

RUN DESCRIPTION

POSITION:	HOUSE OFFICER
DEPARTMENT:	Paediatric Cardiology
PLACE OF WORK:	Starship Children's Hospital and Auckland City Hospital
RESPONSIBLE TO:	Clinical Director and Manager, Paediatric Cardiology through a nominated Consultant/Physician.
FUNCTIONAL RELATIONSHIPS:	Healthcare consumer, Hospital and community based healthcare workers
PRIMARY OBJECTIVE:	To facilitate the management of patients under the care of the Cardiology Service.
RUN RECOGNITION:	Recognised as Category B 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; Liase 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 Paediatric Cardiology House Officer Run Description – Effective 28 November 2011

Disclaimer: Please note that this run description is current at the time of publication, but is currently under review and may be subject to change. It is your responsibility to ensure that you have the most up to date version if you will be relying on the information enclosed. Please contact RMO Support for further information.

Area	Responsibilities
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

	Monday	Tuesday	Wednesday	Thursday	Friday
a.m.	0730 - Cardiac Transplant meeting	0730 - Cardiology seminar	0800 adult cardiosurgical conference Paediatric cardiosurgical conference 1030 CTSU seminar		1300 SSH Grand Round
p.m.			1600 SSH SHO Teaching Lvl 4 Seminar room		

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, SHO/Registrar teaching and pathology session.

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Section 3: Roster

<i>Responsibilities</i>														
<ul style="list-style-type: none"> The hours of work of the Paediatric House Officers are as follows; <table border="0" style="width: 100%;"> <tr> <td style="padding-left: 20px;">Ordinary Hours</td> <td>Monday to Friday</td> <td>0800-1600</td> </tr> <tr> <td style="padding-left: 20px;">Long Day</td> <td>Monday to Sunday</td> <td>0800-2230</td> </tr> <tr> <td style="padding-left: 20px;">Weekend ward round</td> <td>Saturday & Sunday</td> <td>0800-1300</td> </tr> <tr> <td style="padding-left: 20px;">Night Duty</td> <td>Monday to Sunday</td> <td>2200-0800</td> </tr> </table> The summer roster long days operate on a 1:6 ratio and the nights operate on a 1:12 ratio. The House Officer will not be rostered on more than one in two weekends. The winter roster long days operate on a 1:7 ratio and the nights operate on a 1:13 ratio. The House Officer will not be rostered on more than one in two weekends. There are three Paediatric House Officer Relievers who will cover the duties of the House Officers on annual leave or night duty. Additional cover will be provided through the payment of additional duties and locum rates as required. 			Ordinary Hours	Monday to Friday	0800-1600	Long Day	Monday to Sunday	0800-2230	Weekend ward round	Saturday & Sunday	0800-1300	Night Duty	Monday to Sunday	2200-0800
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Section 4: Cover

<i>Other Resident and Specialist Cover</i>
<ul style="list-style-type: none"> There are 10 sub-speciality Registrars, 5 General Paediatric Registrars, and 2 Advanced Trainee Registrars. In addition, there are 2 Cardiology Registrars that sit outside the roster. Between 2200 and 0800 cover is provided by the Paediatric Night House Officer and Ward Medical Registrar.

Section 5: Performance Appraisal

<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.

Section 6: Hours and Salary Category

Summer:

<i>Average Working Hours</i>		<i>Service Commitments</i>
Basic hours (Mon-Fri)	40.00	<ul style="list-style-type: none"> 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)	16.97	
All other unrostered hours	3.00	
Average hours per week	59.97	

Salary: The salary for this attachment will be as detailed as a Category **C** run category to be confirmed by a run review.

Winter:

<i>Average Working Hours</i>		<i>Service Commitments</i>
Basic hours (Mon-Fri)	40.00	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)	16.66	
All other unrostered hours	3.00	
Total hours per week	57.66	

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