



RUN DESCRIPTION

POSITION:	House Officer – Orthopaedics
DEPARTMENT:	Orthopaedics
PLACE OF WORK:	North Shore Hospital
RESPONSIBLE TO:	The Clinical Director Orthopaedic Service & Operations Manager, Orthopaedics and ICU.
FUNCTIONAL RELATIONSHIPS:	<p>There are:</p> <ul style="list-style-type: none"> • 8 Orthopaedic team House Officers • 2 Orthopaedic Reliever House Officers • 3 Orthopaedic Fellows • 10 Orthopaedic Registrars • 1 Orthopaedic Registrar Night Reliever
PRIMARY OBJECTIVE:	To facilitate the care of patients in the care of the Orthopaedics service.
RUN RECOGNITION:	This run is recognised by the New Zealand Medical Council as a Category A run for registration purposes
RUN PERIOD:	13 weeks

Section 1: House Officer’s Responsibilities

<i>Area</i>	<i>Responsibilities</i>
Clinical Duties & Work Schedule	<p>Under the supervision of the Consultant, through the Registrar the house surgeon will be responsible for day to day management of orthopaedic patients by:</p> <ul style="list-style-type: none"> • Within the framework of the acute roster, clerk acute admissions, pre-admissions and booked admissions, arranging appropriate investigations in pre-operative work ups and/or developing the initial plan for investigation and management. • Communicating the initial assessment to the registrar and/or consultant and instituting immediate treatment as appropriate. • Maintaining an accurate and legible clinical record for each patient, including: <ul style="list-style-type: none"> ○ history and examination record ○ an up to date problem plan and investigation sheet, including legible medication chart ○ all entries recorded with the time and date and a legible signature ○ weekend summaries for all inpatients

Area	Responsibilities
	<ul style="list-style-type: none"> • Carry out with the Registrar a daily ward round during ordinary hours and on Saturdays where rostered on duty and a ward round with the Consultant at least twice per week. • Reviewing the management of all patients on a regular basis with the registrar attached to the team for whom he/she is working. • Assisting in the review of all pathology, radiology and other diagnostic reports on a daily basis, notifying registrar and/or consultant of significant results. • Attending all ward rounds with the team for whom he/she is working, arranging all tests arising from the rounds and following up the results on the same day. • The house surgeon may attend clinics, operating sessions or procedures related to the team for whom he/she is working. • Informing the registrar and/or consultant when she/he is concerned about any patient. • When going off duty, providing a handover to the duty house surgeon and/or registrar of any patients whose condition is unstable or of concern. • Communicating effectively and appropriately with patients, their carers and families and general practitioner about the patient's condition and management. • Communicating and coordinating effectively with nursing and other staff in relation to management plans, diagnostic requests and consultations, and following up the patient to ensure these are carried out, and assessing the outcome. • Ensuring adequate transfer of information and concern regarding all patients' clinical conditions when passing on responsibility, e.g. going off duty, going on leave, moving to a new run. • Participating in discharge planning and providing, where possible at the time of discharge electronic discharge summaries for each patient discharged, ensuring that discharge medications have been correctly prescribed in consultation with the registrar. • Ensuring arrangements for autopsy, death certificates, cremation certificates where appropriate, and coroners referrals where appropriate are made with appropriate support from other staff. • Attend Grand Round on a Tuesday with team. • Attend Radiology Review meeting, held at 1615 hours fortnightly on a Wednesday. • Attend handover meeting at 0730 hours
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 and locator number legibly recorded; • Be responsible for certifying death and complete appropriate documentation; • At the direction of the Clinical Director, assist with operational research in order to enhance the performance of the Service;

Area	Responsibilities
	<ul style="list-style-type: none"> • Obtain informed consent for procedures within the framework of the Medical Council guidelines which state: <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. • If absent due to unexpected circumstances (e.g. health, other), contact the RMO Support Unit or Duty Manager directly as well as the Consultant to which the RMO is clinically responsible in the absent duty. • As an RMO working at WDHB you will be provided with a Concerto login and a WDHB email account which will be used for all work related communication. It is your responsibility to ensure you check this regularly.

