

RUN DESCRIPTION

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

Section 1: House Officer's Responsibilities

<i>Area</i>	<i>Responsibilities</i>
Clinical Duties	<ul style="list-style-type: none"> The House Officer will work under the supervision of the Renal Registrar: Ward and the Renal Physicians. The House Officer will attend ward rounds and will actively participate in the management of patients, following Consultant and Registrar advice and when neither of these is available on site seeing patients and seeking assistance as appropriate. The House Officer is expected to liaise with the other health professionals in the unit to ensure the required level of coordinated care to patients. This may include meeting each morning with the Charge Nurse of their unit. House Officers are expected to ensure their patients are safely and efficiently handed over. The House Officer will maintain a high standard of communication with patients, patients' families and staff. The House Officer will confer at all times with other clinical team members regarding discharge planning and progress of patients. Ward 1 AMC has on average 20 renal patients. The House Officer is responsible for end of day rounds on all renal patients under the care of the renal physicians in Ward 1, ICU and other specialist units and as directed by the Renal Registrar.

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Area	Responsibilities
	<p>Special attention should be given to the stability of post-operative patients, renal biopsy patients or patients who have undergone arteriography. Detection of complications and the checking of post operative potassiums is most important. Any concern should be relayed immediately to the registrar or consultant on call.</p> <ul style="list-style-type: none"> • The House Officer is responsible for admission of patients to the renal ward during their hours of attachment and for maintaining a high standard of legible medical records, particularly an up-to-date acute problem list. Clearly written and up-to-date medication charts are also a priority. The House Officer is primarily responsible for arranging all investigations on renal patients and tabulating the results. The House Officer should have an overall understanding of the patient's progress, facilitating prompt and efficient ward rounds and hospital admissions. • The House Officer is required to read and note the medical standard operating procedure manuals and to comply with the other protocols relating to the work of the Department of Renal Medicine. • Occasionally, if the Renal Registrar is off sick or otherwise absent, the House Officer may be asked to perform further duties to aid the smooth running of the department including: dictated discharge summaries; assisting at the dialysis unit and clinically reviewing patients who may present acutely as out-patients; assessing dialysis patients who may present acutely to the Emergency Department; assisting at outpatient clinics; and completing mortality audit forms. • At weekends during the day when rostered on call the House Officer is to assist in the Renal Ward 0800-1100 hrs. From 1100 – 1600 hrs the House Officer is expected to perform general AT&R duties (including admissions to the unit under the direction of the SMO on call), CCU/SDU and Ward 1 duties. • Although primarily the responsibility of the Renal Registrar, the house officer may have the opportunity of gaining additional experience particularly in the insertion of subclavian vein dialysis catheters. • Clinical skills, judgement and knowledge are expected to improve during the attachment. • CMDHB Clinical Board policies are to be followed at all times.
Administration	<ul style="list-style-type: none"> • Legible notes will be written in patient charts on assessment / admission, daily on weekdays, on Consultant ward rounds and whenever management changes are made. All documentation should comply with CMDHB Clinical Board documentation policy. • All instructions (including drugs, IV fluids and instructions for nursing) will be accurately and legibly recorded and legibly signed. • Appropriate laboratory tests will be requested and results sighted and signed, and reported to the Registrar and/or Consultant if abnormal. A list will be prepared for the Radiology Department 24 hours in advance of the weekly team x-ray conference. Referrals will be made at the Consultant's request to other specialists/units, clearly stating the problem to be addressed. House Officers will attend and present patients at the weekly ward meeting. • Discharge documentation should be completed prior to the patient being discharged. Patients will receive a copy of the comprehensive Electronic Discharge Summary (EDS), a prescription, and follow up appointment if required. Where early GP follow up is anticipated or the case is complicated the House Officer should ensure the GP is updated by telephone. • The House Officer may, at the Registrar's request, be responsible for completion of death certificates of patients who had been under their care. The content of the death certificate must be discussed with one of the above prior to completion. It is

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	<p>the policy of the department that autopsies are requested when appropriate.</p> <ul style="list-style-type: none"> • 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). • 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, if after hours, the Duty Manager directly as well as the Consultant to which the registrar is clinically responsible in the absent duty • 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

Section 2: Training and Education

	Monday	Tuesday	Wednesday	Thursday	Friday
a.m.	0800 – Medical Handover	0800 – Medical Handover 1145 – Radiology Conference	0800 – Medical Handover	0800 – Medical Handover 1145 – General Medicine Journal Club	0800 – Medical Handover
p.m.	1215 – SACS Lecture Series (every 4th 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.

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Education

There will be a minimum of 3 hours educational sessions per week which will include medical ward rounds and the weekly house officer teaching session. Occasionally, urgent medical commitments may interrupt these meetings.

Research

It is not anticipated that the House Officer will be involved directly in any research, but they may need to be involved in clinical documentation eg physical examinations on some patients who may be currently in clinical trials, or in clinical audit and other quality activities.

Section 3: Roster

Roster

- 1 in 4 weekends (1x 0800-2230, 1 x 0800-1600)
- 1 in 13 Friday to Sunday nights 2200 -0800
- 1 in 13 Sun to Thurs nights 2200 -0800
- Monday to Friday 0800-1600

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 4: Cover

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.

Section 5: Performance appraisal

House Officer	Service
<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;• 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;	<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

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<i>House Officer</i>	<i>Service</i>
<ul style="list-style-type: none"> Sight and sign the final assessment report provided by the service. 	<p>Officer's attention, and discuss and implement a plan of action to correct them;</p> <ul style="list-style-type: none"> 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	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 a **C** Run Category.

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