

RUN DESCRIPTION

POSITION:	House Officer
DEPARTMENT:	Paediatrics – Neurology & Neurosurgery
PLACE OF WORK:	Starship Hospital
RESPONSIBLE TO:	Clinical Director and Manager, 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 Paediatric Neurology & Neurosurgery Services.
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

Area	Responsibilities
General	<ul style="list-style-type: none"> • Daily ward rounds reviewing patients with the assigned speciality Registrar. • Elective admissions will be assessed including taking a history, performing a physical examination, ordering appropriate investigations, referrals and procedures and formulating a management plan in consultation with the Registrar and/or Consultant. • Implement management and treatment for patients under supervision of the assigned speciality Registrar. • Arrange appropriate investigations and ensure follow up of results. • 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. • In conjunction with the Registrar, ensure initial plan sheets, summary of investigation and results, and Weekend plans are formulated and in place. • Perform required procedures as necessary.

ADHB Paediatric Neurology & Neurosurgery House Officer Run Description - Effective 28 November 2011

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Area	Responsibilities
	<ul style="list-style-type: none"> • Liase with other staff members, departments and health professionals in the management of patients. • Communicate with patients and their families about their concerns and facilitate their understanding of the medical issues involved. • 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. <p>All the above duties will be in conjunction with registrar and the consultant responsible for that patient.</p>
Acute Call	<ul style="list-style-type: none"> • The House Officer on acute call is available to the surgical wards to review patients and to deal with medical/surgical problems as they arise. • Admissions from the emergency department and elsewhere will be assessed. This involves taking a history, performing a physical examination, ordering appropriate investigations, referrals and procedures, and formulating a management plan in consultation with the Registrar and/or Consultant.

Section 2: Training and Education

	Monday	Tuesday	Wednesday	Thursday	Friday
a.m.			0800 - Update		
p.m.			1600 – SHO teaching		1300 – Grand Round

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
- Registrar Case-based Teaching, Ortho seminar room 4th floor, 1600-1700
- Paediatric Grand Round Friday 12.30 to 13.30

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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

- After hours, the Neurology/Neurosurgery House Officer is part of the Paediatric Surgical House Officer roster
- There is one Paediatric Surgical House Officer rostered to acute call outside of ordinary hours which provides cover for all the surgical services; 1600 – 2230 week days, 0800 – 2230 week ends. 30 minutes is included for handover (2200-2230).
- Between 2200 and 0800 cover is provided by the Night House Officer.
- Weekend Ward round 0800 – 1200. The acute call House Officer doing the weekend Orthopaedic ward rounds will, upon completion of this, join the Neurosurgical Consultant/Registrar for the Neurosurgical WR on ward 26A. This will 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"> 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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<i>House Officer</i>	<i>Service</i>

Section 6: Hours and Salary Category

Summer:

<i>Average Working Hours</i>		<i>Service Commitments</i>
Basic hours (Mon-Fri)	40.0	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 **B** 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 B run category to be confirmed by a run review.

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