



## RUN DESCRIPTION

<b>POSITION:</b>	House Officer
<b>DEPARTMENT:</b>	Dermatology
<b>PLACE OF WORK:</b>	Auckland Hospital/ Greenlane Clinical Centre
<b>RESPONSIBLE TO:</b>	Service Manager Ambulatory Health Services, through a nominated Consultant
<b>FUNCTIONAL RELATIONSHIPS:</b>	Healthcare consumers, Hospital and community based healthcare workers
<b>PRIMARY OBJECTIVE:</b>	To facilitate the management of patients under the care of the service
<b>RUN PERIOD:</b>	3 months

### Section 1: House Officer's Responsibilities

<i>Area</i>	<i>Responsibilities</i>
<b>Clinical Duties</b>	<ul style="list-style-type: none"> <li>The house officer will be responsible, under the supervision of the consultant, for assigned inpatients and outpatients for Dermatology.</li> <li>See assigned patients on a daily basis (Monday to Friday) and attend weekend ward rounds as required by the Dermatology roster</li> <li>The house officer will order and follow up necessary investigations, perform clinical procedures and initiate treatment as directed by the registrar and/or consultant</li> <li>As required, the house officer will liaise with other staff members, departments and general practitioners in the management of their patients</li> <li>Communicate with patients and (as appropriate) their families about patients' illness and treatment</li> <li>Liaise with other staff members, departments and General Practitioners in the management of their patients</li> <li>When on "acute admitting", the house officer will assess patients referred to the hospital for admission, formulating and initiating a management plan in consultation with the registrar and/or consultant</li> <li>Outside of "acute admitting" hours, patients may have admissions arranged by permission of the registrar or consultant</li> <li>The house officer may be responsible for the assessment and initiating management of these patients during normal working hours</li> <li>The house officer will attend the morning handover meeting (0800 Monday – Friday)</li> <li>A nominated consultant will be available at all times during ordinary working hours and</li> </ul>

ADHB Dermatology House Officer Run Description – Effective 29 November 2010

**Disclaimer:** Please note that this run description is current at time of publication, however this information can 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
	acute admitting to discuss management problems <ul style="list-style-type: none"> <li>The house officer may be responsible for outpatient clinic patients, assessment and initiating management during normal work hours</li> </ul>
<b>Administration</b>	<p>Legible notes will be written in patient charts for each episode of care and these will be dated and signed with the SHO contact details added.</p> <p>A letter will be written to the patients' G.P and referring doctor after an initial consultation or whenever changes of outpatient management occur.</p> <p>Discharge information will be provided by the SHO to the patients' doctor to provide all necessary information regarding hospital care, diagnoses and ongoing treatment.</p> <p>Obtain informed consent for procedures within the framework of the Medical Council guidelines which state:</p> <ol style="list-style-type: none"> <li><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></li> <li><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></li> </ol> <p>With the registrar, be responsible for writing death certificates.</p>

## Section 2: Weekly Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>a.m.</b>	Ward work 0830-1100	Ward work 0830-1100	Ward work 0800-1030  GCC clinic 10.30-1230	Ward work 0830-1100	Ward work 0800
<b>p.m.</b>					CME/CPD 1330-1600

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 and pathology session.

ADHB Dermatology House Officer Run Description – Effective 29 November 2010

**Disclaimer: Please note that this run description is current at time of publication, however this information can 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.**

### Section 3: Training and Education

<i>Nature</i>	<i>Details</i>
<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> <p>Participation in the CME / CPD programme of the Dermatology Service on Friday afternoon.</p> <p>Time will be given to undertake reading and research to enhance understanding of patient care and specific topics in dermatology</p>

### Research

The house officer may also be requested, at the direction of the Clinical Directorship for Dermatology, to assist with operational research, in order to enhance the performance of the services

### Section 4: Cover

- There is 1 House Officer on this run who will work 0.5 FTE
- The House Officer will not contribute to any other medical specialty roster. The House Officer will work rostered duty hours as per the attached roster.
- Absence from work due to sickness or annual leave will be covered by other medical staff.

#### *Other Resident and Specialist Cover*

The Dermatology House Officer will principally cover Ward 67 (Dermatology), Auckland City Hospital wards in accordance with the attached roster.

ADHB Dermatology House Officer Run Description – Effective 29 November 2010

**Disclaimer: Please note that this run description is current at time of publication, however this information can 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.**

## 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"> <li>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.</li> <li>after any assessment that identifies deficiencies, implement a corrective plan of action in consultation with their Consultant;</li> </ul>	<p><i>The service will provide,</i></p> <ul style="list-style-type: none"> <li>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.</li> <li>Performance will be assessed by a nominated Consultant. Performance will be assessed using the criteria above and will be discussed at formal meetings at the beginning of the attachment and again at mid run and at three months. If deficiencies are identified during the attachment, the Consultant will bring these to the House Officers attention and discuss how they may be corrected.</li> <li>a final assessment report on the House Officer will be completed at the end of the run, a copy of which is to be sighted and signed by the House Officer.</li> </ul>

## Section 6: Hours and Salary Category

- On call duties are not required.
- The ordinary hours of work will be 0800 hours to 1700 hours, Monday to Friday. The house officer allocated to this position will only be required to work 0.5 FTE to be negotiated with the service and remunerated accordingly.

<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)	1.25	
All other unrostered hours	6.25	
Total hours per week (based on 1 FTE)	47.5	

**Salary**            The salary for this attachment will be detailed as 0.5 of a Category E run category

ADHB Dermatology House Officer Run Description – Effective 29 November 2010

**Disclaimer:** Please note that this run description is current at time of publication, however this information can 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.