

RUN DESCRIPTION

POSITION:	House Officer
DEPARTMENT:	Paediatrics – Haematology & Oncology
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 Haematology & Oncology Services.
RUN RECOGNITION:	Recognised as Category C 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"> • Responsibilities are for all the paediatric Haematology & Oncology in-patients. • Daily ward rounds reviewing patients with the Registrar. • Implement management and treatment for patients under supervision of the 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. • Formulate and maintain up to date problem lists in the front of inpatient notes. • In conjunction with the Registrar, ensure Weekend plans are formulated and in place. • Perform required procedures as necessary. • Liaise 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</p>

ADHB Paediatric Haematology & Oncology House Officer Run Description - Effective 29 November 2010

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Area	Responsibilities
	patient.
Acute Call	<ul style="list-style-type: none"> The Medical House Officer rostered to acute call is available to the medical wards to review patients and to deal with medical problems as they arise. Admissions from the emergency department 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
- SHO teaching, Wed 1600 – 1700, Ortho Seminar Room 4th floor

Section 3: Roster

<ul style="list-style-type: none"> The hours of work of the Paediatric House Officers are as follows; <ul style="list-style-type: none"> 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 1:7 ratio and the nights operate on a 1:14 ratio. The House Officer will not be rostered on more than one in two weekends. The winter roster long days operate on a 1:7.5 ratio and the nights operate on a 1:15 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.
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Section 4: Cover:

<i>Other Resident and Specialist Cover</i>
<ul style="list-style-type: none"> • There is 1.5 Paediatric Haematology/Oncology Registrars. There are 5 Paediatric Oncologists and 2 Paediatric Haematologist/Oncologist • There is one Paediatric Medical House Officer rostered to acute call outside ordinary hours; 1600 – 2230 weekdays, 0800 – 2230 weekends. 30 minutes are included for handover (2200-2230) • Between 2200 and 0800 cover is provided by the Paediatric night House Officer. • Weekend Ward round 0800 – 1300.

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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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)	14.27	
All other unrostered hours	2.29	
Total hours per week	56.56	

Salary The salary for this attachment will be as detailed in a Category **D** run category.

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)	14.2	
All other unrostered hours	3	
Total hours per week	57.2	

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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