

<b>POSITION:</b>	House Officer
<b>DEPARTMENT:</b>	Department of General Surgery
<b>PLACE OF WORK:</b>	Middlemore Hospital and Manukau Super Clinic/Manukau Surgery Centre
<b>RESPONSIBLE TO:</b>	Service Manager through their Consultant and the Clinical Head of General Surgery
<b>FUNCTIONAL RELATIONSHIPS:</b>	Patients of Counties Manukau DHB Hospital and community based health care workers.
<b>PRIMARY OBJECTIVE:</b>	Efficient daily management of patients.
<b>RUN RECOGNITION:</b>	This clinical attachment is accredited by the New Zealand Medical Council for prevocational training.
<b>RUN PERIOD:</b>	13 – 14 weeks

## Section 1: House Officer Responsibilities

Area	Responsibilities
<b>Clinical Duties:</b>	<ul style="list-style-type: none"> <li>• Clerking acute and elective admissions.</li> <li>• Organisation of investigations.</li> <li>• Prescription and daily review of medications/fluid therapy.</li> <li>• Liaison with patients, family, other staff.</li> <li>• Conducting certain investigations where appropriate (ECG, obtaining blood samples, etc).</li> <li>• Assistance at operations.</li> <li>• Performance of minor surgical procedures under supervision.</li> <li>• Initial assessment of problems/complications involving patient care.</li> <li>• Initiation of resuscitative measures where required.</li> <li>• The House Officer will attend pre-admission clinics held at the Manukau Superclinic.</li> <li>• Present summary of all patients discharge under your team in the previous week in the weekly team meeting.</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• Maintain daily records of patients progress in the case notes.</li> <li>• An electronic discharge summary should be completed at the time of patient discharge.</li> </ul>

## Section 2: Training and Education

There will be a minimum of 2 hours educational sessions per week that includes clinical meetings, in-service training from registrars and the weekly general teaching sessions for house officers.

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 Radiology session.

## Section 3: Roster

### Roster

#### Hours of Work

Ordinary Hours	Monday to Friday	0730 - 1530
Acute Call Long day duty	Monday to Sunday	0730 - 2230
Ward Call Long day duty	Monday to Sunday	0730 - 2230
Night duty	Monday to Sunday	2200 - 0800
Post Acute Ward Round	Saturday	0730 - 1530
Saturday Team Ward Round	Saturday	0730 - 1530

During an after hours shift, the participants on this run will contribute to an after hours team. The house officers may be asked to work generically across all Surgical Services at times, however will work in their designated service wherever possible.

House Officers will be assigned a home team and supervisor, however are allocated to the Surgical service as a whole, with workload reviewed daily and shared across the House Officer positions. In distributing the workload both patient safety and the safety and experience of the RMO will be considered, with the intent to smooth patient load and avoid excess work load for individuals.

There are 6 House Officers rostered to work in the General Surgery service each Saturday. These House Officers will complete ward round and post-acute duties across the General Surgery teams.

There is one reliever allocated to cover leave, sleep days, night duties and Rostered Days Off (RDOs) within each General Surgery Mega Team and Vascular. The house officers will work generically across general surgery however will work in their designated team wherever possible.

## Section 4: Cover

### Other Resident and Specialist Cover

There are 22 house officers on this run, this includes 18 team positions and 4 relief positions.

Normal starting time for the run is 07:30.

Cover for planned leave is provided by relievers.

Applications to take annual leave are approved on a "first-come-first-served" basis.

Medical education leave to attend courses or for study and exam purposes is granted in accordance with the provisions of the collective employment contract. Applications for medical education leave should be submitted as early as possible to facilitate cover arrangements.

## Section 5: Performance appraisal

House Officer Responsibilities	Service Responsibilities
<p>The House Officer will:</p> <ul style="list-style-type: none"> <li>• At the outset of the attachment meet with their designated Clinical Supervisor to discuss goals and expectations for the attachment review and assessment times, and teaching.</li> <li>• After any assessment that identifies deficiencies, implement a corrective plan of action in consultation with their Clinical Supervisor.</li> </ul>	<p>The service will provide:</p> <ul style="list-style-type: none"> <li>• An initial meeting between the Clinical Supervisor and House Officer to discuss learning objectives and expectations for the attachment review and assessment times, and teaching.</li> <li>• An mid-attachment meeting and assessment report on the House Officer six (6) weeks into the attachment , after discussion between the House Officer and the Clinical Supervisor.</li> <li>• The opportunity to discuss any deficiencies identified during the attachment. The Clinical Supervisor 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>• An end of attachment meeting and final assessment report on the House Officer, a copy of which is to be sighted and signed by the House Officer.</li> <li>• For PGY1 and PGY2 House Officers, end of attachment meetings and assessments will be documented electronically via e-port.</li> </ul>

## Section 6: Hours and Salary Category

In accordance with clause 12.1.2b of the STONZ MECA, where there are week days completely free from rostered duties (RDOs), these days shall not be counted in the ordinary hours calculation as part of the run category. This excludes sleep recovery days that fall Monday through Friday. This will apply in the following circumstances:

1. As per Appendix 3: Transition Provisions – Translation to the Salary Categories in Clause 12 of the STONZ MECA, where an RMO joins STONZ and the published roster has weekday RDOs and these will be observed
2. There are week day RDOs as part of the roster

Where this applies the category for the run is set out below:

Average Working Hours		Service Commitments
Basic hours (Mon-Fri)	40	The Service, together with the RMO Support Unit will be responsible for the preparation of any Rosters.
RDO Hours	-3.2	
Rostered additional hours (inc. nights, weekends & long days)	11.51	
All other unrostered hours	7.06	
Total hours per week	55.37	

**Salary:** The salary for this attachment will be as detailed as a **Category C**.

Where no weekday RDOs are observed, the following run category will apply:

Average Working Hours		Service Commitments
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)	11.51	
All other unrostered hours	7.06	
Total hours per week	58.57	

**Salary:** The salary for this attachment will be as detailed as a **Category C**