

# RUN DESCRIPTION

<b>POSITION:</b>	Surgical Relief House Officer
<b>DEPARTMENT:</b>	Department of General Surgery, Orthopaedics, Plastics
<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 a "C" 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>The House Officer reliever covers all the clinical and administrative duties of the House Officer they are relieving. Run descriptions for those runs for which cover is provided can be obtained from the Auckland Doctors website on <a href="http://www.aucklanddoctors.co.nz">www.aucklanddoctors.co.nz</a>.</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> <li>Complete hand-written clinical summaries at the time of patient discharge.</li> </ul>

CMDHB Surgical Relief House officer Run Description- Expiry 27 November 2011

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## Section 2: Training and Education

<b>Education</b>	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.
<b>Research</b>	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, journal club and pathology session.

## Section 3: Roster

<i>Roster</i>		
As per your employment agreement		
<b><u>Hours of work:</u></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

## Section 4: Cover:

Cover is provided for Department of General Surgery, Orthopaedics, Plastics, Ortho-Hand, MSC and ORL.
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## Section 5: Performance appraisal

House Officer Responsibilities	Service Responsibilities
<p><i>The House Officer will;</i></p> <p><i>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;</i></p> <p><i>After any assessment that identifies deficiencies, implement a corrective plan of action in consultation with their Consultant.</i></p>	<p><i>The service will provide;</i></p> <p><i>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;</i></p> <p><i>An interim assessment report on the House Officer six (6) weeks into the run, after discussion between the House Officer and the Consultant responsible for them;</i></p> <p><i>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;</i></p> <p><i>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.</i></p>

## Section 6: Hours and Salary Category

Average Working Hours	Service Commitments
<p>Basic hours (Mon-Fri) 40</p> <p>Rostered additional hours (inc. nights, weekends &amp; long days) 14.51</p> <p>All other unrostered hours 11.3</p> <p>Total hours per week 65.81</p>	<p>The Service, together with the RMO Support Unit will be responsible for the preparation of any Rosters.</p>

**Salary:** This attachment is a Category A++ run as per your employment agreement and the salary for the attachment is that applicable to Category A++.

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