

RUN DESCRIPTION

POSITION:	HOUSE OFFICER
DEPARTMENT:	Cardiothoracic Surgical Unit (CTSU)
PLACE OF WORK:	Auckland City Hospital
RESPONSIBLE TO:	Manager, Cardiac Services through a nominated Registrar and Specialist Surgeon.
FUNCTIONAL RELATIONSHIPS:	Healthcare consumer, Hospital and community based healthcare workers
PRIMARY OBJECTIVE:	To facilitate the management of patients under the care of the CTSU Service.
RUN RECOGNITION:	Recognised as Category C for the purposes of registration by the Medical Council of New Zealand
RUN PERIOD:	3 months

Section 1: House Officer's Responsibilities

<i>Area</i>	<i>Responsibilities</i>
General	<ul style="list-style-type: none"> Facilitate the management of inpatients commensurate with and appropriate to the house officer's skill level; Manage the assessment and admission of acute and elective patients under the care of his/her team. Undertake clinical responsibilities as directed by the Registrar or Consultant, also organise relevant investigations, ensure the results are followed up, sighted and signed; Be responsible, under the supervision of the Registrar and/or Consultant, to review inpatients on a daily basis (with the exception of unrostered weekends); Maintain a high standard of communication with patients, patients' families and staff; Inform registrars/consultants of the status of patients especially if there is an unexpected event; Liaise with other staff members, departments, and General Practitioners in the management of in-patients; Communicate with patients and (as appropriate) their families about patients' illness and treatment Prepare required paperwork on Friday prior to known or likely weekend discharges. Attend handover, Team and departmental meetings as required.

ADHB CTSU House Officer Run Description –Effective 23 November 2009

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Area	Responsibilities
Other Duties	<ul style="list-style-type: none"> Attend the operating room as required by the Registrar and/or Consultant
Acute admitting	<ul style="list-style-type: none"> Assess patients assigned by the admitting Registrar. Take a history, perform an examination then formulate and initiate a management plan in consultation with the Registrar or Consultant; Respond to referrals by other health professionals to assess and treat inpatients under the care of other medical teams or services as per the attached roster.
On-Duty	<ul style="list-style-type: none"> When On Duty, be at the recognised workplace for the purpose of carrying out house officer duties.
Administration	<ul style="list-style-type: none"> Be responsible for the accuracy and completeness of reports, patient notes and other official documentation written by the house officer. Ensure legible notes are written in patient charts at all times. All prescriptions and notes are to be signed, with a printed name and locator number legibly recorded; Provide patients on their discharge from the Service with a clinical summary, prescription and follow-up appointment if so required; At the direction of the Clinical Director, assist with operational research in order to enhance the performance of the Service; Obtain informed consent for procedures within the framework of the Medical Council guidelines which state: <ol style="list-style-type: none"> <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> <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>

Section 2: Training and Education

Area	House Officer Responsibility	Service Responsibility
General	<p>Through example and supervision, actively contribute to the education of trainee interns, medical students and other healthcare professionals in training assigned to their team;</p> <p>May be requested to teach other health care workers.</p> <p>Ensure their consultant/s are advised of other clinical teaching times e.g. Clinical Skills Courses etc.</p>	<p>Provide every opportunity to attend the House Officer Teaching programme each Tuesday from 1400 to 1700, and for their locators to be held on their respective home wards or by CETU during this time;</p>
Service specific	<p>The House Officer will attend the following</p> <ol style="list-style-type: none"> 6 hours of teaching specifically for House Officers early in the run. Diagnosis and treatment of common cardiac conditions will be discussed. 2-3 weeks exposure to operating theatres with the opportunity for one to one teaching, plus Intensive Care exposures with supervision by Registrar or Consultant Consultant ward rounds 	

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	iv. Clinical meetings including the Cardiology conference and Cardiosurgical conference	

Section 3: Roster

Hours Of Work

Ordinary Hours	Monday to Friday	0730hrs to 1600hrs.
Acute Call	Monday to Friday	0730hrs to 2230hrs
Ward call duty	Saturday and Sunday	0800hrs to 1400hrs
Night duty	Monday to Sunday	2200hrs to 0800hrs

There are 5 House Officers on this run and 1 night reliever who works between Cardiology and CTSU.

The night reliever will work the duties of the person they are scheduled to cover.

House officers are rostered every alternative weekend off duty.

House officers will not be on call but will work rostered duty hours.

Each House Officer will work one or more period of nights during the run.

Section 4: Cover:

Other Resident and Specialist Cover

The CTSU House Officers will combine with the 3 Cardiology House Officers and 1 night reliever to cover CTSU and Cardiology between the hours of 1600 and 0800, when rostered on a long day or night duty.

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; 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 signed by the House Officer.

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Section 6: Hours and Salary Category

<i>Average Working Hours</i>		<i>Service Commitments</i>
Basic hours (Mon-Fri)	40	The Service, together with the RMO Support Unit will be responsible for the preparation of any Rosters.
Rostered additional hours (inc. nights, weekends & long days)	19	
All other unrostered hours	4	
Total hours per week	63	

Salary The salary for this attachment will be as detailed in a Category **B** run category until confirmed by a run review.