



RUN DESCRIPTION

POSITION:	House Officer, Surgical Relief
DEPARTMENT:	Surgery
PLACE OF WORK:	Auckland City Hospital
RESPONSIBLE TO:	Clinical Director and Manager RMO Support Unit, through a nominated Consultant.
FUNCTIONAL RELATIONSHIPS:	Healthcare consumer, Hospital and community based healthcare workers
PRIMARY OBJECTIVE:	To facilitate the management of patients under the care of Medical, Surgical and Cardiology services
RUN RECOGNITION:	Recognised as Category C for the purposes of registration by the Medical Council of New Zealand
RUN PERIOD:	3 months

Section 1: House Officer's Responsibilities

<i>Area</i>	<i>Responsibilities</i>
General	<p>Inform Facilitate the management of in-patients commensurate with and appropriate to the House Officers' skill level</p> <p>Manage the assessment and admission of acute and elective patients under the care of the service. Undertake clinical responsibilities as directed by the Registrar and/or Consultant, also organise relevant investigations, ensure the results are followed up, sighted and signed</p> <p>At the direction of the registrar, respond to requests by other health professionals to assess and treat in-patients under the care of other medical teams;</p> <p>Be responsible, under the supervision of a Registrar and/or Consultant for reviewing in-patients on a daily basis;</p> <p>Maintain a high standard of communication with patients, patients' families and staff;</p> <p>Inform consultants of the status of patients, especially if there is an unexpected event;</p> <ul style="list-style-type: none"> • Liase with other staff members, departments, and General Practitioners in the

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Area	Responsibilities
	<p>management of in-patients</p> <ul style="list-style-type: none"> • Communicate with patients and (as appropriate) their families about patients' illness and treatment; • Attend hand-over, team and departmental meetings as required
Other Duties	<p>Attend the Operating Room as required by the Registrar and/or Consultant;</p> <p>Attend Outpatient and pre-admission clinics as required by the Registrar and/or Consultant</p>
Admitting	<p>Assess patients assigned by the admitting Registrar. Take a history, perform a physical examination then formulate and initiate a management plan in consultation with the Registrar or Consultant</p>
On-Call	<p><i>When on call, be available on long range locator to attend the hospital within 1 hour</i></p>
Administration	<p>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;</p> <p>With the Registrar, be responsible for certifying death and complete appropriate documentation;</p> <ul style="list-style-type: none"> • At the direction of the Clinical Director, assist with operational research in order to enhance the performance of the service <p>Obtain informed consent for procedures within the framework of the Medical Council guidelines which state:</p> <ol style="list-style-type: none"> 1. "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." 2. "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.

Section 2: Training and Education

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 such as acute admitting or a medical emergency)</i></p> <p>House Officer Teaching Tuesday 1400-1700</p> <p><i>The House Officer may also attend the following training in working hours if approved by the Registrar of the service where the House Officer is on duty.</i></p> <p>Medical Science Lecture and Physicians Grand Round – Thursday 1100-1300</p>

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Section 3: Roster

<i>Responsibilities</i>
<p><i>The House Officer will be required to:</i></p> <ul style="list-style-type: none"> • Cover all services as instructed by the RMO Support Unit Manager. • Assist in providing cover for the 'day' absences of a House Officer required to start night duty. • 14 days notice will be given of any planned cover, including any after hours, weekend or night duties. • Assist in Short Notice Relief at a frequency of 1:6. • If not booked to cover planned leave, be available to cover unexpected absences between the hours of 0800-1600. • The number of House Officers on any roster will vary depending on the department or service the Reliever is assigned to. • The number of Registrars will vary depending on the department of services the Reliever is assigned to.

Section 4: Performance Appraisal

<i>Responsibilities</i>
<p>The House Officer will arrange 4 service reports from services in which the House Officer worked during the run and the reports will be sighted and signed by the House Officer.</p>

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)	16.49	
All other unrostered hours	5	
Total hours per week	61.49	

Salary The salary for this attachment will be as detailed in a Category **A+** run category, to be confirmed by a run review.

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