



RUN DESCRIPTION

POSITION:	House Officer – Renal
DEPARTMENT:	Renal
PLACE OF WORK:	Waitemata District Health Board – North Shore Hospital
RESPONSIBLE TO:	Clinical Director and Business Manager of Renal
FUNCTIONAL RELATIONSHIPS:	Healthcare consumer, Hospital and community based healthcare workers
PRIMARY OBJECTIVE:	To facilitate the management of patients in the care of the Renal service, and patients with renal problems admitted under other teams.
RUN RECOGNITION:	This run is recognised as a category X run by MCNZ
RUN PERIOD:	3 months

Section 1: House Officer’s Responsibilities

<i>Area</i>	<i>Responsibilities</i>
General	<ul style="list-style-type: none"> • <i>Care of renal inpatients on ward 11, North Shore Hospital.</i> • <i>To undertake twice ward rounds daily with (or under supervision of) the ward renal registrar. At least three times weekly these will be consultant-supervised.</i> • <i>To undertake the ward work arising from these ward rounds and carry out treatment decisions expeditiously and correctly</i> • <i>To complete patient electronic discharge summaries prior to patient discharge and communicate with GP's by telephone to discuss treatment changes</i>
Acute admitting	<ul style="list-style-type: none"> • <i>The renal ward is admitting and discharging patients on a continuing basis. The house officer will formally admit and write up the bulk of admissions occurring during working hours, with the assistance of the registrars as required.</i>
On-Duty	<ul style="list-style-type: none"> • <i>When On Duty, be at the recognised workplace for the purpose of carrying out</i>

WDHB Renal House Officer Run Description – Effective 28 November 2011

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Area	Responsibilities
	House Officer duties.
Administration	<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. <i>“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.”</i> 2. <i>“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.”</i> • 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 registrar is clinically responsible in the absent duty • As an RMO working at WDHB you will be provided with a Concerto login and 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

	Monday	Tuesday	Wednesday	Thursday	Friday
0800-1200				11-1145am Consultant Renal teaching	Teaching (combined) ward round Renal radiology Meeting Renal Journal Club
12.30-1.30	Department of Medicine Journal Club	Hospital Grand Round		Weekly (compulsory) hospital-wide house officer teaching	
pm		4pm 2nd Tuesday of month Renal Pathology Meeting			

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.

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The House Officer is expected to contribute to the education of nursing, technical staff and medical staff when requested

Section 3: Roster

<i>Roster</i>
<p>Hours of Work</p> <p><u>Ordinary hours:</u></p> <p>Monday to Friday 0800 - 1600</p>

Section 4: Cover

<i>Other Resident and Specialist Cover</i>
<p>There is one Renal house officer on duty between the hours of 0800 and 1600 Monday to Friday. There is an SMO available onsite between these hours.</p>

Section 5: Performance appraisal

<i>House Officer Responsibilities</i>	<i>Service Responsibilities</i>
<ul style="list-style-type: none"> • <i>The House Officer will;</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; • Ensure a mid run assessment is completed after discussion between the House Officer and the consultant responsible for them; • After any assessment that identifies deficiencies, implement a corrective plan of action in consultation with their Consultant; • Sight and sign the final assessment report provided by the service. 	<ul style="list-style-type: none"> • <i>The service will provide;</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; • 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 signed by the House Officer.

Section 6: Hours and Salary Category

<i>Average Working Hours</i>		<i>Service Commitments</i>
Basic hours (Mon-Fri)	40	<ul style="list-style-type: none">The Service, together with the RMO SUPPORT RMO Support will be responsible for the preparation of any Rosters.
Rostered additional hours	0	
All other unrostered hours	8.93	
Total hours per week	48.93	

Salary: The salary for this attachment will be as detailed as a Category **E** run to be confirmed by a run review.