

RUN DESCRIPTION

POSITION:	House Officer
DEPARTMENT:	Paediatrics – Surgery
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 Surgical 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

<i>Area</i>	<i>Responsibilities</i>
General	<ul style="list-style-type: none"> • 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. • Daily ward rounds reviewing patients with the assigned speciality Registrar. • Implement management and treatment for patients under supervision of the assigned Surgical 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 Weekend plans are formulated and in place. • Perform required procedures as necessary.

ADHB Paediatric Surgery House Officer Run Description – Effective 28 November 2011

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Area	Responsibilities
	<ul style="list-style-type: none"> • 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 patient.</p>
Acute Call	<ul style="list-style-type: none"> • The Surgical SHO rostered to acute call is available to the surgical services wards to review patients and to deal with medical problems as they arise. • While acute 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.

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.

- SHO teaching, Wednesday 1600-1700, orthopaedic seminar room 4th floor
- PGY1 & 2 teaching, Tuesdays 1400-1700, Clinical Education Centre
- Emergency Department SHO Teaching, Anaesthetic Seminar room Monday 1500-1600

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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 4 Consultant Paediatric Surgeons, 6 paediatric Surgical Registrars and 2 Surgical House Officers.
- Two House Officers are on for the surgical wards during ordinary hours.
- There is one surgical House Officer on acute call outside ordinary hours; 1600 – 2230 week days, 0800 – 2230 week ends. Including 30 minutes for handover
- Between 2230 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 their ward round, join the Neurosurgery Consultant/Registrar for their ward round on 26B. 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

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<i>House Officer</i>	<i>Service</i>
	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)	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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