

RUN DESCRIPTION

POSITION:	House Officer
DEPARTMENT:	Newborn Services
PLACE OF WORK:	Auckland City Hospital
RESPONSIBLE TO:	Clinical Director and Manager, through a nominated Consultant/Physician.
FUNCTIONAL RELATIONSHIPS:	Healthcare consumer, Hospital and community based healthcare workers
PRIMARY OBJECTIVE:	To facilitate the management of patients under the care of the Newborn Service.
RUN RECOGNITION:	Medical Council &/or College recognition
RUN PERIOD:	3 months

Section 1: House Officer's Responsibilities

<i>Area</i>	<i>Responsibilities</i>
General	<ul style="list-style-type: none"> Facilitate the management of inpatients commensurate with and appropriate to the house officer's skill level Manage the assessment and admission of infants under paediatrics care on the postnatal wards and neonatal intensive care unit. To undertake clinical responsibilities as directed by the neonatal registrar, fellow or consultant, also to organise relevant investigation and ensure that the results of the investigations are followed up and acted upon as necessary. The postnatal ward round is done daily by the House Officer. There is a SMO assigned to postnatal wards for the week. The fellow on level 2 does a ward round with the SHO on Tuesdays. The level 2 registrar or fellow is available to see babies at the request of the SHO. The SMO assigned to the postnatal ward will generally attend the morning handover and will be available to review on babies at the request of the SHO. Be responsible for the daily review of infants under paediatrics care in the post natal wards (except on unrostered weekends). Maintain a high standard of communication with the parents and family of infants under paediatrics care and with staff. Communicate the status of the inpatients to senior members of the team (neonatal registrar, fellow or the postnatal ward consultant). Prepare required handover paperwork for weekends, including likely discharges over weekends or after hours

<i>Area</i>	<i>Responsibilities</i>
	<ul style="list-style-type: none"> Attend handover (morning and afternoon), team and departmental meetings as required. Assess patients referred to the neonatal team by other members of the team including obstetrics staff, midwives and staff nurses on the postnatal ward. Attend deliveries at the request of the obstetrics services if carrying the level 1 neonatal pager. This includes instrumental and operative deliveries and all term deliveries where it is anticipated the newborn will need neonatal care following birth. Organise appropriate investigations and follow-up for infants with antenatally diagnosed conditions, for example, antenatal renal pelvis dilatation.
Acute admitting	<ul style="list-style-type: none"> Infants referred to the neonatal team and requiring admission to the post natal ward. These are likely to be infants referred from the community, including Birth Care with jaundice requiring treatment or management of ongoing weight loss.
On-Duty	<ul style="list-style-type: none"> When rostered on duty, be at the recognised workplace to carry out assigned duties
Administration	<ul style="list-style-type: none"> Be responsible for record keeping, including patient notes and discharge letters and other documentation, written and maintained by the house officer. Ensure that notes are written legibly and signed, with a printed name and phone number. Provide a clinical summary and prescription, as required upon discharge for all patients under the care of the neonatal team, and being discharged from the postnatal wards.

Section 2: Training and Education

	Monday	Tuesday	Wednesday	Thursday	Friday
am	1300-1400 2nd and 4th Mondays of the month Neonatal Simulation	1130-1230 Neonatal Grand Round	0800-0900 Paediatric Update (SSH) 09:00-1000Neonatal radiology conference	0800-0830 Fetal Medicine Panel	
pm	1300-1400 Monday Neonatal Teaching			1230-1330 Neonatal Journal Club	1300-1400 Starship Grand Round 1230-1400 hours Monthly Perinatal Mortality Meeting

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, radiology conference and grand round.

House Officers are also encouraged to attend the Grand Round at Starship Childrens Hospital (Friday 1300 hours),

Section 3: Cover:

Other Resident and Specialist Cover

There is one House Officer on this roster. Absence from work due to sickness or annual leave will be covered by other medical staff within the service.

Section 4: Cover:

Roster

Hours of Work

Monday to Friday	Normal Day	0800-1630 hours	8.5 hrs
Saturday and Sunday	Weekend Day	0800-2030 hours	12.5 hrs

The House Officer will work 1:3 weekends.

Handover time of 30 minutes twice daily is included in the hours allocated to each shift.

Section 5: Performance appraisal

<i>House Officer</i>	<i>Service</i>
<p><i>The House Officer will:</i></p> <ul style="list-style-type: none">• At the outset of the run meets with the designated Clinical supervisor or the clinical director to discuss goals and expectations for the run, review and assessment times, and teaching.• After any assessment that identifies deficiencies, implement a corrective action plan in consultation with the Clinical supervisor	<p><i>The service will provide:</i></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 a 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, together with the RMO Support Unit will be responsible for the preparation of any Rosters.
Rostered additional hours (inc. nights, weekends & long days)	10.83	
All other unrostered hours (To be confirmed by Run Review)	TBC	
Total hours per week	50.83	

Salary The salary for this attachment has been calculated as a Category **D** run, however a minimum of a Category **C** will apply.