

RUN DESCRIPTION

POSITION:	House Officer
DEPARTMENT:	Mental Health Services for Older People Ward 35
PLACE OF WORK:	Middlemore Hospital
RESPONSIBLE TO:	Service Manager and Clinical Head through their supervising Consultant(s) Mental Health Services for Older People.
FUNCTIONAL RELATIONSHIPS:	Health care consumers Hospital and community based health care workers
PRIMARY OBJECTIVE:	To facilitate the management of inpatients under the care of Mental Health Services for Older People.
RUN RECOGNITION:	This position is classified as a category 'B' run by the Medical Council for pre-registration purposes.
RUN PERIOD	3 Months

Section 1: House Officer's Responsibilities

<i>Area</i>	<i>Responsibilities</i>
General	<ul style="list-style-type: none"> The House Officer will attend acute and elective admissions to the Department, construct a problem list and request basic investigations on admission (clinical indicators) in consultation with other medical staff. Inpatients will be attended daily on weekdays and particular attention paid to the problem list. The House Officer will admit, document clearly and manage medically all patients admitted into the ward under supervision of the named consultant. The House Officer will be responsible for attending ward rounds, arranging investigations, obtaining results, as well as the day to day medical care of the patients. The House Officer will also be expected to attend the multidisciplinary meetings, x-ray conferences and some family meetings. The House Officer will attend ward rounds and will actively participate in the management of patients, following Consultant and Registrar advice and when neither of these is available on site seeing patients and seeking assistance as appropriate. The House Officer is expected to be available for management meetings for inpatients and outpatients, as appropriate. The House Officer is expected to liaise with the other health professionals in the unit to ensure the required level of coordinated care to patients. This may include meeting each morning with the Charge Nurse of their unit. House Officers are expected to ensure their patients are safely and efficiently handed over. The House Officer will confer with other multi-disciplinary team members regarding treatment progress and follow up of patients. The House Officer may also conduct psychiatric reviews of current inpatients in consultation with the Consultant Psychiatrist

<i>Area</i>	<i>Responsibilities</i>
	<p>and Registrar.</p> <ul style="list-style-type: none"> • The House Officer will maintain a high standard of communication with patients, patients' families and staff. The House Officer will confer at all times with other clinical team members regarding rehabilitation / discharge planning and progress of patients. • The House Officer will handover any urgent clinical issues to the on call Psychiatry Registrar (Liaison) 1630 weekdays. This may also involve liaising with the Urgent Medical Review Registrar as required. • Clinical skills, judgement and knowledge are expected to improve during the attachment. • CMDHB Clinical Board policies are to be followed at all times.
Administration	<ul style="list-style-type: none"> • Computerised notes will be written in patient files on admission, daily on weekdays and whenever management changes are made, and comply with CMDHB documentation policy. • All instructions (including drugs, IV fluids and instructions for nursing) will be accurately and legibly recorded and legibly signed. • Appropriate laboratory tests will be requested and results sighted and electronically accepted on a daily basis. Abnormal results must be discussed with the Registrar and or Consultant. Referrals will be made at the Consultant's request to other specialists/units, clearly stating the problem to be addressed. • Discharge documentation should be completed prior to the patient being discharged. Patients will receive a prescription, and follow up appointment if required. Where early GP follow up is anticipated or the case is complicated the House Officer should ensure the GP is updated by telephone. • All these tasks should be in collaboration with the visiting Physician SMO, Consultant Psychiatrist and Registrar. • The House Officer may, at the Registrar's request, be responsible for completion of death certificates of patients who had been under their care. • The House Officer is expected to attend the Division of Medicine's weekly clinical meeting. There is mandatory attendance at the monthly Mortality Review Meeting and the quarterly Orientation and Quality Assurance meetings (unless on urgent clinical duties). The House Officer can attend Mental Health teaching every Monday 1-2pm in Tiaho Mai.

Section 2: Training and Education

Details

There will be a minimum of 3 hours educational sessions per week. These will include Management Meetings. Occasionally, urgent medical commitments may interrupt these meetings.

Section 3: Roster

Roster

There are 4 House Officers in Acute Adult Inpatient Psychiatry (Tiaho Mai) and 1 in Mental Health for Older People Inpatient Ward

Summer Roster: The House Officers work normal hours from 0830 to 1630 and participate in a 1:5 weekend roster in the Acute Unit (Tiaho Mai) on the MMH site, working from 0800 to 2230 on Saturday and Sunday. . The House Officers work on average 1-2 weekday long days per week from 0800 to 2230. They will also be rostered to cover the Public holidays (same hours as weekend cover). The house surgeon on weekend/Public holiday duty will cover medical assessments within the acute unit, Ward 23 and Ward 24.

Winter Roster: The House Officers work normal hours from 0830 to 1630 and participate in a 1:5 weekend roster in the Acute Unit (Tiaho Mai) on the MMH site, working from 0800 to 2230 on Saturday and Sunday. The House Officers work on average 1-2 weekday long days per week from 0800 to 2230. They will also be rostered to cover the Public holidays (same hours as weekend cover). The house surgeon on weekend/Public holiday duty will cover medical assessments within the acute unit, Ward 23 and Ward 24.

Throughout the run the house surgeons will also be rostered to a set of 4 night shifts working from 2200 to 0800 Monday – Thursday and a set of 3 night shifts working from 2200 to 0800 Friday - Sunday

During an after hours shift, the participants on this run will contribute to an after hours team. The house officers will work generically across General Surgery, Orthopaedics, Plastic Surgery, and General Medicine and Medical Specialties over this time, however will work in their designated service wherever possible. House Officers will assist with admitting when ward duties are complete.

Week Days: 08:30 – 16:30

Weekends: 08:00 – 22:30

Long Days: 08:00 – 22:30

Section 4: Cover

Other Resident and Specialist Cover

Applications for annual leave are approved on a "first-come-first-served" basis. Applications for annual leave should be submitted as early as possible in order to facilitate cover arrangements. Absence on planned or sick leave is covered within the department, any after-hours work being paid at additional duty rates.

Medical education leave to attend conferences or for study and exam purposes is granted in accordance with the provisions of the collective employment contract

Section 5: Performance appraisal

<i>Registrar</i>
Performance will be assessed by a nominated Consultant Psychiatrist. Performance will be assessed using the criteria above and will be discussed at formal meetings at the beginning of the attachment and again at 6 weeks and 3 months. If deficiencies are identified during the attachment the Consultant Psychiatrist will bring these to the House Officer's attention, and discuss how they may be corrected.

Section 5: Hours and Salary Category

Summer:

<i>Average Working Hours</i>	<i>Service Commitments</i>
Basic hours (Mon-Fri) 40.00	
Rostered additional hours (inc. nights, weekends & long days) 16.3	
All other unrostered hours 0.9	
Total hours per week 57.2	

Salary: The salary for this attachment will be as detailed in a C Run Category. To be confirmed by run review

Winter:

<i>Average Working Hours</i>	<i>Service Commitments</i>
Basic hours (Mon-Fri) 40.00	
Rostered additional hours (inc. nights, weekends & long days) 13.58	
All other unrostered hours TBC	
Total hours per week 53.58	

Salary: The salary for this attachment will be as detailed in a C Run Category. To be confirmed by run review