

RUN DESCRIPTION

POSITION:	House Surgeon
DEPARTMENT:	Auckland Regional Centre for Plastic Reconstructive & Hand Surgery, New Zealand National Burn Centre
PLACE OF WORK:	Middlemore Hospital and Manukau SuperClinic and Manukau Surgery Centre
RESPONSIBLE TO:	Service Manager, through their registrar, supervising consultant, and clinical head of Plastic Surgery/Hand Surgery
FUNCTIONAL RELATIONSHIPS:	Patients of Counties Manukau DHB Hospital and community based healthcare workers
PRIMARY OBJECTIVE:	To facilitate the management of patients under the care of the Department of Plastic Surgery/Orthopaedic Hand Surgery Team
RUN RECOGNITION:	Plastic This position is classified as Category 'B' run by the Medical Council for pre-registration purposes. Hand This position is classified as a Category 'C' run by the Medical Council for pre-registration purposes.
RUN PERIOD:	3 Months

Section 1: House Officer Responsibilities

<i>Area</i>	<i>Responsibilities</i>
Clinical Duties:	<p>Clerking acute and elective admissions.</p> <p>Attending daily ward rounds with the registrar and consultant.</p> <p>Attend acute and elective admissions to the Department, construct a problem list and request basic investigations</p> <p>Will attend operating theatre sessions and other clinical sessions as directed by the supervising consultant.</p> <p>Attending LAOP lists if time allows.</p> <p>Review patient's wounds and dressings daily.</p>

CMDHB Plastics & Ortho-Hand House Officer Run Description- Effective 28 November 2011

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Area	Responsibilities
	<p>Phlebotomy and IV Lines.</p> <p>Management of inpatients - IV fluids, drugs, etc.</p> <p>Attending Pre-admission clinics at Manukau Super Clinic as per clinic schedule.</p> <p>Attend pathology meetings as directed by the supervising consultant</p> <p>Clinical skills, judgement and knowledge are expected to improve during the attachment</p> <p>Where competent, holding triage pager for acutes.</p>
Administration	<p>Legible clinical notes will be written in patient charts on admission, daily on weekdays and whenever management changes are made.</p> <p>The house surgeon will participate in surgical audits and complete audit forms.</p> <p>Appropriate laboratory tests will be requested and results sighted and signed and reported to the Registrar if abnormal.</p> <p>On discharge, patient will receive a handwritten clinical summary and a prescription together with a follow-up appointment if required.</p>

Section 2: Training and Education

Education	<p>The Senior Staff in the Plastic Surgery Department are committed to providing training opportunities and actively participate in the training of house officer. The Senior Staff acknowledge the importance of formal education and will support house officers in attending such training. There will be a minimum of 2 hours educational sessions per week that includes clinical meetings, in-service training from registrars and the weekly general teaching sessions for house officers. The plastics department have dedicated weekly training sessions on Thursdays.</p>
Research	Not applicable

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.

Section 3: Roster

<p>There are 6 plastic surgical house surgeons employed by the Plastic Surgery Department, one on each plastic surgical team, with the exception of the Burns team which has two house surgeons, plus 1 night reliever.</p> <p>The ordinary hours of work are from 0730 to 1530. The Thursday teaching session commences at 0700*.</p> <p>There are 2 Orthopaedic Hand house surgeons who join with the Plastic Surgery House Officers to provide acute call cover for the night and after hour roster.</p>

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Roster		
Acute call duty is from 0730 to 2230. Two House Officers are rostered on duty each weekend for acute call. Each person having a maximum of four admitting weekends per quarter.		
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		
Hours of Work		
Ordinary Hours	Monday to Friday	0730-1530
Acute Call Long day duty	Monday to Sunday	0730-2230
Night duty	Monday to Sunday	2200-0800

Section 4: Cover:

Other Resident and Specialist Cover
Cover for planned leave is provided by relievers.
Applications to take annual leave are approved on a "first-come-first-served" basis.
Medical education leave to attend courses or for study and exam purposes is granted in accordance with the provisions of the collective employment contract. Applications for medical education leave should be submitted as early as possible to facilitate cover arrangements.
<ul style="list-style-type: none"> If your Departmental colleagues take unplanned leave eg sickness or planned leave where no relief is available you may be asked to provide cover for your colleague's duties.

Section 5: Performance appraisal

House Officer Responsibilities	Service Responsibilities
<p>The House Officer will;</p> <p>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;</p> <p>After any assessment that identifies deficiencies, implement a corrective plan of action in consultation with their Consultant.</p>	<p>The service will provide;</p> <p>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;</p> <p>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;</p> <p>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;</p> <p>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.</p>

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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)	18	
All other unrostered hours	4	
Total hours per week	62	

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

The Reliever House Officer will perform the duties of House Officers who are on leave or night duty, and will be remunerated at an A+ category, to be confirmed by a run review. .

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