

RUN DESCRIPTION

POSITION:	House Officer
DEPARTMENT:	Mental Health Services for Older People Ward 35
PLACE OF WORK:	Middlemore Hospital
RESPONSIBLE TO:	Service Manager and Clinical Head through their supervising Consultant(s) Mental Health Services for Older People.
FUNCTIONAL RELATIONSHIPS:	Health care consumers Hospital and community based health care workers
PRIMARY OBJECTIVE:	To facilitate the management of inpatients under the care of Mental Health Services for Older People.
RUN RECOGNITION:	This position is classified as a category 'A' run by the Medical Council for pre-registration purposes.
RUN PERIOD	3 Months

Section 1: House Officer's Responsibilities

<i>Area</i>	<i>Responsibilities</i>
General	<ul style="list-style-type: none"> The House Officer will attend acute and elective admissions to the Department, construct a problem list and request basic investigations on admission (clinical indicators) in consultation with other medical staff. Inpatients will be attended daily on weekdays and particular attention paid to the problem list. The House Officer will admit, document clearly and manage medically all patients admitted into the ward under supervision of the named consultant. The House Officer will be responsible for attending ward rounds, arranging investigations, obtaining results, as well as the day to day medical care of the patients. The House Officer will also be expected to attend the multidisciplinary meetings, x-ray conferences and some family meetings. The House Officer will attend ward rounds and will actively participate in the management of patients, following Consultant and Registrar advice and when neither of these is available on site seeing patients and seeking assistance as appropriate. The House Officer is expected to be available for management meetings for inpatients and outpatients, as appropriate. The House Officer is expected to liaise with the other health professionals in the unit to ensure the required level of coordinated care to patients. This may include meeting each morning with the Charge Nurse of their unit. House Officers are expected to ensure their patients are safely and efficiently handed over.

CMDHB Psychgeris 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
	<ul style="list-style-type: none"> • The House Officer will confer with other multi-disciplinary team members regarding treatment progress and follow up of patients. The House Officer may also conduct psychiatric reviews of current inpatients in consultation with the Consultant Psychiatrist and Registrar. • The House Officer will maintain a high standard of communication with patients, patients' families and staff. The House Officer will confer at all times with other clinical team members regarding rehabilitation / discharge planning and progress of patients. • The House Officer will handover any urgent clinical issues to the on call Psychiatry Registrar (Liaison) 1630 weekdays. This may also involve liaising with the Urgent Medical Review Registrar as required. • Clinical skills, judgement and knowledge are expected to improve during the attachment. • CMDHB Clinical Board policies are to be followed at all times.
Administration	<ul style="list-style-type: none"> • Computerised notes will be written in patient files on admission, daily on weekdays and whenever management changes are made, and comply with CMDHB documentation policy. • All instructions (including drugs, IV fluids and instructions for nursing) will be accurately and legibly recorded and legibly signed. • Appropriate laboratory tests will be requested and results sighted and electronically accepted on a daily basis. Abnormal results must be discussed with the Registrar and or Consultant. Referrals will be made at the Consultant's request to other specialists/units, clearly stating the problem to be addressed. • Discharge documentation should be completed prior to the patient being discharged. Patients will receive a prescription, and follow up appointment if required. Where early GP follow up is anticipated or the case is complicated the House Officer should ensure the GP is updated by telephone. • All these tasks should be in collaboration with the GP Consultant, Consultant Psychiatrist and Registrar. • The House Officer may, at the Registrar's request, be responsible for completion of death certificates of patients who had been under their care. • The House Officer is expected to attend the Division of Medicine's weekly clinical meeting. There is mandatory attendance at the monthly Mortality Review Meeting and the quarterly Orientation and Quality Assurance meetings (unless on urgent clinical duties). The House Officer can attend Mental Health teaching every Monday 1-2pm in Tiaho Mai.

Section 2: Training and Education

Details

There will be a minimum of 3 hours educational sessions per week. These will include Management Meetings. Occasionally, urgent medical commitments may interrupt these meetings.

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Section 3: Roster

Roster

40 hours per week – 8 hours between 0800 - 1700
However the usual start time is 0830 Monday to Friday
Unrostered hours of 2 per week
There will be no on call associated with this attachment

Section 4: Performance appraisal

Registrar

Performance will be assessed by a nominated GP Consultant and Consultant Psychiatrist.
Performance will be assessed using the criteria above and will be discussed at formal meetings at the beginning of the attachment and again at 6 weeks and 3 months. If deficiencies are identified during the attachment the GP Consultant and Consultant Psychiatrist will bring these to the House Officer's attention, and discuss how they may be corrected.

Section 5: Hours and Salary Category

<i>Average Working Hours</i>		<i>Service Commitments</i>
Basic hours (Mon-Fri)	40	
Rostered additional hours (inc. nights, weekends & long days)	0	
All other unrostered hours	2	
Total hours per week	42	

Salary: The salary for this attachment is as detailed for an F category run, to be confirmed by a run review.