

RUN DESCRIPTION

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| POSITION: | House Officer |
| DEPARTMENT: | Department of Orthopaedics |
| PLACE OF WORK: | Middlemore Hospital |
| RESPONSIBLE TO: | Service Manager, through their supervising consultant and Clinical Head of Orthopaedic Surgery. |
| FUNCTIONAL RELATIONSHIPS: | Health care consumers Hospital and community based health care workers. |
| PRIMARY OBJECTIVE: | To facilitate the management of patients under the care of the Department of Orthopaedics. |
| RUN RECOGNITION: | This clinical attachment is accredited by the New Zealand Medical Council for prevocational training |
| RUN PERIOD: | 13 weeks |

Section 1: House Officer Responsibilities

| Area | Responsibilities |
|------------------------|--|
| Clinical Duties | <p>The House Officer will attend acute and elective admissions to the Department, construct a problem list, request basic investigations, implement appropriate care, and coordinate ongoing management under the guidance of the Registrar and SMO.</p> <p>Inpatients will be attended daily on weekdays and the House Officer will be available for ward rounds performed by the Consultant and/or Registrar.</p> <p>The House Officer will attend pre-admission and fracture clinics held at the Manukau Superclinic.</p> <p>Clinical skills, judgement and knowledge are expected to improve during the attachment.</p> <p>The House Officer will attend theatre sessions and pathology meetings as appropriate.</p> <p>The House Officer will attend other clinical duties as directed by the Head of the Department.</p> |
| Administration | <p>Legible notes will be written in patient charts on admission, daily on weekdays and whenever management changes are made.</p> <p>Appropriate laboratory tests will be requested and results sighted and signed and reported to the Registrar if abnormal.</p> <p>On discharge, patients will receive a clinical summary and a prescription and follow up instructions if required.</p> |

Section 2: Training and Education

There will be a minimum of 2 hours educational sessions per week that includes clinical meetings and in-service training from registrars on fractures and the weekly general teaching sessions for house officers.

Note: dates and times for the sessions above may change.

There is a minimum of 2 hours per week medical learning, which includes the weekly tutorial, journal club and pathology session.

Section 3: Roster

Roster

There are ten House Officers employed in the Department of Orthopaedics, two attached to each of the five teams.

The ordinary hours of work are 0730 – 1530 Monday – Friday.

Acute admitting days (0730 – 2230 hours) are evenly shared in accordance with the team rotation. Ward call duties are evenly shared amongst House Officers.

| | | |
|--------------------------|------------------|-------------|
| Ordinary Hours | Monday to Friday | 0730 – 1530 |
| Acute Call Long day duty | Monday to Sunday | 0730 – 2230 |
| Ward Call Long day duty | Monday to Sunday | 0730 – 2230 |
| BonesWork Long day duty | Monday to Friday | 1100 - 1900 |
| Night duty | Monday to Sunday | 2200 – 0800 |
| Post Acute Ward Round | Saturday | 0730 – 1130 |
| Saturday Team Ward Round | Saturday | 0730 – 1530 |
| Clinics | Monday to Friday | 0730 – 1630 |

Number of night duties → Up to 21 nights per 13 week run

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

***First year house surgeons (class 1 and 2 probationers) shall not do night shifts in first six months of employment, unless they have completed a general medical run in which circumstance they will not be rostered onto nights for the first three months of employment.**

Section 4: Cover:

Other Resident and Specialist Cover

Cover for planned leave is provided by relievers.

Applications to take annual leave are approved on a "first-come-first-served" basis.

Medical education leave to attend courses or for study and exam purposes is granted in accordance with the provisions of the collective employment contract.

Applications for medical education leave should be submitted as early as possible to facilitate cover arrangements.

Section 5: Performance appraisal

| House Officer Responsibilities | Service Responsibilities |
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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 goals and expectations for the run, review and assessment times, and teaching. • After any assessment that identifies deficiencies, implement a corrective plan of action in consultation with their Clinical Supervisor. | <p>The service will provide:</p> <ul style="list-style-type: none"> • An initial meeting between the Clinical Supervisor and House Officer to discuss goals and expectations for the run review and assessment times, and teaching. • 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. • 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 a plan of action to correct them. • An end of run meeting and final assessment report on the House Officer at the end of the run, a copy of which is to be sighted and signed by the House Officer. • For PGY1 and PGY2 House Officers, end of run meetings and assessments will be documented electronically via e-port. |

Section 6: Hours and Salary Category

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 | | Service Commitments |
|---|--------|---|
| Basic hours (Mon-Fri) | 40 | The Service, together with the RMO Support Unit will be responsible for the preparation of any Rosters. |
| RDO Hours | - 3.63 | |
| Rostered additional hours (inc. nights, weekends & long days) | 16.10 | |
| All other unrostered hours | 10.88 | |
| Total hours per week | 63.35 | |

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

Where no weekday RDOs are observed, the following run category will apply:

| Average Working Hours | | Service Commitments |
|---|-------|---|
| Basic hours (Mon-Fri) | 40 | The Service, together with the RMO Support Unit will be responsible for the preparation of any Rosters. |
| Rostered additional hours (inc. nights, weekends & long days) | 16.10 | |
| All other unrostered hours | 10.88 | |
| Total hours per week | 66.98 | |

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