

## **RUN DESCRIPTION**

<b>POSITION:</b>	Senior House Officer (SHO)
<b>DEPARTMENT:</b>	Obstetrics & Gynaecology
<b>PLACE OF WORK:</b>	Counties Manukau Health
<b>RESPONSIBLE TO:</b>	Clinical Director and Service Manager of National Women’s Health, through a nominated Consultant.
<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 National Women’s Health Service.
<b>RUN PERIOD:</b>	6 months

### **Section 1: Senior House Officer Responsibilities**

<i>Area</i>	<i>Responsibilities</i>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• Legible notes will be written in patient charts in outpatient clinics, on admission, daily and whenever management changes are made</li> <li>• Assists with gynaecology discharge letters as required.</li> <li>• Assists the Registrar with the completion of the electronic discharge for antenatal and complicated postnatal patients being discharged. Patients will receive a copy of the clinical summary at discharge, ± prescription and/ or follow up appointment if required.</li> <li>• A letter will be dictated to the patient’s GP after each Gynaecological outpatient visit and at their first Antenatal visit via MCIS, and at any antenatal visit where there is a referral from an external practitioner.</li> <li>• The Senior House Officer will be responsible to ensure signoff of all outstanding Radiology and Lab results for their team in collaboration with the Registrars and House Officers in their team.</li> </ul>

### **Section 2: Training and Education**

#### Details

- There will be a minimum of 2 hours of education per week including ward meetings, Departmental CME, Perinatal Mortality, Maternal morbidity, and CTG Meetings. Diagnosis and treatment of common O&G problems will be discussed.
- The Senior House Officer should attend FRANZCOG teaching when their clinical duties allow.
- The Senior House Officer is strongly encouraged to take part in departmental research and audits during their rotation.
- Where appropriate and under supervision the Senior House Officer will be provided with opportunities to undertake Registrar duties to assist in their training and development.
- Although a non-training position, the Senior House Officer will be allocated a training supervisor from within the department for the duration of their run. The Senior House Officer should liaise with this supervisor regarding training requirements, appropriate courses and educational activities they should participate in.
- 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.

### Section 3: Roster

#### Details

##### **Average weekly hours of work:**

##### **Week days:**

Normal hours 0800 – 1600

##### **Long Day weekday:**

0800 - 2230

##### **Long Day Saturday:**

0800 – 2030

##### **Long Day Sunday:**

0800 - 2230

##### **Night Shift (Sun – Fri):**

Nights 2200 – 0800

##### **Night Shift Saturday:**

2000 - 0800

### Section 4: Cover:

#### *Other Resident and Specialist Cover*

All requests for leave are subject to approval by their Clinical Director and to authorisation by the General Manager of Women’s Health. The Department employs a reliever to provide cover for absences from work on planned leave. Leave cover is arranged on a "first come first served" basis and applications for leave should be submitted as early as possible to provide the reliever reasonable notice of his/her roster. Cover for leave will be negotiated prior to leave being approved. Sick absence is covered within the Department or through the reliever if available while on short notice relief.

## Section 5: Performance appraisal

<i>Senior House Officer</i>	<i>Service</i>
<ul style="list-style-type: none"> <li>• The Senior House Officer will:</li> <li>• At the outset of the run meet with their designated consultant to discuss goals and expectations for the run, review and assessment times, and one on one teaching time;</li> <li>• After any assessment that identifies deficiencies, implement a corrective plan of action in consultation with their Consultant.</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• An initial meeting between the Consultant and Senior House Officer to discuss goals and expectations for the run, review and assessment times, and one on one teaching time.</li> <li>• 3 monthly meetings between the Senior House Officer and the Consultant responsible for them; with reports as per MCNZ requirements</li> <li>• The opportunity to discuss any deficiencies identified during the attachment. The Consultant responsible for the Senior House Officer will bring these to the Senior House Officer’s attention, and discuss and implement a 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 Senior House Officer.</li> </ul>

## Section 6: Hours and Salary Category

<i>Average Working Hours</i>		<i>Service Commitments</i>
Basic hours (Mon-Fri)	40.00	Together, The Service with the RMO Support Unit will be responsible for the preparation of any Afterhours as per Registrar roster.
RDO Hours	-3.43	
Rostered additional hours (inc. weekends & long days)	18.79	
All other unrostered hours	5.05	
Total hours per week	61.55	

**Salary** The salary for this attachment is a Category B

→ **The responsibility for the reliever is to cover the duties of a House Officer on night duty or leave**

→ **The reliever positions are classied as a Category A+**