

RUN DESCRIPTION

POSITION:	House Officer
DEPARTMENT:	Obstetrics and Gynaecology - Women's Health
RESPONSIBLE TO:	General Manager Women's Health through their Consultant and the Clinical Director of Obstetrics and Gynaecology.
FUNCTIONAL RELATIONSHIPS:	Health care consumers Hospital and community based health care workers
PRIMARY OBJECTIVE:	To facilitate the management of inpatients under the care of the service.
RUN RECOGNITION:	This run is recognised as a training position for the Diploma in Obstetrics and MRNZCOG.
RUN PERIOD:	3 Months

Section 1: Senior House Officer Responsibilities

<i>Area</i>	<i>Responsibilities</i>
General	<p>Clinical Duties:</p> <ul style="list-style-type: none"> The House Officer (HO) will attend outpatient Antenatal and Gynaecology Clinics promptly, to assess patient problems and initiate or review investigations and management plans in consultation with the Registrar/Specialist. The HO will attend acute and elective admissions to the department, construct a problem list and request basic investigations and discuss management plans with the Registrar/Specialist. Gynaecological surgery patients will be seen in the Pre-admission Clinic, and Theatre notified of operating lists. The HO will assist in Theatre when requested by the Registrar/Specialist. Inpatients will be attended daily on week days and the HO will be available for ward rounds performed by the Consultant and/or Registrar (unless detained by a clinical emergency). The HO will attend Delivery Suite when rostered and admit patients and attend to any problems as requested by the Registrar and/or Midwifery staff. The HO will ensure hand-over of any relevant patient problems to the On Call Team HO at the change of duty
Administration	<ul style="list-style-type: none"> Legible notes will be written in patient charts in outpatient clinics, on admission, daily and whenever management changes are made. On discharge, patients will receive a hand-written clinical summary, ± prescription and/or follow up appointment if required.

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Area	Responsibilities
	<ul style="list-style-type: none"> A letter will be written to the patient's GP after each Gynaecology outpatient visit and at their first Antenatal visit.

Section 2: Training and Education

Details
<p>There will be normally 3 hours each week of education sessions with 2 hours being clinical meetings and 1 hour being teaching specifically for HO. Diagnosis and treatment of common O&G problems will be discussed.</p> <p>Research is not applicable to this post</p>

Section 3: Roster

Roster								
<p>There are 7 House Officers employed on the roster, plus 1 Reliever.</p> <p>The ordinary hours of work will be 8 hours per day between 08.00 and 16.00 Monday to Friday. Night duties are shared equally at a frequency of 1:7 over the run. House Officers working this run may do 4 or 5 weeks of Level 2 Neonates.</p> <p>Two Registrars will be resident in the hospital at all times and a Consultant always available on call to attend if requested.</p> <p>Average weekly hours of work:</p> <p>Week days:</p> <table> <tr> <td>Normal hours</td> <td>0800 – 1600</td> </tr> <tr> <td>Long Day</td> <td>0800 – 2230</td> </tr> </table> <p>Weekends:</p> <table> <tr> <td>Long day</td> <td>0800 – 2230</td> </tr> </table> <p>Nights:</p> <table> <tr> <td>Nights</td> <td>2200 – 0830</td> </tr> </table>	Normal hours	0800 – 1600	Long Day	0800 – 2230	Long day	0800 – 2230	Nights	2200 – 0830
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Nights	2200 – 0830							

Section 4: Cover

Other Resident and Specialist Cover
<p>In general, no more than 1.5 weeks of annual leave should be taken in a 3 month period. No more than one House Officer should be on leave at any time except in exceptional circumstances as approved by the General Manager and Clinical Director, Women's Health.</p> <p>All requests for educational leave are subject to approval by their Clinical Director and to authorisation by the General Manager of Women's Health. Applications for education leave must be submitted well in advance to facilitate cover arrangements.</p>

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Section 5: Performance appraisal

Performance

Performance will be assessed by Senior Medical Staff of the Department and a report forwarded to the Intern Supervisor after discussion with the HO. If deficiencies are identified during the attachment, the Consultant to whom the HO is responsible will bring these to the HO's attention and discuss how they may be corrected.

Section 6: Hours and Salary Category

<i>Average Working Hours</i>		<i>Service Commitments</i>
Basic hours (Mon-Fri)	40.00	
Rostered additional hours (inc. nights, weekends & long days)	21.16	
All other unrostered hours	2.00	
Total hours per week	63.16	

Salary: This salary for this attachment will be as detailed in a Category B run.
