



RUN DESCRIPTION

POSITION:	Orthopaedic House Officer
DEPARTMENT:	Orthopaedic Surgery
PLACE OF WORK:	Auckland Hospital
RESPONSIBLE TO:	Clinical Director, Director of Trauma and Service Manager of Orthopaedics or a nominated Consultant Surgeon
FUNCTIONAL RELATIONSHIPS:	Hospital based healthcare worker
PRIMARY OBJECTIVE:	To facilitate the management of patients under the care of Orthopaedic Department
RUN RECOGNITION:	This attachment is recognised as Category A for the purposes of registration by the Medical Council of New Zealand.
RUN PERIOD:	3 months

Section 1: House Officers Responsibilities

Area	Responsibilities
General	<ul style="list-style-type: none"> Assess all acute and "transfer" admissions to the service by taking a history, performing a physical examination, constructing a problem list and formulating a management plan in consultation with the Registrar and/or Consultant. See assigned patients on a daily basis (Monday to Friday) during rostered hours. Attend operating room as required by Registrar and/or Consultant Perform required procedures as directed by Registrar and/or Consultant. Liase with other staff members, departments and general practitioners in the management of their patients. Communicate with patients and their families about patients' illnesses and treatment where appropriate. Attend handover, team and departmental meetings as required.
Admitting	<ul style="list-style-type: none"> Assess and admit Orthopaedic patients referred by ED or from the community.
After Hours Duty	<ul style="list-style-type: none"> When on duty after hours be in the hospital Respond to requests by nursing staff and other members of medical staff to assess and treat in-patients under the care of other medical teams as detailed in roster.

ADHB Orthopaedic 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
Inpatients	<ul style="list-style-type: none"> • Attend ward rounds as required by the Registrar and/or Consultant. • Implement treatment of assigned patients (including ordering and following up of any necessary investigations) under the supervision of the Registrar and/or Consultant. • Ensure images are available for early morning review as required by the Registrar and/or Consultant. • Ensure relevant documents, e.g. discharge summary, medication and follow-up appointments are given to patient on discharge and as necessary. • When not on duty Friday evening or the weekend, inform the on-duty House Officer about patients whose condition requires monitoring and review. • Complete documentation on Friday prior to known or likely weekend discharges.
Outpatients	<ul style="list-style-type: none"> • Attend outpatient clinics as rostered or as required by the Registrar and/or Consultant
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, date and time of consultation and locator number legibly recorded. • Request appropriate laboratory tests and sight and sign results. Notify abnormal results to the Registrar and/or Consultant as soon as practicable.

Section 2: Weekly Schedule

- Make daily ward round of patients first thing each morning where possible.
- Attend wards and perform ward duties as required.
- Attend Outpatient Clinics in an observer capacity for own educational purposes where possible.
- Attend operating room for self-educational purposes wherever possible.

Section 3: Education and Training

Nature	Details
Protected Time	<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 • 8:00-9:00am each Tuesday morning weekly Departmental Education and Audit Meeting – Clinical Education Centre, Auditorium, 5th Floor, Auckland Hospital. • Attendance at Consultant teaching for one hour at designated time each week. • Attendance at formal House Officer Teaching Programme Tuesday 1-5pm. • Radiology Meeting 7:00-8:00am each Friday, 3rd floor Auckland Hospital. <p><i>The House Officer is expected to contribute to the education of nursing and technical staff when requested.</i></p>

Section 4: Cover

Other Resident and Specialist Cover
<p>There are 5 House Officers on the run who combine with the 3 Urology House Officers and one night reliever to provide night cover for both the Urology and Orthopaedic services between the hours of 1600-0800 when rostered on a night or long day duty.</p>

Section 5: Roster

Hours Of Work	
Ordinary hours of work are Monday to Friday	0730hrs-1600hrs
Acute Admitting:	0730hrs-2230hrs
Night Duty:	2200hrs-0800hrs
Short day ward calls	0730hrs-1730hrs
House Officers are rostered every alternate full weekend off duty.	
House officers will be required to work one or more periods of nights during the run.	

Section 6: Performance Appraisal

House Officer	Service
<p><i>The House Officer will:</i></p> <ul style="list-style-type: none"> At the outset of the run meet with the designated Consultant to discuss goals and expectations for the run, review and assessment times and teaching. After any assessment that identifies deficiencies, implement a corrective action plan in consultation with the 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 teaching. An interim assessment report on the House Officer 6 weeks into the run, after discussion between the House Officer and the Consultant responsible. The opportunity to discuss any deficiencies identified during the attachment with the Consultant concerned. 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

Average Working Hours		Service Commitments
Basic hours (Mon-Fri)	40.0	The service, together with RMO Support Unit will be responsible for the preparation of any rosters.
Rostered additional hours (Inc. nights, weekends and long days)	22.15	
All other unrostered hours	2	
Total average hours per week	64.15	

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