



# RUN DESCRIPTION

<b>POSITION:</b>	House Officer
<b>DEPARTMENT:</b>	Paediatrics – Reliever
<b>PLACE OF WORK:</b>	Starship Hospital
<b>RESPONSIBLE TO:</b>	Chief Resident Starship and General Paediatrics Clinical Director.
<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 Medical/Surgical services.
<b>RUN RECOGNITION:</b>	Recognised as Category C for the purposes of registration by the Medical Council of New Zealand
<b>RUN PERIOD:</b>	3 months

## Section 1: House Officer's Responsibilities

Area	Responsibilities
<b>General</b>	<ul style="list-style-type: none"> <li>Responsibilities will change from week to week depending on what service the reliever has been assigned that week.</li> <li>The reliever will take on the responsibilities of the House Officer they are covering including all patients under and referrals to that Paediatric service</li> <li>Daily ward rounds reviewing patients with the assigned Registrar.</li> <li>Implement management and treatment for patients under supervision of the assigned 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 Registrar, ensure Weekend plans are formulated and in place.</li> </ul>

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Area	Responsibilities
	<ul style="list-style-type: none"> <li>• Perform required procedures as necessary.</li> <li>• Liaise with other staff members, departments and health professionals in the management of patients.</li> <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</p>
<b>Acute Call</b>	<ul style="list-style-type: none"> <li>• The House Officer when rostered to acute call will carry the on call Medical or Surgical Paediatric House Officer pager.</li> <li>• The Medical House Officer rostered to acute call is available to the Medical Paediatric wards, the Surgical House Officer on acute call for the surgical wards. This will be to review patients and to deal with medical problems as they arise.</li> <li>• The House Officer on acute call will assess medical admissions from the emergency department, including taking a history, performing a physical examination, ordering appropriate investigations, referrals and procedures and formulating a management plan in consultation with the appropriate on call Registrar and/or Consultant.</li> </ul>

## Section 2: Training and Education

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>a.m.</b>			0800 - update		
<b>p.m.</b>			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.

- SHO teaching, Orthopaedic Seminar Room, Wednesday 1600-1700
- Individual teams have their own teaching. It is expected that the House Officer will attend these sessions as appropriate.

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### Section 3: Roster

<i>Hours of Work</i>		
<ul style="list-style-type: none"> <li>The Reliever House Officers will cover the duties of House Officers on leave and night duty. Additional cover will be provided through the payment of additional duties and locum rates as required.</li> <li>If a reliever is not allocated to cover leave or the House Officer on night duty the reliever may be allocated to cover an unexpected absence of an RMO during ordinary hours.</li> <li>The hours of work of the Paediatric House Officers for which the Relieving House Officers will be providing cover is as follows;</li> </ul>		
-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

### Section 4: Cover:

<i>Other Resident and Specialist Cover</i>
<ul style="list-style-type: none"> <li>There is one Surgical and one Medical Paediatric House Officer rostered for acute call outside ordinary hours; 1600 – 2230 weekdays, 0800 – 2230 weekends, which includes 30 minutes for handover.</li> <li>Each day there will be one House Officer allocated to work a night duty between the hours of 2200 and 0800.</li> <li>The House Officer will work along side a Registrar in each team.</li> <li>A consultant will be available onsite between the hours of 0800-2230 and will be available on call between the hours of 2230 and 0800.</li> </ul>

### 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 (6) 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</li> </ul>

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<i>House Officer</i>	<i>Service</i>
	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**

<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)	10.4	
All other unrostered hours	2.5	
Teaching	2.5	
Total hours per week	56.4	

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

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