Section 2: Training and Education

Nature	Details						
Protected Time	<p>Professional development of a House Officers skills and knowledge should occur during the run. All House Officers must attend their departmental meetings. The House Officer will attend the following weekly teaching (unless attendance is required for acute admitting or a medical emergency):</p> <ul style="list-style-type: none"> • HO Teaching Programme- Thursday 1230 to 1430 hours, Conference Room 1, NSH and Kawakawa Room WTH (unless advertised otherwise). This is protected teaching time with the handing in of the pagers for monitoring by the Clinical Training Coordinator. Any urgent messages will be redirected to the team registrar. • Practical Skills Training- Monday 1200-1400 hours, Seminar Room 1, Learning and Development, NSH (unless advertised otherwise). Consists of six different training modules run on a repeat cycle throughout the year. These modules have been designed to assist RMOs to maintain their skills in different ACLS procedures and practical skills. House Officers are expected to attend each module at least once during the training year. • Grand Round is Tuesday 12.30 – 13.30 at North Shore Hospital. • The Pathology Review as indicated on Team Timetable. • The Radiology Review as indicated on Team Timetable. <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Orthopaedic Activity</th> <th style="text-align: left;">Day and Time</th> </tr> </thead> <tbody> <tr> <td>Formal Teaching Round</td> <td>Friday morning 0700-0900 CRM 3</td> </tr> <tr> <td>Pathology Review</td> <td>Relevant pathology cases reviewed at Trauma handover daily.</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • Journal Club on Monday at North Shore Hospital. 	Orthopaedic Activity	Day and Time	Formal Teaching Round	Friday morning 0700-0900 CRM 3	Pathology Review	Relevant pathology cases reviewed at Trauma handover daily.
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WDHB Orthopaedic House Officer Run Description- Effective 28 November 2011

Disclaimer: Please note that this run description is current at the time of publication, but is currently under review and may 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.

Nature	Details				
	<p><u>The Waitemata DHB will ensure:</u></p> <ul style="list-style-type: none"> • That all house surgeon runs achieve equally high standards of education, training and supervision, and • For house surgeons appointed in November, that the combination of runs to which a first year house surgeon (probationer) will be deployed will meet the Medical Council registration requirements for general registration within one year. • That this run is recognised by the New Zealand Medical Council as a Category A run for registration purposes. 				
<p>Training & Development of Other Staff</p>	<p>Education sessions characterised by:</p> <ul style="list-style-type: none"> • a planned curriculum designed to meet the specific learning needs of house surgeons, • teaching time that is protected, usually with the handing in of pagers for monitoring by other clinical or non-clinical staff <p>It is expected that house surgeons will attend these sessions, unless urgent clinical duties do not permit attendance or they are on leave.</p> <table border="1" data-bbox="536 1066 1361 1314"> <thead> <tr> <th data-bbox="536 1066 1120 1128">Activity</th> <th data-bbox="1120 1066 1361 1128">Average hours per week</th> </tr> </thead> <tbody> <tr> <td data-bbox="536 1128 1120 1314">House Surgeon Education Sessions Conference Room 1 1330 – 1530 hrs Thursdays</td> <td data-bbox="1120 1128 1361 1314">2</td> </tr> </tbody> </table>	Activity	Average hours per week	House Surgeon Education Sessions Conference Room 1 1330 – 1530 hrs Thursdays	2
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Section 3: Roster

Hours Of Work

Ordinary hours of work:

→ There are 8 orthopaedic team House Officers and 2 Reliever House Officers.

Monday to Friday	0730 to 1600
Acute Admitting Duty:	0730 to 2230
Night Duty	2200 to 0800
Post Acute Rounds Sat:	0800 to 1600

Number of weekends → 2-3

Number of night duties → Up to 21 nights per 13 week run

***First year house surgeons (class 1 and 2 probationers) shall not 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.**

Section 4: Performance appraisal

<i>House Officer</i>	<i>Service</i>
<p>The House Officer should meet with their team Consultant to discuss learning objectives at the commencement of the run using the Medical Council Form RP1.</p> <p>The House Officer will meet again mid run to discuss performance and establish that agreed learning objectives are being met, and to provide feedback using RP1 Form.</p> <p>If deficiencies are identified, the Consultant will identify these with the House Officer who should implement a corrective plan of action under the advice of their Consultant.</p> <p>The House Officer should ensure they meet with their consultant at the end of run to complete the RP2.</p> <p>For additional support and advice the House Officers should discuss with their Intern Supervisor.</p> <p>I</p>	<p>The team Consultant to whom the RMO is attached will assess the performance of the House Officer and complete and forward a report to the Intern Supervisor, after discussion with the House Officer.</p> <p>The team Consultant will discuss learning objectives at the beginning of the run with the House Officer using the Medical Council Form RP1. The House Officer will meet again mid run to discuss performance and establish that agreed learning objectives are being met, and to provide feedback using RP1 Form.</p> <p>If deficiencies are identified during the attachment, the Consultant to whom the House Officer is responsible will bring these to the House Officer's attention and discuss how they may be corrected.</p> <p>The team consultant will meet with the House Officer again at the end of run to complete the RP2 and forward to the intern supervisor.</p> <p>The Intern Supervisor receives the quarterly reports on probationary house officers, completed by the team consultant, and provides formal reports to the Medical Council for registration purposes e.g. for probationary registrants seeking general registration.</p>

Section 5: Hours and Salary Category

Average Working Hours		Service Commitments
Basic hours	40	The service together with RMO Support will be responsible for the preparation of any rosters.
Rostered additional hours (inc. nights, weekends & long days)	13.33	
All other unrostered hours	3	
Total hours per week	56.33	

Salary

The Salary for this attachment will be as detailed for a Category C run.

→ The **Reliever House Officers** will perform the duties of House Officers who are on leave or night duty and be remunerated at an A category.