

# RUN DESCRIPTION

<b>POSITION:</b>	House Officer – Haematology & Oncology
<b>DEPARTMENT:</b>	Paediatrics – Haematology & Oncology
<b>PLACE OF WORK:</b>	Starship Hospital
<b>RESPONSIBLE TO:</b>	Clinical Director and Manager, through a nominated Consultant/Physician.
<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 Paediatric Haematology & Oncology Services.
<b>RUN RECOGNITION:</b>	This clinical attachment is accredited by New Zealand Medical Council for prevocational training.
<b>RUN PERIOD:</b>	3 months

## Section 1: House Officer's Responsibilities

Area	Responsibilities
General	<ul style="list-style-type: none"> <li>• Responsibilities are for all the paediatric Haematology &amp; Oncology in-patients.</li> <li>• Daily ward rounds reviewing patients with the Registrar.</li> <li>• Implement management and treatment for patients under supervision of the Registrar.</li> <li>• Arrange appropriate investigations and ensure follow up of results.</li> <li>• Legible notes are to be written in patients charts on a daily basis and when management changes are made. Entries must be dated, signed and have a legible printed name accompanying the signature.</li> <li>• Formulate and maintain up to date problem lists in the front of inpatient notes.</li> <li>• In conjunction with the Registrar, ensure Weekend plans are formulated and in place.</li> <li>• Perform required procedures as necessary.</li> <li>• Liaise with other staff members, departments and health professionals in the management of patients.</li> <li>• Communicate with patients and their families about their concerns and facilitate their understanding of the medical issues involved.</li> <li>• On discharge ensure appropriate follow up is in place, including written information where appropriate. A written discharge will be completed within a reasonable period of time and forwarded to the appropriate health professionals including the family doctor.</li> </ul>
	<ul style="list-style-type: none"> <li>• All the above duties will be in conjunction with registrar and the consultant responsible for that patient.</li> </ul>
Acute Call	<ul style="list-style-type: none"> <li>• The Medical House Officer rostered to acute call is available to the medical wards to review patients and to deal with medical problems as they arise.</li> <li>• Admissions from the emergency department will be assessed. This involves taking a history, performing a physical examination, ordering appropriate investigations, referrals and procedures, and formulating a management plan in consultation with the Registrar and/or Consultant.</li> </ul>

## Section 2: Training and Education

Training and Education																				
	Monday	Tuesday	Wednesday	Thursday	Friday															
a.m.	Consultant Ward Round	<b>Split Ward Round</b> 1030-1130 Paper Round (27B Interview Room)	0800-0900 <b>Paediatric update</b>																	
p.m.	1330 Theatre list  1600-1700 Post Clinic meeting (27A meeting room)	1230-1330 <b>Teaching</b> (27A meeting room)	1600 SHO teaching		1300 Grand Round															
<p><i>Note: dates and times for the sessions above may change.</i></p> <ul style="list-style-type: none"> <li>● <b>Bolded – Highly recommended</b></li> <li>● Clinics happen every day, except Fridays. Feel free to ask any consultant / fellow to join and sit in their clinic.</li> </ul> <p>There is a minimum of 2 hours per week medical learning, which includes the weekly tutorial and pathology session.</p> <ul style="list-style-type: none"> <li>● PGY1 and 2 teaching, Tue 1400-1700, Clinical Education Centre</li> <li>● SHO teaching, Wed 1600 – 1700, Ortho Seminar Room 4th floor</li> </ul> <table> <tr> <td>Starship House Officer Teaching</td> <td>Tuesday</td> <td>1300 – 1400</td> </tr> <tr> <td>Starship Update</td> <td>Wednesday</td> <td>0800 – 0900</td> </tr> <tr> <td>Starship Registrar Teaching</td> <td>Thursday</td> <td>1300 – 1400</td> </tr> <tr> <td>FRACP Teaching</td> <td>Thursday</td> <td>1500 – 1700</td> </tr> <tr> <td>Starship Grand Round</td> <td>Friday</td> <td>1300 – 1400</td> </tr> </table>						Starship House Officer Teaching	Tuesday	1300 – 1400	Starship Update	Wednesday	0800 – 0900	Starship Registrar Teaching	Thursday	1300 – 1400	FRACP Teaching	Thursday	1500 – 1700	Starship Grand Round	Friday	1300 – 1400
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### Section 3: Roster

#### *Roster*

The hours of work of the Paediatric House Officers are as follows:

Ordinary Hours	Monday to Friday	0800-1600
Long Day	Monday to Friday	0800-2230
Weekend ward round	Saturday & Sunday	0800-1600
Night Duty	Monday to Sunday	2200 – 0800

- There are seven Paediatric House Officer Relievers who will cover the duties of the House Officers on leave or night duties, sleep days and rostered days off (RDO).
- Additional cover will be provided through the payment of additional duties and locum rates as required.
- There are five sets of RDO's per week with three falling prior to the weekend worked and two falling after the weekend worked. One out of the five sets of RDO's each week does not abut a weekend free of duty. Each House Officer contributing to the roster will be rostered to one to two sets of RDO's not abutting a weekend free of duty per run. When allocating the RDO's, rest, recuperation and continuity for the House Officer/s, relieving House Officers and service requirements will be taken into consideration.

### Section 4: Cover:

#### *Other Resident and Specialist Cover*

- There is 1.5 Paediatric Haematology/Oncology Registrars. There are 5 Paediatric Oncologists and 2 Paediatric Haematologist/Oncologist
- There is one Paediatric Medical House Officer rostered to acute call outside ordinary hours; 1600 – 2230 weekdays, 0800 – 2230 weekends.
- Between 2200 and 0800 cover is provided by the Paediatric night House Officer.
- Weekend Ward round 0800 – 1600.

### Section 5: Performance appraisal

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|---|---|
| <ul style="list-style-type: none"><li>• House Officer</li></ul> | <ul style="list-style-type: none"><li>• Service</li></ul> |
|---|---|

<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, implement a corrective plan of action in consultation with their Clinical Supervisor.</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</li> <li>• and expectations for the run, review and assessment times, and one on one teaching time;</li> <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>
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## Section 6: Hours and Salary Category

### Summer: (Quarter 1 and 4)

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	40.00	The Service, together with the RMO Unit will be responsible for the preparation of any Rosters.
RDO Hours	-5.33	
Rostered Additional	12.18	
All other unrostered Hours	6.69	
<b>Total Hours</b>	<b>53.54</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:

Average Working Hours - STONZ Run Category (not observing RDO's)		Service Commitments
Ordinary Hours	40.00	The Service, together with the RMO Unit will be responsible for the preparation of any Rosters.
Rostered additional hours	12.18	
All other unrostered hours	6.69	
<b>Total Hours</b>	<b>58.87</b>	

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

## Winter: (Quarter 2 and 3)

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	40.00	The Service, together with the RMO Unit will be responsible for the preparation of any Rosters.
RDO Hours	-5.33	
Rostered Additional	11.73	
All other unrostered Hours	6.19	
<b>Total Hours</b>	<b>52.59</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:

Average Working Hours - STONZ Run Category (not observing RDO's)		Service Commitments
Ordinary Hours	40.00	The Service, together with the RMO Unit will be responsible for the preparation of any Rosters.
Rostered additional hours	11.73	
All other unrostered hours	6.19	
<b>Total Hours</b>	<b>57.92</b>	

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