

RUN DESCRIPTION

POSITION:	House Officer – Winter
DEPARTMENT:	Kidz First Children's Hospital
PLACE OF WORK:	Kidz First Children's Hospital and Emergency Care
RESPONSIBLE TO:	General Manager, Kidz First , through the Clinical Director/Clinical Leader
FUNCTIONAL RELATIONSHIPS:	Health care consumers. Hospital and community based health care workers
PRIMARY OBJECTIVE:	To facilitate the management of patients under the care of Kidz First.
RUN RECOGNITION:	This run is recognised by the RACP
RUN PERIOD:	3 Months

Section 1: House Officer's Responsibilities

<i>Area</i>	<i>Responsibilities</i>
General	<ul style="list-style-type: none"> The house officer will assist the paediatric registrars in their duties by assessing patients in Kidz First Medical Care, Surgical Care and Emergency Care; charting medications; ordering investigations and finding and electronically signing off results; and completing discharge arrangements as directed. The house officer will be available to attend daily ward rounds conducted by the ward consultant and/or registrar. The house officer will perform rostered duties according to the schedule under 'Roster' below. The house officer will have a responsibility to provide support and advice to parents. The house officer will liaise with other health care professionals as appropriate. Clinical skills, judgement and knowledge are expected to improve during the attachment.
Administration	<ul style="list-style-type: none"> The House Officer will ensure there is a detailed handover at any change of duties. In the Emergency Care Department, this will be done at formal hand-over sessions, which are built into the roster. Legible notes will be written in patient charts on admission, on ward rounds and whenever management changes are made. Appropriate laboratory tests will be requested and results sighted, signed and actioned. On discharge, patients will receive an electronic discharge summary and a prescription

Area	Responsibilities
	and follow-up appointment if required

Section 2: Training and Education

Details
<p>The house officer will be expected to contribute to the training of allied medical staff.</p> <p>Ongoing education will be provided by Kidz First paediatricians and registrars.</p> <p>The house officer will have on average four hours each week to attend education sessions or follow up clinical cases in the library. The education sessions available for the house officer include:</p> <ul style="list-style-type: none"> • Paediatric Teaching - Kidz First Hospital. Tuesday, 2-4pm • Kidz First Grand Round. • X-ray Conference. • Paediatric Updates and Grand Round - Starship Children's Hospital.

Section 3: Roster

Roster
<p>There are five paediatric house officers from May – November.</p> <p>Weekdays Normal hours 0800 – 1600 (ward duties) Normal hours 0800 – 1630 (Emergency Care duties)</p> <p>Weekends Rostered shifts 0800 - 2230 (1:5 weekends)</p> <p>Nights Rostered shifts 2330 - 0830</p> <p>Extra Duties House Officers may occasionally be asked to work additional duties.</p>

Section 4: Cover

Other Resident and Specialist Cover
<p>Absence from work due to sickness or annual leave will be covered by other medical staff within the service.</p> <p>A maximum of eight days leave may be taken in each three month period, unless otherwise agreed.</p>

Section 5: Performance appraisal

Performance

Performance

Performance will be assessed by **Kidz First** Senior Medical staff and a report forwarded to the Intern Supervisor or Supervising Consultant after discussion with the house officer. If deficiencies are identified during the attachment, the consultant to whom the house officer is responsible will bring these to the house officer's attention and discuss how these may be corrected

Section 6: Hours and Salary Category

<i>Average Working Hours</i>		<i>Service Commitments</i>
Basic hours (Mon-Fri)	40	
Rostered additional hours (inc. nights, weekends & long days)	9	
All other unrostered hours	0	
Total hours per week	49	

Salary: This salary for this attachment is as detailed in a C category run.