

# RUN DESCRIPTION

<b>POSITION:</b>	House Officer
<b>DEPARTMENT:</b>	Neurology
<b>PLACE OF WORK:</b>	Auckland City Hospital
<b>RESPONSIBLE TO:</b>	Business Manager Neuroservices through the Clinical Director Neurology and Clinical Neurophysiology Service
<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 Neurology Service.
<b>RUN RECOGNITION:</b>	This clinical attachment is accredited by the New Zealand Medical Council for Prevocational Training.
<b>RUN PERIOD:</b>	13 weeks

## Section 1: House Officer's Responsibilities

<i>Area</i>	<i>Responsibilities</i>
<b>General</b>	<ul style="list-style-type: none"> <li>Facilitate the management of inpatients commensurate with and appropriate to the house officer's skill level;</li> <li>Manage the assessment and admission of acute and elective patients under the care of his/her team. Undertake clinical responsibilities as directed by the Registrar or Consultant, also organise relevant investigations, ensure the results are followed up, sighted and electronically signed;</li> <li>Be responsible, under the supervision of the Registrar and/or Consultant, to review inpatients on a daily basis (with the exception of unrostered weekends);</li> <li>Maintain a high standard of communication with patients, patients' families and staff;</li> <li>Inform registrars/consultants of the status of patients especially if there is an unexpected event;</li> <li>Liaise with other staff members, departments, and General Practitioners in the management of in-patients;</li> </ul>

<i>Area</i>	<i>Responsibilities</i>
	<ul style="list-style-type: none"> <li>• Communicate with patients and (as appropriate) their families about patients' illness and treatment</li> <li>• Prepare required paperwork on Friday prior to known or likely weekend discharges.</li> </ul>
	<ul style="list-style-type: none"> <li>• Attend handover, Team and departmental meetings as required.</li> <li>• Undertake diagnostic and treatment procedures appropriate to the subspecialty (including outpatients)</li> <li>• Arrange and perform outpatient investigations</li> </ul>
<b>Acute Call</b>	<ul style="list-style-type: none"> <li>• Assess patients assigned by the admitting Registrar. Take a history, perform an examination then formulate and initiate a management plan in consultation with the Registrar or Consultant;</li> <li>• Respond to referrals by other health professionals to assess and treat inpatients under the care of other medical teams or services as per the attached roster.</li> </ul>
<b>On-Duty</b>	<ul style="list-style-type: none"> <li>• When On Duty, be at the recognised workplace for the purpose of carrying out house officer duties</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• Be responsible for the accuracy and completeness of reports, patient notes and other official documentation written by the house officer. Ensure legible notes are written in patient charts at all times. All prescriptions and notes are to be signed, with a printed name and locator number legibly recorded;</li> <li>• Provide patients on their discharge from the Service with a clinical summary, prescription and follow-up appointment if so required;</li> <li>• At the direction of the Clinical Director, assist with operational research in order to enhance the performance of the Service;</li> <li>• Obtain informed consent for procedures within the framework of the Medical Council guidelines which state: <ol style="list-style-type: none"> <li>1. "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."</li> <li>2. "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."</li> </ol> </li> </ul>

## Section 2: Training and Education

<i>Area</i>	<i>House Officer Responsibility</i>	<i>Service Responsibility</i>
<b>General</b>	<ul style="list-style-type: none"> <li>Through example and supervision, actively contribute to the education of trainee interns, medical students and other healthcare professionals in training assigned to their team;</li> <li>May be requested to teach other health care workers.</li> <li>Ensure their consultant/s are advised of other clinical teaching times e.g. Clinical Skills Courses etc.</li> </ul>	<ul style="list-style-type: none"> <li>Provide every opportunity to attend the House Officer Teaching programme each Tuesday from 1400 to 1700, and for their locators to be held on their respective home wards or by CETU during this time;</li> </ul>
<b>Service specific</b>	<ul style="list-style-type: none"> <li>Unless required for a medical emergency, the House Officer will attend the following               <ol style="list-style-type: none"> <li>Departmental education sessions.</li> <li>Weekly Medical Science Lecture and Physicians Grand Round</li> </ol> </li> </ul>	

## Section 3: Cover

- There are 2 House Officers allocated on this run
- The House officer will work rostered duty hours as in the attached roster.
- Leave cover is provided by the medical relief pool
- There are 2 rotator relievers on the roster providing cover for RDO and Nights

<i>Other Resident and Specialist Cover</i>
<p>The Neurology House Officers will combine with Haematology, Renal, Oncology, Respiratory and Gastroenterology House Officer's to provide cover for the medical specialty and Ward 51 services outside the hours of 0800 – 1600 Monday to Friday.</p> <p>Between the hours of 1600-2200 Monday – Friday and 0800-2200 Saturday and Sunday the House Officer will be rostered to either Medical Specialties and/or General Medicine/Medical Admitting</p> <p>Between the hours of 2200-0800 the on duty acute call house officer will work as a member of the after hours team, covering General Medicine, Medical Specialties and Mental Health (this includes the Te Whetu Tawera and Fraser MacDonald units) in accordance with the attached roster</p>

## Section 4: Roster

Ordinary hours of work	Monday to Friday	0800 – 1600
Long Day Weekday	Monday to Friday	0800 – 2200
Long Day Weekend	Saturday and Sunday	0800 – 2200
Nights	Monday to Sunday	2200 – 0800

The after-hour duties will be rostered at the following frequencies.

Weekday Long Day (L)	maximum of 1 long day per week
Nightshift Duties (N)	rostered for up to two nightshift sets across the roster period (2:14 basis)
Weekend Duties (LW)	rostered for up to one weekend set across the roster period (1:14 basis)

The night frequency has been calculated to reflect the average of how often a set of nights will be worked per House Officer on the roster.

## Section 5: Performance appraisal

<i>House Officer</i>	<i>Service</i>
<p>The House Officer will:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• After any assessment that identified deficiencies, implement a corrective plan of action in consultation with their Clinical Supervisor.</li> </ul>	<p>The service will ensure:</p> <ul style="list-style-type: none"> <li>• 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;</li> <li>• 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;</li> <li>• 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;</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 House Officer.</li> <li>• For PGY 1 and PGY 2 end of run meetings and assessments will be documented electronically via e-port.</li> </ul>

## Section 6: Hours and Salary Category

<i>Average Working Hours</i>	<i>Service Commitments</i>
<p>Basic hours (Mon-Fri) 40</p> <p>RDO Hours -1.14</p> <p>Rostered additional hours (inc. nights, weekends &amp; long days) 11.29</p> <p>All other unrostered hours TBC <i>To be confirmed by a run review</i></p> <p>Total hours per week 50.15</p>	<p>The Service, together with the RMO Support Unit will be responsible for the preparation of any Rosters.</p>

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

Total hours are below the middle of the salary band, therefore the run will be remunerated as a category D until the unrostered hours can be confirmed by a run review.