

# **RUN DESCRIPTION**

<b>POSITION:</b>	House Officer – Medical Wards
<b>DEPARTMENT:</b>	General Medicine
<b>PLACE OF WORK:</b>	North Shore Hospital
<b>RESPONSIBLE TO:</b>	Clinical Director / Operations Manager, General Medicine & Assigned Team Consultant
<b>FUNCTIONAL RELATIONSHIPS:</b>	Health care consumers, Hospital and community based healthcare workers
<b>PRIMARY OBJECTIVE:</b>	To facilitate the management of patients under the care of the General Medicine Service
<b>RUN RECOGNITION:</b>	This clinical attachment is accredited by 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>Clinical Duties &amp; Work Schedule</b>	<p>Under the supervision of the Consultant through the Registrar, the House Officer will facilitate safe and efficient management of patients under the care of the Medical Service.</p> <ul style="list-style-type: none"> <li>• All House Officers when rostered on duty shall attend ADU at 0800 hours to receive handover from the night house officers.</li> <li>• Be responsible for the day to day management of patients as described in the following areas: <ul style="list-style-type: none"> <li>- Admit, clerk and arrange basic investigation of acute and elective admissions within the framework of the acute roster.</li> <li>- Keep the Registrar informed of problems as they arise in the ward, or wherever else the House Officer may be caring for patients under their team's care.</li> <li>- Carry out with the Registrar a daily ward round during ordinary hours and a ward round with the Consultant. Arranging all tests arising from the rounds and following up the results on the same day.</li> <li>- Undertake weekend ward rounds when rostered on duty.</li> </ul> </li> <li>• Maintain an accurate and legible clinical record for each patient, including: <ul style="list-style-type: none"> <li>- History and examination record.</li> <li>- Clinical records must be updated as often as indicated by the patient's condition.</li> <li>- An up to date problem plan and investigation sheet.</li> </ul> </li> </ul>

<i>Area</i>	<i>Responsibilities</i>
	<ul style="list-style-type: none"> <li>- All entries recorded with the time and date, legible signature and contact detail</li> <li>• Assist in the review of all pathology, radiology and other diagnostic reports on a daily basis, notifying the registrar of significant results.</li> <li>• Consultants or Registrars where applicable shall be notified of admissions, significant changes in patients condition causing concern, and deaths as soon as practicable.</li> <li>• Participate in the discharge process, providing electronic discharge summaries for each patient discharged at the time of their discharge or within 24 hours, ensuring that discharge medications have been correctly prescribed in consultation with the registrar.</li> <li>• Liaise with other staff members, departments, and General Practitioners in the management of the team's patients. Coordinate the care ensuring appropriate referrals are made and the medical management plan is implemented in consultation with the Registrar and the Consultant.</li> <li>• Communicate with the patients and their families about the patient's illness and treatment where appropriate.</li> <li>• Participate in weekend and rostered night call in the acute medical wards as per the agreed roster.</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• Maintain a satisfactory standard of documentation in the files of patients. All prescriptions and notes are to be signed, with a printed name and locator number legibly recorded;</li> <li>• Be responsible for certifying death and complete appropriate documentation;</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> <li>• If absent due to unexpected circumstances (e.g. health, other), contact the RMO Support Unit or Duty Manager directly as well as the Consultant to which the registrar is clinically responsible in the absent duty.</li> <li>• As an RMO working at WDHB you will be provided with a Clinical Portal login and a WDHB email account which will be used for all work related communication. It is your responsibility to ensure you check this regularly.</li> </ul>

## Section 2: Training and Education

<i>Nature</i>	<i>Details</i>
<b>Protected Time</b>	<p>Professional development of a House Officers skills and knowledge should occur during the run. All House Officers must attend their departmental meetings. The House Officer will attend the following weekly teaching (unless attendance is required for acute admitting or a medical emergency):</p> <ul style="list-style-type: none"> <li>• HO Teaching Programme- Wednesday 1230 to 1430 hours, Conference Room 1, NSH and Kawakawa Room WTH (unless advertised otherwise). This is protected teaching time with the handing in of the pagers for monitoring by the Team Leader Medical Education Training Unit. Any urgent messages will be redirected to the team registrar.</li> <li>• Grand Round is Tuesday 12.30 – 13.30 at North Shore Hospital and video linked to WTK hospital</li> <li>• The Pathology Review as indicated on Team Timetable.</li> <li>• The Radiology Review as indicated on Team Timetable.</li> <li>• Journal Club on Thursdays 0800-0900 at North Shore Hospital.</li> </ul>

