

# RUN DESCRIPTION

<b>POSITION:</b>	House Officer
<b>DEPARTMENT:</b>	Department of General Surgery
<b>PLACE OF WORK:</b>	Middlemore Hospital
<b>RESPONSIBLE TO:</b>	Service Manager through their Consultant and the Clinical Head of General Surgery
<b>FUNCTIONAL RELATIONSHIPS:</b>	Patients of Counties Manukau DHB Hospital and community based health care workers.
<b>PRIMARY OBJECTIVE:</b>	Efficient daily management of patients.
<b>RUN RECOGNITION:</b>	This position is accredited as an "A" category run by the NZ Medical Council for registration training purposes.
<b>RUN PERIOD:</b>	3 months

## Section 1: House Officer Responsibilities

Area	Responsibilities
<b>Clinical Duties:</b>	<ul style="list-style-type: none"> <li>• Clerking acute and elective admissions.</li> <li>• Organisation of investigations.</li> <li>• Prescription and daily review of medications/fluid therapy.</li> <li>• Liaison with patients, family, other staff.</li> <li>• Conducting certain investigations where appropriate (ECG, obtaining blood samples, etc).</li> <li>• Assistance at operations.</li> <li>• Performance of minor surgical procedures under supervision.</li> <li>• Initial assessment of problems/complications involving patient care.</li> <li>• Initiation of resuscitative measures where required.</li> <li>• The House Officer will attend pre-admission and clinics held at the Manukau Superclinic.</li> <li>• Prepare Operation Lists in conjunction with Team Registrar and hand to Secretary for typing by 1300 hrs on the day prior to surgery.</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• Maintain daily records of patients progress in the case notes.</li> </ul>

CMDHB General Surgery House Officer run description – Effective 28 November 2011

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Area	Responsibilities
	<ul style="list-style-type: none"> <li>Complete hand-written clinical summaries at the time of patient discharge.</li> </ul>

## Section 2: Training and Education

There will be a minimum of 2 hours educational sessions per week that includes clinical meetings, in-service training from registrars and the weekly general teaching sessions for house officers.

Research: Not relevant to this run.

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 and pathology session.

## Section 3: Roster

<i>Roster</i>		
<b>Hours of Work</b>		
Ordinary Hours	Monday to Friday	0730-1530
Acute Call Long day duty	Monday to Sunday	0730-2230
Ward Call Long day duty	Monday to Sunday	0730-2230
Night duty	Monday to Sunday	2200-0800
Post Acute Ward Round	Saturday	0730-1130
Saturday Team Ward Round	Saturday	0730-1130
<p>Number of night duties → Up to 21 nights per 13 week run</p> <p>During an after hours shift, the participants on this run will contribute to an after hours team. The house officers will work generically across General Surgery, Orthopaedics, Plastic Surgery, and General Medicine and Medical Specialties over this time, however will work in their designated service wherever possible.</p> <p><b>*First year house surgeons (class 1 and 2 probationers) shall <u>not</u> do night shifts in first six months of employment, unless they have completed a general medical run in which circumstance they will not be rostered onto nights for the first three months of employment.</b></p>		

## Section 4: Cover:

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### Other Resident and Specialist Cover

There are twelve house officers on this run, two in each team .

Normal starting time for the run is 07:30. On clinic days an earlier starting time may be observed by the team to allow time for a ward round before travelling to the Superclinic.

Cover for planned leave is provided by relievers.

Applications to take annual leave are approved on a "first-come-first-served" basis.

Medical education leave to attend courses or for study and exam purposes is granted in accordance with the provisions of the collective employment contract. Applications for medical education leave should be submitted as early as possible to facilitate cover arrangements.

## Section 5: Performance appraisal

House Officer Responsibilities	Service Responsibilities
<p>The House Officer will;</p> <p>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;</p> <p>After any assessment that identifies deficiencies, implement a corrective plan of action in consultation with their Consultant.</p>	<p>The service will provide;</p> <p>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;</p> <p>An interim assessment report on the House Officer six <b>(6)</b> weeks into the run, after discussion between the House Officer and the Consultant responsible for them;</p> <p>The opportunity to discuss any deficiencies identified during the attachment. The Consultant responsible for the House Officer will bring these to the House Officer's attention, and discuss and implement a plan of action to correct them;</p> <p>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.</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)	14.51	
All other unrostered hours	11.3	
Total hours per week	65.81	

**Salary:** This attachment is a Category A run (65+ hours per week) and the salary is as specified in the collective employment contract.