

RUN DESCRIPTION

POSITION:	House Officer
DEPARTMENT:	Children's Emergency Department (CED)
PLACE OF WORK:	Starship Children's Hospital
RESPONSIBLE TO:	Clinical Director and Manager of Children's Emergency Department, 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 the Paediatric Emergency Service.
RUN RECOGNITION:	This run is recognised by the Medical Council of New Zealand.
RUN PERIOD:	3 months

Section 1: House Officer's Responsibilities

Area	Responsibilities
General	<ul style="list-style-type: none"> The SHO is part of the CED team along with the Registrars and Consultants, and assessment and management is in consultation with more senior colleagues. The Emergency SHO is responsible for initial assessment and emergency management of children presenting to CED. This includes self presentations, referrals and transfers from other emergency departments. The SHO is responsible for definitive management of patients and their disposition, which involves either referral to an inpatient or outpatient team, or arrangement of follow-up by an appropriate primary caregiver. The SHO must communicate with patients and their families about their concerns and facilitate their understanding of the medical issues involved. Legible notes are to be written in patients charts. Entries must be dated, signed, and have a legible printed name accompanying the signature. On discharge the SHO must ensure appropriate follow up is in place, including written information where appropriate. A written discharge will be completed before the patient leaves the department and a copy given to the caregiver of the child and forwarded to the appropriate health professionals including the family doctor. The SHO is also responsible for clinical and telephone review of children they have assessed previously in CED who have ongoing follow-up arranged within CED.

ADHB- Paediatric Emergency House Officer Run Description - Effective 12 April 2010

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Area	Responsibilities
	<ul style="list-style-type: none"> The SHO will assist the Registrar in checking results of laboratory and radiological investigations and arranging appropriate follow-up of abnormal results. <p>Medical students as per Reg one</p> <ul style="list-style-type: none"> The SHO must liaise with other staff members, departments, and health professionals in the management of patients.

All of the above duties will be in conjunction with the registrars and the consultant responsible for the department during the shift. Where appropriate the HO must seek advice and assistance from the registrar or consultant, including help with practical procedures.

Section 2: Training and Education

	Monday	Tuesday	Wednesday	Thursday	Friday
a.m.			0800 -0900 Paediatric Clinical Update , Rangitoto room		
p.m.			1400-1600 Emergency Dept RMO teaching in CED seminar room		1300 -1400 Paediatric Grand round, Rangitoto room

Note: dates and times for the sessions above may change.

Education includes the CED formal education programme which comprises of a combination of presentations by HOs, Registrars, and senior staff of topics relevant to paediatric emergency medicine including scenarios.

Section 3: Roster

An up to date copy showing the most recent leave allocations and swaps is available from the network on a terminal in the department.

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total hours
1	N	N	N	N	Off	Off	Off	38
2	E	E	E	E	E	Off	Off	50
3	L	L	Off	Off	M	L	L	50
4	Off	Off	M	M	N	N	N	48.5
5	Off	Off	Off	M	M	M	M	40
6	L	Off	Off	L	L	Off	Off	30
7	M	M	L	Off	Off	E	E	50
8	M	M	M	Off	Off	Off	Off	30

Average weekly hours = 42.1

E = 0800 to 1800

M = 1300 to 2300

L = 1600 to 0200

N = 2300 to 0830

- This is a rotating shift roster for 8 house officers with 4 shifts per 24 hours and is paid as a "C" category. A ninth house officer is employed as an annual/study leave reliever and is paid as an "A" category.

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- Each doctor rotates down the roster.
- The average weekly hours worked are 42.5. This includes 2 hours of protected teaching time each week
- The weekly hours are brought up to 47.6 by inclusion of :
 - 0.5 hours of un-rostered overtime for every shift worked (i.e. 17 hours over total roster to cover unexpected late finishes).
 - Extra 24 hours paid for teaching, over the 8 week period.

Section 4: Cover:

<i>Other Resident and Specialist Cover</i>
<ul style="list-style-type: none"> • Provided for by reliever for annual and study leave, if required extra cover for study leave is provided for by locums

Section 5: Performance appraisal

<i>House Officer</i>	<i>Service</i>
<p><i>The House Officer will:</i></p> <ul style="list-style-type: none"> • 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; • After any assessment that identifies deficiencies, implement a corrective plan of action in consultation with their Consultant. 	<p><i>The service will provide,</i></p> <ul style="list-style-type: none"> • 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; • 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; • 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; • A final assessment report on the House Officer at the end of the run, a copy of which is to be sighted and <i>signed by the House Officer.</i>

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Section 6: Hours and Salary Category

<i>Average Working Hours</i>		<i>Service Commitments</i>
Basic hours (Mon-Sun)	40	The Service, together with RMO Support Unit will be responsible for the preparation of any Rosters.
Rostered additional hours (inc. nights, weekends & long days)	2.4	
All other unrostered hours	0.9	
Total hours per week	43.3	

Salary The salary for this attachment has been calculated as a Category F run, however a minimum of a Category C will apply.

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