

## **RUN DESCRIPTION**

<b>POSITION:</b>	House Officer
<b>DEPARTMENT:</b>	Kidz First Children's Hospital
<b>PLACE OF WORK:</b>	Kidz First Children's Hospital and Emergency Care
<b>RESPONSIBLE TO:</b>	General Manager, Kidz First , through the Clinical Director/Clinical Leader
<b>FUNCTIONAL RELATIONSHIPS:</b>	Health care consumers. Hospital and community based health care workers
<b>PRIMARY OBJECTIVE:</b>	To facilitate the management of patients under the care of Kidz First.
<b>RUN RECOGNITION:</b>	This run is recognised by the RACP
<b>RUN PERIOD:</b>	3 Months

### Section 1: House Officer's Responsibilities

<i>Area</i>	<i>Responsibilities</i>
<b>General</b>	<ul style="list-style-type: none"> <li>The house officer will assist the paediatric registrars in their duties by assessing patients in <b>Kidz First</b> Medical Care, Surgical Care and Emergency Care; charting medications; ordering investigations and finding and electronically signing off results; and completing discharge arrangements as directed.</li> <li>The house officer will be available to attend daily ward rounds conducted by the ward consultant and/or registrar.</li> <li>The house officer will perform rostered duties according to the schedule under 'Roster' below.</li> <li>The house officer will have a responsibility to provide support and advice to parents.</li> <li>The house officer will liaise with other health care professionals as appropriate.</li> <li>Clinical skills, judgement and knowledge are expected to improve during the attachment.</li> </ul>
<b>Adtion</b>	<ul style="list-style-type: none"> <li>The House Officer will ensure there is a detailed handover at any change of duties. In the Emergency Care Department, this will be done at formal hand-over sessions, which are built into the roster.</li> <li>Legible notes will be written in patient charts on admission, on ward rounds and whenever management changes are made.</li> <li>➔ Appropriate laboratory tests will be requested and results sighted, signed and actioned.</li> <li>On discharge, patients will receive an electronic discharge summary and a prescription and follow-up appointment if required</li> </ul>

## Section 2: Training and Education

### *Details*

The house officer will be expected to contribute to the training of allied medical staff.

Ongoing education will be provided by Kidz First paediatricians and registrars.

The house officer will have on average four hours each week to attend education sessions or follow up clinical cases in the library. The education sessions available for the house officer include:

- Paediatric Teaching - Kidz First Hospital. Wednesday, 2-4pm
- X-ray Conference.
- Paediatric Updates and Grand Round - Starship Children's Hospital.
- Friday morning RMO Paediatric Teaching – Kidz First

## Section 3: Roster

### *Roster*

There are 7 paediatric house officers from May – November.

#### ***Weekdays***

Normal hours 0800 – 1600 (ward duties)

Normal hours 0800 – 1630 (Emergency Care duties)

#### ***Weekends***

Rostered shifts 0800 - 2230

(1:6 weekends excluding shifts allocated in the relief week)

#### ***Nights***

Rostered shifts 2230– 0830

#### ***Rotating relief***

Each house officer will be allocated to a period of relief for up to a maximum of three weeks on a weekly rotating basis during each 13 week rotation. When rostered to relief the house officer will provide cover for the duties of a house officer on leave or nights in Paediatric Medicine.

#### ***Extra Duties***

House Officers may occasionally be asked to work additional duties.

#### Section 4: Cover

##### *Other Resident and Specialist Cover*

Absence from work due to sickness or annual leave will be covered by other medical staff within the service.

A maximum of eight days leave may be taken in each three month period, unless otherwise agreed.

There is a consistent workload Monday to Friday (ordinary hours) for 6 House Officers and daily staffing numbers will be maintained at this level. Remuneration will be as follows:

- 5 FTE will be remunerated as per the salary category in section 6 of the run description
- 1 FTE will be remunerated as a relief run category which will be shared amongst the 7 House Officers contributing to the roster.
- 1 FTE will be remunerated as a relief run category and paid to each RMO when they rotate into the allocated weeks in relief

#### Section 5: Performance appraisal

##### *Performance*

Performance will be assessed by **Kidz First** Senior Medical staff and a report forwarded to the Intern Supervisor or Supervising Consultant after discussion with the house officer. If deficiencies are identified during the attachment, the consultant to whom the house officer is responsible will bring these to the house officer's attention and discuss how these may be corrected

#### Section 6: Hours and Salary Category

<i>Average Working Hours</i>		<i>Service Commitments</i>
Basic hours (Mon-Fri)	40.00	
RDO Hours	-2.29	
Rostered additional hours (inc. nights, weekends & long days)	16.64	
All other unrostered hours <b>To Be confirmed by a Run Review</b>	TBC	
Total hours per week	54.35	

**Salary:** This salary falls above the Mid range of the Category Band and will therefore be paid a C Category for this attachment until a run review can be completed.

➔ Relief will be paid A Category when allocated

