

# Run Description

<b>POSITION:</b>	House Officer
<b>DEPARTMENT:</b>	Otolaryngology Head and Neck Surgery
<b>PLACE OF WORK:</b>	Auckland City Hospital
<b>RESPONSIBLE TO:</b>	Manager Otorhinolaryngology Service through nominated Specialist Surgeon
<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 Otorhinolaryngology 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, Fellow or Consultant, also organise relevant investigations, ensure the results are followed up, sighted, signed and electronically accepted;</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>Liase with other staff members, departments, and General Practitioners in the management of in-patients;</li> <li>Communicate with patients and (as appropriate) their families about patients' illness and treatment.</li> <li>Prepare required paperwork on or before the day of discharge and on Friday prior to known or likely weekend discharges.</li> <li>Attend handover, Team and departmental meetings as required.</li> </ul>

<i>Area</i>	<i>Responsibilities</i>
<b>Other Duties</b>	<ul style="list-style-type: none"> <li>Attend the operating room as required by the Registrar and/or Consultant.</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, Fellow 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>“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>“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

<i>Area</i>	<i>House Officer Responsibility</i>	<i>Service Responsibility</i>
<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>Consultant ward rounds and clinical meetings.</li> <li>Case conferences</li> <li>Departmental Grand Rounds</li> <li>Pathology and Radiology Conference</li> <li>Morbidity and Mortality meetings</li> <li>Departmental Audit meetings</li> </ol> </li> </ul>	

<i>Area</i>	<i>House Officer Responsibility</i>	<i>Service Responsibility</i>
	7. There will also be 6 hours of teaching specifically for House Officers early in the attachment. Diagnosis and treatment of common and active ENT disorders will be discussed.	

### Section 3: Cover:

<i>Other Resident and Specialist Cover</i>
<p>The 4 Otorhinolaryngology House Officers will provide cover from 0730 – 2230 weekdays and 0730 – 1530 on weekends for the ORL service. Outside of these hours, cover is provided by the Neurosurgery House Officer</p> <p>Daily staffing numbers within the ORL service will be maintained at 4 House Officers on Monday, Tuesday and Friday and 3 House Officers on Wednesday and Thursday.</p>

### Section 4: Roster

<b>Hours Of Work</b>		
Ordinary hours of work	Monday to Friday	0730hrs to 1600hrs
Acute Calls	Monday to Friday	0730hrs to 2230hrs
Acute Call	Saturday and Sunday	0730hrs to 1530hrs
<ul style="list-style-type: none"> <li>• The after hour duties will be rostered at the following frequencies <ul style="list-style-type: none"> <li>○ Weekday Long Days 1:4</li> <li>○ Weekend Duties 1:4</li> </ul> </li> </ul>		

### 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 (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

<i>Average Working Hours</i>		<i>Service Commitments</i>
Basic hours (Mon-Fri)	40.00	The Service, together with RMO Support Unit will be responsible for the preparation of any Rosters.
RDO Hours	-4	
Rostered additional hours (inc. nights, weekends & long days)	14.4	
All other unrostered hours	11.46	
Total hours per week	61.86	

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