

# RUN DESCRIPTION

<b>POSITION:</b>	Relief House Officer
<b>DEPARTMENT:</b>	General Medicine, Medical Services
<b>PLACE OF WORK:</b>	Counties Manukau District Health Board including Middlemore Hospital and other related sites
<b>RESPONSIBLE TO:</b>	Service Manager and Clinical Director through their supervising Consultant(s) and the Clinical Head.
<b>FUNCTIONAL RELATIONSHIPS:</b>	Health care consumers Hospital and community based health care workers
<b>PRIMARY OBJECTIVE:</b>	To facilitate the management of inpatients under the care of Medical Services. To provide relief cover for House Officers in the Medical Services.
<b>RUN RECOGNITION:</b>	This position is classified as a category 'C' run by the Medical Council for pre-registration purposes.
<b>RUN PERIOD:</b>	13 weeks

## Section 1: House Officer's Responsibilities

<i>Area</i>	<i>Responsibilities</i>
<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 are appended.</li> <li>The House Officer is expected to attend the Division of Medicine's weekly clinical meeting. There is mandatory attendance at the monthly Mortality Review Meeting and the quarterly Orientation and Quality Assurance meetings (unless on urgent clinical duties).</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>Obtain informed consent for procedures within the framework of the Medical Council guidelines which state:</li> <li>"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."</li> </ul>

CMDHB General Medicine Relief House Officer Run Description – Effective 28 November 2011

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<i>Area</i>	<i>Responsibilities</i>
	<ul style="list-style-type: none"> <li>• “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.”</li> <li>• If absent due to unexpected circumstances (e.g. health, other), contact the RMO Support Unit or, if after hours, the Duty Manager directly as well as the Consultant to which the registrar is clinically responsible in the absent duty</li> <li>• As an RMO working at CMDHB you will be provided with a Concerto login and CMDHB email account which will be used for all work related communication. It is your responsibility to ensure you check this regularly</li> </ul>

## Section 2: Training and Education

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>a.m.</b>	0800 – Medical Handover	0800 – Medical Handover  1145 – Radiology Conference	0800 – Medical Handover	0800 – Medical Handover  1145 – General Medicine Journal Club	0800 – Medical Handover
<b>p.m.</b>	1215 – SACS Lecture Series (every 4 <sup>th</sup> week)  1400 – House Officer Teaching				12.15 – Medical Grand Round

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

Other teaching is available depending on the sub-speciality of interest. Please refer to Southnet for days and times..

<i>Education</i>
There will be a minimum of 3 hours educational sessions per week including medical ward rounds and Monday afternoon teaching sessions. Occasionally, urgent medical commitments may interrupt these meetings.

## Section 3: Roster

<i>Roster</i>
As per your employment agreement.

## Section 4: Cover

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*Other Resident and Specialist Cover*

From 8am to 8pm Monday to Friday a Senior Medical Officer is based in Emergency Care. The B Call Consultant is on call to come back to the hospital if required from 4pm to 8am the following day.

During an after hours shift, the participants on this run will contribute to an after hours team. The house officers will work generically across General Surgery, Orthopaedics, Plastic Surgery, and General Medicine and Medical Specialties over this time, however will work in their designated service wherever possible.

## 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"> <li>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;</li> <li>Ensure a mid run assessment is completed after discussion between the House Officer and the consultant responsible for them;</li> <li>After any assessment that identifies deficiencies, implement a corrective plan of action in consultation with their Consultant;</li> <li>Sight and sign the final assessment report provided by the service.</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 one on one teaching time;</li> <li>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;</li> <li>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;</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>
Basic hours (Mon-Fri)	40	The Service will be responsible for the preparation of any Rosters.
Rostered additional hours (inc. nights, weekends & long days)	14.9	
All other unrostered hours	5	
Total hours per week	59.9	

**Salary** The salary for this attachment will be as detailed in an **A+** Run Category.

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