



RUN DESCRIPTION

POSITION:	House Officer- Medical Elective
DEPARTMENT:	Medicine
PLACE OF WORK:	Auckland City Hospital
RESPONSIBLE TO:	Clinical Director and Service Manager of General Medicine, through a nominated Consultant.
FUNCTIONAL RELATIONSHIPS:	Healthcare consumer, Hospital and community based healthcare workers
PRIMARY OBJECTIVES:	To facilitate the management of patients under the care of Medical Services. After hours this includes the facilitation of the management of patients under the auspices of the after hours team (General Medicine, Medical Specialties, Older People's Health and Mental Health services).
RUN RECOGNITION:	The accreditation with the Medical Council of New Zealand is yet to be confirmed.
RUN PERIOD:	3 months

Section 1: House Officer Responsibilities

<i>Area</i>	<i>Responsibilities</i>
General	<ul style="list-style-type: none"> • Work closely with the Medical team to which assigned to provide supervision and share responsibilities where and when appropriate. • Assist with the assessment and admission of acute and elective patients under the care of his/her team. Undertake clinical responsibilities as directed by the Consultant/Registrar also organise relevant investigations, ensure the results are followed up, sighted and electronically signed; • Responsible for patient referrals and day to day ward management of patients under their team's care, in consultation with others involved in the care of the patient where appropriate; • Maintain a high standard of communication with patients, patients' families and staff; • Inform the registrar of the status of patients especially if there is an unexpected event; • Attend hand-over, team and departmental meetings as required. • Assist with teaching of other team members including students and other healthcare professionals • Between the hours of 2200 and 0800 an "after hours team" is in operation. During this

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Area	Responsibilities
	<p>period of time House Officers work generically across General Medicine, Medical Specialties, Older People's Health and Mental Health services on a "first past the post system".</p> <p>NB – While 'team' is used in this run description, this applies equally to the team to which you are rostered for the run as well as any team to which you are assigned for after hours duties.</p>
Admitting	<ul style="list-style-type: none"> Assess and admit patients to the Medical services as referred by ED or from the community or from other within the DHB as required .
Ward Review	<ul style="list-style-type: none"> Assess and manage patients as requested by other medical professionals across the Medical services and other hospital patients as required
Acute Call	<ul style="list-style-type: none"> Review and manage all referred patients to Medical Services or after hours team. Advise to and liaise with GP's and other hospital medical staff on medical matters; Participate in the acute cardiac resuscitation team
Inpatients	<ul style="list-style-type: none"> When allocated ward duties within the service undertake regular examination management of, and updating of management plan of admitted patients for whom the service is responsible on a frequency agreed with the clinical director; Ensure x-rays are organised for weekly team radiology session; Ensure relevant documents, e.g. discharge summary, medication card prescriptions and follow-up appointments are given to patient on discharge as necessary. Ensure weekend plans for patient's management are documented in the notes; When not on duty on Friday evening or the weekend, inform the on-duty medical staff about patients whose condition requires monitoring and review; Complete documentation on Friday prior to known or likely weekend discharges.
Administration	<ul style="list-style-type: none"> Maintain a satisfactory standard of documentation in the files of patients. All prescriptions and notes are to be signed, with a printed name and locator number legibly recorded; Be responsible for certifying death and complete appropriate documentation; Assist with discharge summaries on patients that are discharged by the team and letters to General Practitioners following outpatient visits in a timely fashion; Obtain informed consent for procedures within the framework of the Medical Council guidelines which state: <ol style="list-style-type: none"> <i>"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."</i> <i>"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."</i> If absent due to unexpected circumstances (e.g. health, other), contact the RMOSU or Duty Manager directly outside ordinary hours, as well as the Consultant to which the House Officer is clinically responsible in the absent duty.

Section 2: Weekly Schedule

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	Monday	Tuesday	Wednesday	Thursday	Friday
	All other times available for ward/admitting/rostered duties				
a.m.	0800 – 0830 Handover	0800 – 0830 Handover	0800 – 0830 Handover	0800 – 0830 Handover	0800 – 0830 Handover 0830 – 0915 Dept of Medicine Training
p.m.		1400 – 1700 HO Teaching		1200-1300 MSL/GR	1230 – 1315 Journal Club

- Radiology conference (1hr) / ward teaching (1hr) and clinics (3 hrs) will vary by Medical Team
- Times for Grand Round and other teachings are subject to change.
- Each House Officer on the run will be provided with ambulatory and/or integrated care exposure such as Medical Sub Speciality clinics over the course of the run. This will be discussed with the House Officer prior to the commencement of the run, and where possible will align with their career intentions.

Section 3: Cover:

<i>Other Resident and Specialist Cover</i>
<p>The 8 House Officers on the roster work across the Medical service.</p> <p>Where possible the House Officer will be assigned duties during ordinary hours, in a service which aligns with their career intentions. Where possible the House Officer will remain with the same service for the duration of the run, however may be required to work across Medical Specialities. Experience or rotations across services may be tailored based on House Officer preference where possible.</p> <p>Each House Officer will also be assigned a supervisor for the duration of the run. Where possible this will be aligned with the House Officers career intentions.</p> <p>When rostered to a night duty (2200-0800), the House officer will work as a member of the after hours team covering General Medicine, Medical Subspecialties, Older People's Health and Mental Health (this includes Te Whetu Tawera and Fraser McDonald units).</p> <p>There will be a handover meeting at 2200 in the Handover room at APU for all House officers rostered to a night shift duty each day.</p> <p>Weekend duties for General Medicine 1400-2200 Saturday and Sunday to cover admitting and wards.</p>

Section 4: 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 meet with their designated consultant to discuss goals and expectations for the run, review and assessment times, and one on one teaching time After any assessment that identifies deficiencies, implement a corrective plan of action in consultation with their Consultant; 	<p><i>The service will provide,</i></p> <ul style="list-style-type: none"> An initial meeting between the Consultant and House Officer to discuss goals and expectations for the run, review and assessment times, and one on one teaching time. An interim assessment report on the House Officer six weeks into the run, after discussion between the Registrar and the Consultant responsible for them; The opportunity to discuss any deficiencies identified during the attachment. The Consultant responsible for the House Officer will bring these to the House Officers attention, and discuss and implement a plan of action to correct them; A final assessment report on the House Officer at the end of the run, a copy of which is to be sighted and signed by the House Officer.

Section 5: Hours and Salary Category

<i>Average Working Hours</i>	<i>Service Commitments</i>								
<table> <tr> <td>Basic hours (Mon-Fri)</td> <td style="text-align: right;">40.00</td> </tr> <tr> <td>Rostered additional hours (inc. nights, weekends & long days)</td> <td style="text-align: right;">10.75</td> </tr> <tr> <td>All other unrostered hours</td> <td style="text-align: right;">2.96</td> </tr> <tr> <td>Total hours per week</td> <td style="text-align: right;">53.71</td> </tr> </table>	Basic hours (Mon-Fri)	40.00	Rostered additional hours (inc. nights, weekends & long days)	10.75	All other unrostered hours	2.96	Total hours per week	53.71	<ul style="list-style-type: none"> The Service, together with the RMO Support Unit will be responsible for the preparation of any Rosters.
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Rostered additional hours (inc. nights, weekends & long days)	10.75								
All other unrostered hours	2.96								
Total hours per week	53.71								

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