



RUN DESCRIPTION

POSITION:	HOUSE OFFICER
DEPARTMENT:	Oral Health
PLACE OF WORK:	Regional Auckland Area
RESPONSIBLE TO:	Clinical Director of Oral Health through a nominated Consultant.
FUNCTIONAL RELATIONSHIPS:	Healthcare consumer, Hospital and community based healthcare workers
PRIMARY OBJECTIVE:	To facilitate the management of patients under the care of the Oral Health consultants and Dental officers.
RUN PERIOD:	26 April 2010 – 04 January 2011

Section 1: House Officer's Responsibilities

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

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Area	Responsibilities
	<p><i>Attend acute and elective admissions to the Department, document or case plan a problem list, and request basic investigations</i></p> <p><i>Clinical skills, judgement and knowledge are expected to develop during the attachment</i></p> <p><i>Responsible for the relief of pain patients.</i></p>
Other Duties	<ul style="list-style-type: none"> • Attend the Operating Room as required by the Registrar and/or Consultant • Attend outpatient and pre-admission clinics as rostered or as required by the Registrar and/or Consultant • In-patients will be attended daily on weekdays and the House Surgeon will be available for ward rounds performed by the Consultant and/or Registrar. • Rotation between Auckland, Greenlane and Middlemore Hospitals quarterly as rostered
Acute admitting	<p>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;</p>
On-Duty	<p>Respond to requests by other health professionals to assess and treat inpatients under the care of other medical teams or services as per the attached roster.</p> <ul style="list-style-type: none"> • When On Duty, be required to be at a recognised place for the purpose of carrying out house officer duties.
Administration	<p>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;</p> <p>Be conversant with the electronic record and clinical system used by the service-Exact and understand the IS systems within ADHB and CMDHB;</p> <p>Provide patients on their discharge from the Service with a clinical summary, prescription and follow-up appointment if so required;</p> <p>At the direction of the Clinical Director, assist with operational research in order to enhance the performance of the Service;</p> <p>Obtain informed consent for procedures within the framework of the Dental Council guidelines which state:</p> <ul style="list-style-type: none"> • <i>“The practitioner who is providing treatment is responsible for obtaining informed consent beforehand for their patient. The Dental 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>

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Section 2: Weekly Schedules

House Officers rotate through the following weekly schedules on a ten-week cycle.

Oral Surgery Greenlane Hospital

	Monday	Tuesday	Wednesday	Thursday	Friday
a.m.	RPO Clinic	RPO Clinic and monthly Starship theatre	Oral surgery clinic	RPO Clinic or monthly TMJ theatre	Clinical meeting 0730 then theatre
p.m.	Outpatient paediatric clinic or alternate weeks paediatric GA in DSU theatre	Booked patients	Booked patients or fortnightly administration or study/library	Oral surgery clinic	Booked patients

Cardiology

	Monday	Tuesday	Wednesday	Thursday	Friday
a.m.	Booked patients 10am Cardiology conference	Booked patients Cardiac conference study/library	Oral surgery	Booked patients	Clinical meeting 0730 GLH RPO clinic
p.m.	Booked patients	Booked patients	Main theatre	Prosthetic clinic booked patients	Post operative checks ROS ward round and booked patients

Oral Surgery Middlemore Hospital

	Monday	Tuesday	Wednesday	Thursday	Friday
a.m.	Ward round with registrar or acute theatre or RPO clinic	Early ward round Alternate weeks all day list or acute theatre	Ward round with registrar or acute theatre or RPO clinic	Ward round with registrar or acute theatre or RPO clinic	Ward round with registrar or acute theatre or RPO clinic
p.m.	Alternate elective theatre Booked patients	Alternate weeks oral surgery clinic	Day surgery unit GLH	Oral surgery or medically compromised booked patients alternating with RPO H/S then library/study	Oral surgery clinic Booked patients

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Oral Medicine

	Monday	Tuesday	Wednesday	Thursday	Friday
a.m.	Oral medicine clinic Booked patients	Oral medicine clinic Booked patients	RPO Clinic	RPO Clinic	Combined ORL-dental head and neck clinic
p.m.	Oral medicine clinic Booked patients	Booked patients	Booked patients	Booked patients or library/study (fortnightly)	Booked patients

RPO Middlemore Hospital

	Monday	Tuesday	Wednesday	Thursday	Friday
a.m.	RPO Clinic	RPO Clinic	RPO Clinic	RPO Clinic	Clinical meeting 0730 at GLH then RPO clinic at MMH
p.m.	Orthodontic clinic Booked patients	Oral surgery clinic Booked patients	Prosthodontic clinic booked patients	Oral surgery or medically compromised booked patients alternating with RPO H/S then library/study	Oral surgery clinic Booked patients

Section 3: Training and Education

Area	House Officer Responsibility	Service Responsibility
General	<p>Through example and supervision, actively contribute to the education of 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 the House Officer's locators to be held by CETU staff during this time</p>
Service specific	<p>There will be a minimum of 2 hours each week of educational sessions.</p> <p>There will be 6 hours of teaching specifically for House Surgeons early in the attachment. Diagnosis and treatment of common problems will be discussed</p>	

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Service specific	<p>House Officer teaching programme Friday 0730 to 0930</p> <p>Present case studies to local dentists at the Auckland Dental Association meetings when appropriate</p> <p>Present at the Annual Hospital Dental Officers Conference when appropriate</p>

Section 4: Cover:

<i>Other Resident and Specialist Cover</i>
<p>There is one accredited Registrar.</p> <p>Consultants will be available on call to attend the workplace if necessary on the following basis: available by telephone, cellphone or telepager and can attend the hospital within 30 minutes.</p> <p>The number of house officers working on the roster will be 6.</p> <p>There will be one House Officer rostered on call between the hours of 1700 and 0800 hours Monday to Friday. There will be one House Officer rostered on call between the hours of 0800 and 0800 for each day of the weekend and Public Holidays. These duties will be detailed in the Oral Health House Officer roster.</p>

Section 5: Roster

<i>Hours of Work</i>			
Ordinary Hours (8)	Mon to Fri	0800-1700	9 hours
On call (L)	Mon to Fri	0800-1700 on site	9 hours
		1700- 0800 on call off site	15 hours
		If rostered on a 'L' the House Officer is required to be on duty between 0800-1700, and will be on call off site between the hours of 1700-0800. When on call the House Officer must be available to attend the hospital within 30 minutes.	
On call (Lx)	Sat, Sun & Public Holidays	0800-0800 on call off site	24 hours

Section 5: Performance appraisal

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<i>House Officer</i>	<i>Service</i>
<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)	48.06	The Service, together with the RMO Support Unit will be responsible for the preparation of any Rosters. Call back shall be paid in addition
Total hours per week	48.06	

Salary The salary for this attachment will be as detailed in a Category **E** run category.
Note: Call back shall be paid in addition to the Category E salary.

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