

RUN DESCRIPTION

POSITION:	House Officer
DEPARTMENT:	Obstetrics & Gynaecology
PLACE OF WORK:	Auckland City Hospital
RESPONSIBLE TO:	General Manager of National Women’s Health, through a nominated Consultant.
FUNCTIONAL RELATIONSHIPS	Healthcare consumer, Hospital and community based healthcare workers
PRIMARY OBJECTIVE:	To facilitate the management of patients under the care of the National Women’s Health Service.
RUN RECOGNITION:	This clinical attachment is accredited by New Zealand Medical Council for prevocational training.
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 function as an important part of a clinical team lead by a Team Leader. Clinical responsibility will be to the Senior Medical Officers of that team through the team’s Registrars; as well as to those of other teams with which the House Officer may be rostered from time to time. • The House Officer will attend acute and elective admissions to the department, construct a problem list and request basic investigations and discuss management plans with the Registrar/ Specialist <p>Inpatients will be attended daily on week days and the House Officer will be available for ward rounds performed by the Consultant and/ or Registrar (unless detained by a clinical emergency). The House Officer will be available to attend patients at the request of the nursing or midwifery staff within the hours rostered</p> <ul style="list-style-type: none"> • The House Officer will ensure hand-over of any relevant patient problems to the On Call team House Officer at the change of duty. The House Officer will ensure handover of patients back to their original team.

General	<ul style="list-style-type: none"> The House Officer will attend the Labour and Birth Unit and Women's Assessment Unit when rostered and admit patients and attend to any problems as requested by the Registrar and/ or Nursing and Midwifery staff and will be responsible for updating Gynaecological surgery patients will be seen in the Pre-admission Clinic. The House Officer will assist in Theatre when requested by the Registrar/ Specialist or when indicated by the Daily Schedule. The House Officer is expected to assist at all caesarean sections unless required urgently elsewhere in the service.
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Area	Responsibilities
	<p>the Electronic Whiteboard for handover.</p> <ul style="list-style-type: none"> The House Officer will attend outpatient Antenatal and Gynaecology Clinics as indicated by their Daily Schedules. (Promptly and for the duration thereof), to assess patient problems and initiate or review management plans and investigations in consultation with the Registrar/ Specialist. Gynaecological surgery patients may be seen in the Pre-admission Clinic. The House Officer will assist in Theatre when requested by the Registrar/ Specialist or when indicated by the Daily Schedule. The House Officer is expected to assist at caesarean sections unless required urgently elsewhere in the service.
Administration	<ul style="list-style-type: none"> Legible notes will be written in patient charts in outpatient clinics, on admission, daily and whenever management changes are made The House Officer will complete an electronic discharge summary promptly for all gynaecology, antenatal and complicated postnatal patients before discharge. Patients will receive a copy of the clinical summary at discharge, ± prescription and/ or follow up appointment if required. A letter will be dictated to the patient's GP after each Gynaecological outpatient visit, and at any antenatal visit documentation will be sent to the referring practitioner and LMC (If not the referrer).

Section 2: Training and Education

Details
<ul style="list-style-type: none"> There will be a minimum of 2 hours of education per week including ward meetings, Departmental CME, Perinatal Mortality, and House Officer teaching, CTG Meetings. Diagnosis and treatment of common O&G problems will be discussed. House Officers are welcome to attend FRANZCOG teaching when their clinical duties allow. BFHI training must be completed by all health professionals working in Women's Health during the run, if not previously undertaken and up to date. Opportunities are available for research and audit if a House Officer is interested

Section 3: Roster

Details

- The ordinary hours of work will be 8 hours per day between 0800 and 1600 Monday to Friday. Night duties run from 2200 to 0800. After hours long day duties run from 1600 to 2230.
- Two to three House Officers can be approved leave at any time, in exceptional circumstances this may increase, as approved by the Women's Health and General Manager and/or delegated Operations Manager.
- Cover for annual leave will be negotiated prior to leave being approved.
- All requests for educational leave are subject to approval and to authorisation by the General Manager of Women's Health and/or delegated Operations Manager.
- Applications for education leave must be submitted well in advance to facilitate cover arrangements.

Section 4: Cover:

Other Resident and Specialist Cover

There are a minimum of 16 House Officers employed on this roster. This includes 8 House Officer team positions, 2 Senior House Officer positions, 2 rotators and 4 relievers.

- All House Officers are employed to the O&G department as a whole with workload reviewed daily and shared across the House Officer positions. In distributing the workload both patient safety and the safety and experience of the RMO will be considered, with the intent to smooth patient load and avoid excess work load for individuals.
- Two registrars will be resident in the hospital at all times and two Consultants always available on call to attend if requested (in the hospital from 0800-1700 weekdays, and on call-back at all other times).
- The Department employs two leave relievers to cover short notice absence from work and planned leave. Annual leave cover is arranged on a 'first come first served' basis and applications for annual leave should be submitted as early as possible. Short-term sick absence is covered within the Department or by the reliever if available.
- The main role of the reliever is to cover the duties of the House Officer taking planned leave.
- The department employs two rotators to cover planned gaps in the roster (such as Nights, Sleep Days, Rostered Days Off, and planned leave). They are considered relievers for the purpose of salary
- Out of hours cover:
 - Between the hours of 1600 and 2200 there will be two house officers on duty
 - Between the hours of 2200 and 0800 there is one house officer on duty
 - On Saturdays and Sundays and Public Holidays, between the hours of 0800 and 1600 there will be 3 house officers on duty, each covering one of WAU/Gynae, DU/Obstetrics, and Postnates

Section 5: Performance appraisal

House Officer	Service
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<p>The House Officer will:</p> <ul style="list-style-type: none"> • 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. • After any assessment that identified deficiencies, implement a corrective plan of action in consultation with their Clinical Supervisor. 	<p>The service will ensure:</p> <ul style="list-style-type: none"> • 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; • 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; • 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; 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. • For PGY 1 and PGY 2 end of run meetings and assessments will be documented electronically via e- port.
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Section 6: Hours and Salary Category

Average Working Hours		Service Commitments
Ordinary Hours	40.00	The Service, together with the RMO Unit will be responsible for the preparation of any Rosters.
RDO Hours	- 4.00	
Rostered additional hours	17.41	
All other unrostered hours	4.65	
Total Hours	58.06	

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

→ **The reliever positions are classified as a Category A for salary purposes.**