

## RUN DESCRIPTION

<b>POSITION:</b>	House Officer
<b>DEPARTMENT:</b>	Ophthalmology
<b>PLACE OF WORK:</b>	Greenlane Clinical Centre
<b>RESPONSIBLE TO:</b>	Clinical Director and Manager of Ophthalmology, through a nominated Consultant Surgeon.
<b>FUNCTIONAL RELATIONSHIPS:</b>	Healthcare consumer, Hospital and community based healthcare workers
<b>PRIMARY OBJECTIVE:</b>	To facilitate the management of patients under the care of the Ophthalmology Service.
<b>RUN RECOGNITION:</b>	Recognised as a Category B for the purposes of registration by the Medical Council of New Zealand.
<b>RUN PERIOD:</b>	3 months

### Section 1: House Officer's Responsibilities

Area	Responsibilities
<b>General</b>	<ul style="list-style-type: none"> <li>The House Officer will 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.</li> <li>See assigned patients on a daily basis (Monday to Friday) during rostered hours.</li> <li>Attend ward rounds as required by Registrar and/or Consultant.</li> <li>Attend outpatient clinics as rostered or as required by Registrar and/or Consultant.</li> <li>Attend Operating Room as required by Registrar and/or Consultant.</li> <li>Implement treatment of assigned patients (including ordering and following up of any necessary investigations) under the supervision of the Registrar and/or Consultant.</li> <li>Perform required procedures as directed by Registrar and/or Consultant.</li> <li>Liaise with other staff members, departments and General Practitioners in the management of their patients.</li> <li>When on call duty outside ordinary hours of work, respond to requests by Nursing Staff and other members of Medical Staff to assess and treat inpatients under the care of other medical teams as detailed in the roster.</li> <li>Clinical skills, judgement and knowledge are expected to improve during the attachment.</li> </ul>

Ophthalmology House Officer Run Description - Last Modified April 1999

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<i>Area</i>	<i>Responsibilities</i>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• Keep adequate and legible records in accordance with the hospital requirements and good medical practice, (daily on weekdays and whenever management changes are made).</li> <li>• Appropriate laboratory tests will be requested and results sighted and signed. Abnormal results will be notified to the Registrar and/or Consultant as soon as practicable.</li> <li>• Communicate with patients and their families about patients' illness and treatment where appropriate.</li> <li>• On discharge provide patients with a hand-written clinical summary and if required, a prescription and follow-up appointment.</li> </ul>

## **Section 2: Training and Education**

Clinically related educational activities will be included as part of the normal duties of the position. Unless rostered for acute admitting or required for medical emergency, the RMO shall be given the opportunity to attend.

## **Section 3: Roster**

- On call responsibilities will be 1:4 - always with Consultant back up.
- The ordinary hours of work will be 0800 to 1600 hours Monday to Friday. Additional hours over and above the ordinary hours will be worked as set out in the roster.
- If the Resident Medical Officer who was to perform any of the above duties is unavailable to perform those duties then the employer will arrange appropriate cover, if rostered outside ordinary hours of work. Relief need not be provided for other duties.

## **Section 4: Cover:**

<i>Other Resident and Specialist Cover</i>
<ul style="list-style-type: none"> <li>• The number of Registrars working on the roster will be 6.</li> <li>• The number of House Surgeons working on the roster will be 4.</li> <li>• Consultants will be available on call to attend the workplace if necessary on the following basis: available by telephone, cellphone or telepage and can attend the hospital within 30 minutes.</li> <li>• Leave will be organised by the employer and is provided via the Relief House Officer allocation. Early leave application is helpful to assist in the appropriate allocation of relievers.</li> </ul>

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## Section 5: Performance appraisal

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

## Section 6: Hours and Salary Category

<i>Average Working Hours</i>	<i>Service Commitments</i>								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Basic hours (Mon-Fri)</td> <td style="text-align: right; vertical-align: top;">40</td> </tr> <tr> <td>Rostered additional hours (inc. nights, weekends &amp; long days)</td> <td></td> </tr> <tr> <td>All other unrostered hours</td> <td></td> </tr> <tr> <td>Total hours per week</td> <td></td> </tr> </table>	Basic hours (Mon-Fri)	40	Rostered additional hours (inc. nights, weekends & long days)		All other unrostered hours		Total hours per week		<p>The Service, together with the RMO Support Unit will be responsible for the preparation of any Rosters.</p>
Basic hours (Mon-Fri)	40								
Rostered additional hours (inc. nights, weekends & long days)									
All other unrostered hours									
Total hours per week									

**Salary** The salary for this attachment will be as detailed in a Category **D** run category.