style="list-style-type: none"> <li>• Attend handover, Team and departmental meetings as required.</li> <li>• Undertake diagnostic and treatment procedures appropriate to the subspecialty (including outpatients)</li> <li>• Arrange and perform outpatient investigations</li> </ul>
<b>Acute Call</b>	<ul style="list-style-type: none"> <li>• Assess patients assigned by the admitting Registrar. Take a history, perform an examination then formulate and initiate a management plan in consultation with the Registrar or Consultant;</li> <li>• Respond to referrals by other health professionals to assess and treat inpatients under the care of other medical teams or services as per the attached roster.</li> </ul>
<b>On-Duty</b>	<ul style="list-style-type: none"> <li>• When On Duty, be at the recognised workplace for the purpose of carrying out house officer duties</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• Be responsible for the accuracy and completeness of reports, patient notes and other official documentation written by the house officer. Ensure legible notes are written in patient charts at all times. All prescriptions and notes are to be signed, with a printed name and locator number legibly recorded;</li> <li>• Provide patients on their discharge from the Service with a clinical summary, prescription and follow-up appointment if so required;</li> <li>• At the direction of the Clinical Director, assist with operational research in order to enhance the performance of the Service;</li> <li>• Obtain informed consent for procedures within the framework of the Medical Council guidelines which state: <ol style="list-style-type: none"> <li>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."</li> <li>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."</li> </ol> </li> </ul>

## Section 2: Training and Education

Area	House Officer Responsibility	Service Responsibility
<b>General</b>	<ul style="list-style-type: none"> <li>Through example and supervision, actively contribute to the education of trainee interns, medical students and other healthcare professionals in training assigned to their team;</li> <li>May be requested to teach other health care workers.</li> <li>Ensure their consultant/s are advised of other clinical teaching times e.g. Clinical Skills Courses etc.</li> </ul>	<ul style="list-style-type: none"> <li>Provide every opportunity to attend the House Officer Teaching programme each Tuesday from 1400 to 1700, and for their locators to be held on their respective home wards or by CETU during this time;</li> </ul>
<b>Service specific</b>	<ul style="list-style-type: none"> <li>Unless required for a medical emergency, the House Officer will attend the following               <ol style="list-style-type: none"> <li>Departmental education sessions.</li> <li>Weekly Medical Science Lecture and Physicians Grand Round</li> </ol> </li> </ul>	

## Section 3: Cover

Other Resident and Specialist Cover
There are 2 Neurology House Officers who will work across the stroke ward (Ward 63) and the Neurology ward (Ward 81). The Neurology House Officers will combine with 3 Neurosurgery House Officers, 4 ORL House Officers, and 2 Relief House Officers to cover acute calls between the hours of 1600 and 0800, when rostered on a night or long day duty.

## Section 4: Roster

Hours Of Work		
Ordinary hours of work	Monday to Friday	0730hrs to 1600hrs
Acute Call	Monday to Friday	0730hrs to 2230hrs
Acute Call	Saturday and Sunday	0730hrs to 2215hrs
Night Duty	Monday to Sunday	2200hrs to 0800hrs
<ul style="list-style-type: none"> <li>The after hour duties will be rostered the following frequencies;               <ul style="list-style-type: none"> <li>Weekday Long Days 1:11</li> <li>Weekend Duties (LW) 1:11</li> <li>Nights : 1:5</li> </ul> </li> </ul> <p>The night frequency has been calculated to reflect the average of how often a set of nights will be worked per RMO on the roster. The House Officer will work two or more sets of night duties during the run.</p>		

## Section 5: Performance appraisal

House Officer	Service
<p>The House Officer will:</p> <ul style="list-style-type: none"> <li>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.</li> <li>After any assessment that identified deficiencies,</li> </ul>	<p>The service will ensure:</p> <ul style="list-style-type: none"> <li>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;</li> </ul>

<i>House Officer</i>	<i>Service</i>
implement a corrective plan of action in consultation with their Clinical Supervisor.	<ul style="list-style-type: none"> <li>• 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;</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 an agreed plan of action to correct them;</li> <li>• 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.</li> <li>• For PGY 1 and PGY 2 end of run 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 - STONZ Run Category (RDO's are observed)		Service Commitments
Ordinary Hours (Mon-Fri)	40	The Service, together with the RMO Support will be responsible for the preparation of any Rosters.
RDO Hours	-1.45	
Rostered Additional (inc. nights, weekends & long days)	13.58	
All other unrostered Hours	0.54	
<b>Total Hours</b>	<b>52.94</b>	

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

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

<i>Average Working Hours - SToNZ Run Category</i> (RDO's are worked)		Service Commitments
Ordinary Hours	40	The Service, together with the RMO Support will be responsible for the preparation of any Rosters.
Rostered Additional (inc. nights, weekends & long days)	13.58	
All other unrostered hours	0.54	
<b>Total Hours</b>	<b>54.39</b>	

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