

# RUN DESCRIPTION

<b>POSITION:</b>	House Officer
<b>DEPARTMENT:</b>	Mental Health
<b>PLACE OF WORK:</b>	Tiaho Mai - Middlemore Hospital
<b>RESPONSIBLE TO:</b>	General Manager, Mental Health Services through their supervising Consultant, Clinical Head and the Clinical Director.
<b>FUNCTIONAL RELATIONSHIPS:</b>	Inpatients of Tiaho Mai Hospital and community based health care workers
<b>PRIMARY OBJECTIVE:</b>	To facilitate the management of patients under the care of the Mental Health Services.
<b>RUN RECOGNITION:</b>	This position is classified as a category 'B' run by the Medical Council for pre-registration purposes
<b>RUN PERIOD:</b>	3 Months

## Section 1: House Officer's Responsibilities

<i>Area</i>	<i>Responsibilities</i>
<b>General</b>	<p>The House Officer will be responsible for:</p> <ul style="list-style-type: none"> <li>• assessment of patients referred for admission; including identifying a problem list and proposed differential diagnosis</li> <li>• development of preliminary treatment plans, to be implemented following discussion with supervising registrar and/or psychiatrist;</li> <li>• ongoing monitoring and review of treatment in conjunction with registrar and psychiatrist, and the inpatient teams;</li> <li>• Liaison and consultation with GP SMOs and visiting Physician SMO regarding the care of inpatients;</li> <li>• maintaining adequate records for the documentation of assessments, treatment plans and ongoing review of patients, including rationale for such plans and reviews;</li> <li>• the conduct of a daily 'round' of patients under the care of the clinical team, in conjunction with the registrars;</li> <li>• participation in a weekly review of all patients from the catchment area for which responsible, in conjunction with the multidisciplinary team</li> <li>• participation when appropriate in community-based clinical review meeting, to facilitate continuity and co-ordination of care</li> </ul>

<i>Area</i>	<i>Responsibilities</i>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• Legible notes (dated and timed) will be written in patient charts on admission, on consultant management meetings and whenever management changes are made. Notes will also be written on any clinical interview, case conference, family meeting or other clinical assessment.</li> <li>• All instructions (including drugs and nursing instructions) will be accurately and legibly recorded and legibly signed.</li> <li>• Appropriate laboratory tests will be requested and results sighted and signed-off and reported to the Registrar and/or consultant.</li> <li>• On discharge, patients will receive a clinical summary and a prescription and follow up appointment if required.</li> </ul>

## Section 2: Training and Education

<i>Details</i>
<p>There will be a minimum of 2 hours of educational sessions per week, which include management meetings.</p> <p>Educational objectives include development of skills in assessment of mental state, diagnosis and treatment of mental illness, and development of co-ordinated approaches to treatment including other clinical services, caregivers and the client. It is expected that the house-officer will develop some familiarity with compulsory assessment and treatment provisions of the Mental Health (CAT) Act.</p> <p>It is not anticipated the house officers will be directly involved in research</p>

### Section 3: Roster

<i>Roster</i>
<p>There are 4 House Officers in Acute Adult Inpatient Psychiatry (Tiaho Mai) and 1 in Mental Health for Older People Inpatient Ward</p> <p><b>Summer Roster:</b> 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.</p> <p><b>Winter Roster:</b> 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.</p> <p>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.</p> <p>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.</p> <p>Week Days: 08:30 – 16:30 Weekends: 08:00 – 22:30 Long Days: 08:00 – 22:30</p>

### Section 4: Cover

<i>Other Resident and Specialist Cover</i>
<p>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.</p> <p>Medical education leave to attend conferences or for study and exam purposes is granted in accordance with the provisions of the collective employment contract</p>

## Section 5: Performance appraisal

<i>Registrar</i>
Performance will be assessed by a nominated GP Consultant and 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 GP Consultant and Consultant Psychiatrist will bring these to the House Officer's attention, and discuss how they may be corrected.

## Section 6: 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	0.11	
Total hours per week	56.41	

**Salary:** The salary for this attachment is a Category C. To be confirmed by run review.

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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	5.54	
Total hours per week	59.12	

**Salary:** The salary for this attachment is a Category C. To be confirmed by run review.

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