

<b>POSITION:</b>	House Officer
<b>DEPARTMENT:</b>	Orthopaedic Surgery
<b>PLACE OF WORK:</b>	Auckland Hospital
<b>RESPONSIBLE TO:</b>	Clinical Director, Director of Trauma and Service Manager of Orthopaedics or a nominated Consultant Surgeon
<b>FUNCTIONAL RELATIONSHIPS:</b>	Hospital based healthcare worker
<b>PRIMARY OBJECTIVE:</b>	To facilitate the management of patients under the care of Orthopaedic Department
<b>RUN RECOGNITION:</b>	This clinical attachment is accredited by the New Zealand Medical Council for prevocational training.
<b>RUN PERIOD:</b>	13 weeks

## Section 1: House Officers Responsibilities

Area	Responsibilities
<b>General</b>	<ul style="list-style-type: none"> <li>Assess all acute and “transfer” admissions to the service by taking a history, performing a physical examination, constructing a problem list and formulating a management plan in consultation with the Registrar and/or Consultant.</li> <li>See assigned patients on a daily basis (Monday to Friday) during rostered hours.</li> <li>Attend operating room as required by Registrar and/or Consultant</li> <li>Perform required procedures as directed by Registrar and/or Consultant.</li> <li>Liase with other staff members, departments and general practitioners in the management of their patients.</li> <li>Communicate with patients and their families about patients’ illnesses and treatment where appropriate.</li> <li>Attend handover, team and departmental meetings as required.</li> </ul>

<b>Admitting</b>	<ul style="list-style-type: none"> <li>Assess and admit Orthopaedic patients referred by ED or from the community.</li> </ul>
<b>After Hours Duty</b>	<ul style="list-style-type: none"> <li>When on duty after hours be in the hospital</li> <li>Respond to requests by nursing staff and other members of medical staff to assess and treat in-patients under the care of other medical teams as detailed in roster.</li> </ul>
<b>Inpatients</b>	<ul style="list-style-type: none"> <li>Attend ward rounds as required by the Registrar and/or Consultant.</li> <li>Implement treatment of assigned patients (including ordering and follow up of any necessary investigations) under the supervision of the Registrar and/or Consultant.</li> <li>Ensure images are available for early morning review as required by the Registrar and/or Consultant.</li> <li>Ensure relevant documents, e.g. discharge summary, medication and follow-up appointments are given to patient on discharge and as necessary.</li> <li>When not on duty Friday evening or the weekend, inform the on-duty House Officer about patients whose condition requires monitoring and review.</li> <li>Complete documentation on Friday prior to known or likely weekend discharges.</li> </ul>
<b>Outpatients</b>	<ul style="list-style-type: none"> <li>Attend outpatient clinics as rostered or as required by the Registrar and/or Consultant</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>Maintain a satisfactory standard of documentation in the files of patients. All prescriptions and notes are to be signed, with a printed name, date and time of consultation and locator number legibly recorded.</li> <li>Request appropriate laboratory tests and sight and sign results. Notify abnormal results to the Registrar and/or Consultant as soon as practicable.</li> </ul>

## Section 2: Weekly Schedule

Responsibilities
<ul style="list-style-type: none"> <li>Make daily ward round of patients first thing each morning where possible.</li> <li>Attend wards and perform ward duties as required.</li> <li>Attend Outpatient Clinics in an observer capacity for own educational purposes where possible.</li> <li>Attend operating room for self-educational purposes wherever possible.</li> </ul>

### Section 3: Education and Training

Nature	Details
<b>Protected Time</b>	<p><i>The following educational activities will be regarded as part of normal duties (unless attendance is required for other duties as per roster)</i></p> <ul style="list-style-type: none"> <li>• Orientation at the beginning of the run</li> <li>• 8:00-9:00am each Tuesday morning weekly Departmental Education and Audit Meeting – Clinical Education Centre, Auditorium, 5<sup>th</sup> Floor, Auckland Hospital.</li> <li>• Attendance at Consultant teaching for one hour at designated time each week.</li> <li>• Attendance at formal House Officer Teaching Programme Tuesday 1-5pm.</li> <li>• Radiology Meeting 7:00-8:00am each Friday, 3<sup>rd</sup> floor Auckland Hospital.</li> </ul>
<p><i>The House Officer is expected to contribute to the education of nursing and technical staff when requested.</i></p>	

### Section 4: Cover

<b>Other Resident and Specialist Cover</b>
<p>There are 10 House Officers on the run who combine with the 3 Urology House Officers and 3 relievers to provide cover for leave, Rostered Days Off (RDOs), sleep days and night duties for both the Urology and Orthopaedic services.</p> <p>The 10 house officers will work across 5 orthopaedic teams, Each House Officer 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 load and avoid excess workload for individuals.</p> <p>For example; If an Orthopaedics House Officer has a minimal patient load, with minimal tasks to complete on a given day, they may be requiring to assist another Orthopaedic or Urology team who is at capacity.</p> <p>This will not remove the need for cross cover payments where relevant situations exist.</p>

### Section 5: Roster

<b>Hours of Work</b>		
Ordinary Hours	Monday to Friday	0730 - 1530
Acute Admitting	Monday to Friday	0730 - 2230
Acute Admitting	Saturday to Sunday	0730 - 2230
Night Duty	Monday to Sunday	2200 - 0800
Ward Round	Saturday	0730 - 1530

## Section 6: Performance Appraisal

House Officer	Service
<p>The House Officer will:</p> <ul style="list-style-type: none"> <li>At the outset of the run meet with their designated Clinical Supervisor to discuss goals and expectations for the run, review and assessment times and teaching.</li> </ul> <p>After any assessment that identifies deficiencies, implement a corrective action plan in consultation with the Clinical Supervisor.</p>	<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 run, review and assessment times and teaching.</li> <li>A mid-run meeting and assessment report on the House Officer six (6) weeks into the run, after discussion between the House Officer and the Clinical Supervisor responsible.</li> <li>The opportunity to discuss any deficiencies identified during the attachment. The Clinical Supervisor responsible for the House Officer will bring these to discuss and implement a plan of action to correct them.</li> <li>An end of run 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 PGY 1 and PGY 2 end of run meetings and assessments will be documented electronically via e-port.</li> </ul>

## Section 7: Hours and Salary Category

Average Working Hours	Service Commitments
<p>Basic Hours (Mon – Fri) 40</p> <p>RDO Hours -2.62</p> <p>Rostered additional hours (Inc. nights, weekends and long days) 13.52</p> <p>All other unrostered hours 4.33</p> <p>Total average hours per week 55.23</p>	<p>The service, together with RMO Support Unit will be responsible for the preparation of any rosters.</p>

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

Total hours fall below the middle of the salary band therefore the run will be remunerated as a C run category