

RUN DESCRIPTION

POSITION:	Respiratory House Officer
DEPARTMENT:	Respiratory, General Medicine, Medical Services.
PLACE OF WORK:	Counties Manukau District including Middlemore Hospital and other related sites.
RESPONSIBLE TO:	Service Manager and Clinical Director through their supervising Consultant(s) and the Clinical Head.
FUNCTIONAL RELATIONSHIPS:	Health care consumers. Hospital and community based health care workers.
PRIMARY OBJECTIVE:	To facilitate the safe and effective management of inpatients under the care of the Department of Medicine (and Respiratory Medicine subspecialty).
RUN RECOGNITION:	This clinical attachment is accredited by the New Zealand Medical Council for Prevocational Training.
RUN PERIOD:	13 weeks

Section 1: House Officer's Responsibilities

<i>Area</i>	<i>Responsibilities</i>
Clinical Duties	<ul style="list-style-type: none"> The House Officer will attend acute and elective admissions to the Department, construct a problem list and request basic investigations. The House Officer will attend ward rounds and will actively participate in the management of patients, following the Consultant's and Registrar's advice and when neither of these is available on site seeing patients and seeking assistance as appropriate. The House Officer is expected to liaise with the other health professionals in the unit to ensure the required level of coordinated care to patients. This may include meeting each morning with the Charge Nurse of their unit. House Officers are expected to ensure their patients are safely and efficiently handed over. The House Officer will maintain a high standard of communication with patients, patients' families and staff. The House Officer will confer at all times with other clinical team members regarding discharge planning and the progress of patients. The House Officer will work with the Registrars to admit both General Medicine patients and sub-specialty patients to the ward when rostered on call. The House Officer is also expected to perform ward calls on patients in their ward if on call for General Medicine but across 3 wards if on call in the evening with the sub-specialty Registrar. Clinical skills, judgement and knowledge are expected to improve during the attachment.

<i>Area</i>	<i>Responsibilities</i>
	<ul style="list-style-type: none"> Counties Manukau District Clinical Board policies are to be followed at all times.
Administration	<ul style="list-style-type: none"> Legible notes will be written in patient charts on assessment/admission, daily on weekdays, on Consultant ward rounds and whenever care management changes are made. All documentation should comply with Counties Manukau District Clinical Board documentation policy. All instructions (including drugs, IV fluids and instructions for nursing) will be accurately and legibly recorded and legibly signed. Appropriate laboratory tests will be requested and results sighted and signed, and reported to the Registrar and/or Consultant if abnormal. A list will be prepared for the Radiology Department 24 hours in advance of the weekly team x-ray conference. Referrals will be made at the Consultant's request to other specialists/units, clearly stating the problem to be addressed. House Officers will attend and present patients at the weekly ward meeting. Discharge documentation should be completed prior to the patient being discharged. Patients will receive a copy of the comprehensive Electronic Discharge Summary (EDS), a prescription, and follow up appointment if required. Where early GP follow up is anticipated or the case is complicated the House Officer should ensure the GP is updated by telephone. The House Officer may, at the Registrar's request, be responsible for completion of death certificates of patients who had been under their care. The House Officer is expected to attend the Division of Medicine's weekly clinical meeting. There is mandatory attendance at the monthly Mortality Review Meeting and the quarterly Orientation and Quality Assurance meetings (unless on urgent clinical duties). The House Officer is expected to attend the weekly Respiratory Academic programme. There is mandatory attendance at the Respiratory Morbidity and Mortality meetings occurring every 2 months in place of the Academic Programme (unless on urgent clinical duties) Obtain informed consent for procedures within the framework of the Medical Council guidelines which state: <ol style="list-style-type: none"> "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." "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." If absent due to unexpected circumstances (e.g. health, other), contact the RMO Support Unit or, if after hours, the Duty Manager directly as well as the Consultant to which the registrar is clinically responsible in the absent duty. As an RMO working at Counties Manukau District you will be provided with a Concerto login and a Counties Manukau District email account which will be used for all work related communication. It is your responsibility to ensure you check this regularly.

Section 2: Training and Education

	Monday	Tuesday	Wednesday	Thursday	Friday
a.m.	0800 – Medical Handover	0800 – Medical Handover	0800 – Medical Handover	0800 – Medical Handover	0800 – Medical Handover
p.m.			12.45 Pulmonary Physiology and Sleep Meeting	12.15 – Medical Grand Round or M&M meeting 1300 – Respiratory Radiology meeting 2.30 – Respiratory Academic programme or M&M meeting	

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

Education / Research

There will be a minimum of 3 hours educational sessions per week. Occasionally, urgent medical commitments may interrupt these meetings.

It is not anticipated that the House Officer will be involved directly in any research, but they may need to be involved in clinical documentation e.g. physical examinations on some patients who may currently be in clinical trials, or in clinical audit and other quality activities.

Section 3: Roster

Roster

Roster

There are three Respiratory House Officers allocated to the service. Their ordinary hours of work are 0800 – 1600 Monday to Friday.

The Respiratory House Officers also contribute to Counties Manukau District Medical after hours roster as follows:

- House Officers are rostered to 4 weekday long days (0800 – 2230) over a 4 week period
- House Officers are rostered to Medical weekend cover (1x 0800- 1600 and 1x 0800 – 2230) at a frequency of 1:4
- House Officers are rostered up to 14 night shifts (2200 – 0800) over the run

Night Shifts

There will be a consistent workload for minimum staffing levels of 3 House Officers rostered to night duty to cover for General Medicine, Medical Specialties, AT&R and Mental Health Services.

Weekday Long Days

There will be a consistent workload for minimum staffing levels of 8 House Officers rostered to weekday long days (Monday-Friday).

Medical Weekend Cover

A consistent workload for minimum staffing levels of 6 House Officers rostered to weekend long and short days Saturday and Sunday. This is inclusive of the medical specialty House Officer weekend long and short days.

Please note, within the published roster/roster template there are additional long days and weekends rostered. This is to provide buffer for both planned and un-planned leave and these shifts are over and above the minimum staffing levels outlined above. Cross cover payments would not apply where the additional/buffer shifts are not filled as these shifts are above minimum staffing levels. House Officers will be assigned a home team and supervisor, however are allocated to the Medicine service as a whole, with workload reviewed regularly and shared across the division.

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, General Medicine, Medical Specialties and Mental Health Services over this time, however will work in their designated service wherever possible. House Officers will assist with admitting when ward duties are complete.

Section 4: Cover

Other Resident and Specialist Cover

From 0800 – 2000 Monday to Friday a supervising Consultant is based in the Medical Assessment Unit. An on-call Consultant is also available to come back into the hospital if required from 1600 – 0800 the following day.

Section 5: Performance appraisal

<i>House Officer</i>	<i>Service</i>
<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,	<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

<i>House Officer</i>	<i>Service</i>
implement a corrective plan of action in consultation with their Clinical Supervisor.	<p>discussion between the House Officer and the Clinical Supervisor responsible for them;</p> <ul style="list-style-type: none"> • 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.

Section 6: Hours and Salary Category

<i>Average Working Hours</i>		<i>Service Commitments</i>
Basic hours (Mon-Fri)	40	The Service will be responsible for the preparation of any Rosters.
RDO Hours	-3.81	
Rostered additional hours (inc. nights, weekends & long days)	16.47	
All other unrostered hours <i>(To be confirmed by a run review)</i>	TBC	
Total hours per week	52.66	

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

As the total hours is above the middle of the salary band the run will be remunerated as a C run category until the unrostered hours can be confirmed by a run review.