## Section 3: Cover

<i>Other Resident and Specialist Cover</i>
<p>House Officers contribute to a combined roster involving 25 General Medicine House Officers in summer and 27 General Medicine House Officers in winter, 4 OAHH House Officers, 2 Cardiology House Officers, 5 ADU House Officers, 1 Haematology House Officer. There are 9 relievers/night relievers and 5 team cover/relievers.</p> <p>When on duty after hours, the medical house officer responds to requests by nursing staff and other medical staff to assess and treat patients under the care of all the general medical and AT&amp;R teams and wards, including Ward 12. Therefore on duty house officers during evenings, nights and weekends provide ward cover for Medical and AT&amp;R patients and any Medical Outliers, including Ward 12. The House Officers will work generically across General Surgery, Urology, Orthopaedics, General Medicine and Medical Specialties over this time, however will work in their designated service wherever possible.</p> <p>Ward 12 (Kingsley Mortimer unit) cover: Medically related concerns after hours – on call mental health house officer reviews first (if on site) and then refers to the on call medical registrar, as required. On call HO will be asked to review patients on ward 12 if they are medically unwell by the nursing staff.</p> <p>House Officers will be assigned a home team and supervisor, however are allocated to the Medicine service as a whole, with workload reviewed daily and shared across the service.</p>

## Section 4: Roster

<i>Hours of Work</i>
<p><u>Ordinary Rostered Hours - Summer</u></p> <p><b>08:00 - 16:00</b> Monday to Friday  <b>08:00 - 22:30</b> Weekday long day  <b>08:00 - 1600</b> Saturday/Sunday short day  <b>08:00 - 22:30</b> Sunday/Sunday long day  <b>22:00 - 08:00</b> Night shift</p> <p><u>Ordinary Rostered Hours - Winter</u></p> <p><b>08:00 - 16:00</b> Monday to Friday  <b>08:00 - 22:30</b> Weekday long day  <b>08:00 - 1600</b> Saturday/Sunday short day  <b>08:00 - 22:30</b> Sunday/Sunday long day  <b>22:00 - 08:00</b> Night shift</p>

## Section 5: Performance appraisal

<i>House Officer</i>	<i>Service</i>
<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 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 <b>(6)</b> 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

### Summer Roster Hours (Q1 and Q4)

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	The Service, together with the RMO Support will be responsible for the preparation of any Rosters.
RDO Hours	-3.20	
Rostered Additional	15.44	
All other unrostered Hours	3.72	
<b>Total Hours</b>	<b>55.96</b>	

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

The **Team Cover/Reliever House Officer** will perform the duties of the House Officer they are relieving and will be remunerated at an A Category.

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 Support will be responsible for the preparation of any Rosters.
Rostered additional hours	15.44	
All other unrostered hours	3.72	
<b>Total Hours</b>	<b>59.16</b>	

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

The **Team Cover/Reliever House Officer** will perform the duties of the House Officer they are relieving and will be remunerated at an A Category.

## Winter Roster Hours (Q2 and Q3)

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	The Service, together with the RMO Support will be responsible for the preparation of any Rosters.
RDO Hours	-3.05	
Rostered Additional	14.70	
All other unrostered Hours	4.32	
<b>Total Hours</b>	<b>55.97</b>	

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

The **Team Cover/Reliever House Officer** will perform the duties of the House Officer they are relieving and will be remunerated at an A Category.

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 Support will be responsible for the preparation of any Rosters.
Rostered additional hours	14.70	
All other unrostered hours	4.32	
<b>Total Hours</b>	<b>59.02</b>	

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

The **Team Cover/Reliever House Officer** will perform the duties of the House Officer they are relieving and will be remunerated at an A Category.