

RUN DESCRIPTION

POSITION:	HOUSE OFFICER
DEPARTMENT:	Anaesthesia – Peri Operative
PLACE OF WORK:	Auckland City Hospital
RESPONSIBLE TO:	Director of Anaesthesia, through the Clinical Director, Short-Stay Surgical Unit, GCC.
FUNCTIONAL RELATIONSHIPS:	Healthcare consumer, Hospital and community based healthcare workers
PRIMARY OBJECTIVE:	To facilitate the management of peri-operative patients under the care of the Anaesthetic and Surgical Services.
RUN RECOGNITION:	Medical Council &/or College recognition
RUN PERIOD:	3 months

Section 1: House Officer's Responsibilities

Area	Responsibilities
General	<p>The House Officer will,</p> <ul style="list-style-type: none"> assist in the triage of patient anaesthesia questionnaires, as directed by the clinic nursing or medical staff be responsible, under the supervision of the Specialist/Registrar, to undertake the history, perform a physical examination and contribute to the general assessment and documentation of patients in clinic, order and follow-up necessary investigations according to protocol and/or clinical guidelines or as directed by the Registrar and/or Specialist, conduct assessment interviews by telephone of the purpose of pre-operative assessment and communication regarding peri-operative care . contribute to the assessment of patient suitability for surgery, in consultation with the Specialist / registrar, communicate with patients and (as appropriate) their families regarding the peri-operative process , deferring where appropriate to the Specialist/ Registrar, participate in investigations to assess the patients' physical fitness where appropriate, assist in the preparation of the acute transfer of patients to the Grafton site, foster productive working relationships with other healthcare workers, During allocated time in the Operating Room attend relevant clinical and/or educational meetings, at the direction of the Specialist /Registrar respond to requests by other health

Anaesthesia Peri Operative HO Run Description - Last Modified 30/5/2011

Disclaimer: Please note that this run description is current at the time of publication, but is currently under review and may be subject to change. It is your responsibility to ensure that you have the most up to date version if you will be relying on the information enclosed. Please contact RMO Support for further information.

Area	Responsibilities
	professionals to assist with the assessment of patients under other medical teams,
Other duties	<ul style="list-style-type: none"> Attend the Operating Room with the Registrar/Fellow/Specialist to observe the surgical and anaesthetic process and care, Attend the Intensive Care Unit with the Registrar/ Specialist to observe the surgical and anaesthetic process and care, Attend the Acute Pain Ward Round, in a supernumerary capacity, to gain knowledge and understanding of pain and other post-operative management,
Administration	<p>The House Officer will,</p> <ul style="list-style-type: none"> Ensure legible notes are written and relevant documentation is complete, Complete medication charts when required, Ensure appropriate laboratory tests are requested and results sighted and signed, Where requested, participate in the acquisition and analysis of data to improve or enhance the service,

Section 2: Training and Education

(Theatre Weeks A&B)

	Monday	Tuesday	Wednesday	Thursday	Friday
a.m.	Preoperative Assessment Clinic	House Officer Teaching	Preoperative Assessment Clinic	Operating Room/Intensive Care Unit	Pain Service
p.m.	Preoperative Assessment Clinic	Preoperative Assessment Clinic	Preoperative Assessment Clinic	Operating Room/Intensive Care Unit	Operating Room/Intensive Care Unit

(Theatre Weeks C&D)

	Monday	Tuesday	Wednesday	Thursday	Friday
a.m.	Preoperative Assessment Clinic	House Officer Teaching	Preoperative Assessment Clinic	Operating Room/Intensive Care Unit	Pain Service
p.m.	Preoperative Assessment Clinic	Preoperative Assessment Clinic	Orthopaedic Preoperative Clinic	Operating Room/Intensive Care Unit	Operating Room/Intensive Care Unit

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

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There is a minimum of 3 hours per week medical learning, which includes the weekly tutorial, journal club and pathology session.

Section 3: Training and Education:

<i>Protected Time</i>	<p><i>The following educational activities will be regarded as part of normal duties (unless attendance is required for other duties as per roster)</i></p> <ul style="list-style-type: none"> • Orientation at the beginning of the run. • Tuesday morning House Officer teaching. • If not already completed, will participate in the ALERT course.
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Section 4: Cover:

<i>Other Resident and Specialist Cover</i>
There is 1 House Officer on this run. This run may be filled under a job share arrangement and is suitable for working in a part time capacity.

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 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 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)	0	
All other unrostered hours	3	
Total hours per week	43	

Salary The salary for this attachment will be as detailed in an F Category run category.