

## RUN DESCRIPTION

<b>POSITION:</b>	House Officer
<b>DEPARTMENT:</b>	Paediatrics - Ear, Nose and Throat (ENT)
<b>PLACE OF WORK:</b>	Starship Hospital
<b>RESPONSIBLE TO:</b>	Clinical Director and Manager, through a nominated Consultant/Physician.
<b>FUNCTIONAL RELATIONSHIPS:</b>	Healthcare consumer, Hospital and community based healthcare workers
<b>PRIMARY OBJECTIVE:</b>	To facilitate the management of patients under the care of the Paediatric ENT Service.
<b>RUN RECOGNITION:</b>	This run is recognised by the Medical Council of New Zealand.
<b>RUN PERIOD:</b>	3 months

### Section 1: House Officer's Responsibilities

<i>Area</i>	<i>Responsibilities</i>
<b>General</b>	<ul style="list-style-type: none"> <li>• Elective and acute admissions will be assessed. This includes history taking, performing a physical examination, ordering appropriate investigations, referrals and procedures, and formulating a management plan in consultation with the Registrar and/or Consultant.</li> <li>• Daily ward rounds reviewing patients with the ENT Registrar.</li> <li>• Implement management and treatment for patients under supervision of the ENT Registrar.</li> <li>• Arrange appropriate investigations and ensure follow up of results.</li> <li>• Legible notes are to be written in patients charts on a daily basis and when management changes are made. Entries must be dated, signed and have a legible printed name accompanying the signature.</li> <li>• In conjunction with the ENT Registrar, ensure Weekend plans are formulated and in place.</li> <li>• Perform required procedures as necessary.</li> <li>• Liaise with other staff members, departments and health professionals in the</li> </ul>

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Area	Responsibilities
	<p>management of patients.</p> <ul style="list-style-type: none"> <li>Communicate with patients and their families about their concerns and facilitate their understanding of the medical issues involved.</li> <li>On discharge ensure appropriate follow up is in place, including written information where appropriate. A written discharge will be completed within a reasonable period of time and forwarded to the appropriate health professionals including the family doctor.</li> </ul> <p>All the above duties will be in conjunction with registrar and the consultant responsible for that patient. Where appropriate the registrar will supervise junior staff and help them with problems as needed.</p>
<b>Acute Call</b>	<ul style="list-style-type: none"> <li>The surgical House Officer rostered on acute call is available to the surgical services wards to review patients and to deal with medical problems as they arise.</li> <li>While on call the surgical House Officer will carry the acute trauma locator and attend trauma calls. They are expected to take the history and help the trauma team where possible.</li> </ul>

## Section 2: Training and Education

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>a.m.</b>	0800 - Ward round	0800 - ENT team meeting Ward round	0800 - Update Ward round	0800 – Ward round	0800 – Ward round
<b>0830 - 1130</b>	ENT Clinic or Theatre				
					1130 - ENT Theatre Grommets (List for consent)
<b>p.m.</b>	1330 – ENT clinic  1500 – ED teaching	1330 – ENT Clinic or theatre	1330 – ENT Clinic or theatre 1600 SHO Teaching Lvl 4 SSH Seminar room	1330 – ENT Clinic	1300 – Grand round  1330 – Theatre list

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 and pathology session.

- PGY1 and 2 teaching, Tue 1400-1700, Clinical Education Centre
- House Officer Teaching, Wed 1600-1700, Ortho seminar room 4<sup>th</sup> floor
- Paediatric Grand Round Friday 1300 - 1400

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### Section 3: Roster

- The hours of work of the Paediatric House Officers are as follows;
 

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
- 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.

### Section 4: Cover:

#### *Other Resident and Specialist Cover*

- There are 6 Consultant ENT Paediatric Surgeons, 1 Paediatric ENT Surgical Registrar and 1 Paediatric ENT House Officer.
- There will be one Surgical Paediatric House Officer rostered on acute call outside ordinary hours; 1600 – 2230 weekdays, 0800 – 2230 weekends. 30 minutes is given for handover (2200-2230)
- Between 2200 and 0800 cover is provided by the Paediatric Night House Officer.
- Weekend ward round 0800 – 1200. The acute call House Officer doing the Orthopaedic ward round will, upon completion of this, join with the Neurosurgical Consultant/Registrar for the Neurosurgery ward round on ward 26A. This will usually commence between 0900-1000.

### 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"> <li>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;</li> <li>After any assessment that identifies deficiencies, implement a corrective plan of action in consultation with their Consultant.</li> </ul>	<p><i>The service will provide,</i></p> <ul style="list-style-type: none"> <li>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;</li> <li>An interim assessment report on the House Officer six <b>(6)</b> weeks into the run, after discussion between the House Officer and the Consultant responsible for them;</li> <li>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;</li> <li>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</li> </ul>

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## Section 6: Hours and Salary Category

Summer:

<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)	16.66	
All other unrostered hours	3	
Total hours per week	59.66	

**Salary** The salary for this attachment will be as detailed in 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	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)	15.59	
All other unrostered hours	3	
Total hours per week	58.59	

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

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