

RUN DESCRIPTION

Position:	HOUSE SURGEON, Emergency Department Te Pae Tiaki
	W EMD 1 2 3 4
Run Identifier:	W.ED.GEN.HO 001 W.ED.GEN.HO 002 W.ED.GEN.HO 003 W.ED.GEN.HO 004
Location:	Emergency Department Te Pae Tiaki, Wellington Regional Hospital
Run Period:	Three months
Responsible to:	The Clinical Leader of the Emergency Department Te Pae Tiaki, and through the on-duty ED Consultant or Registrar on duty for the day-to-day clinical management of patients presenting to the Emergency Department Te Pae Tiaki or the Emergency Department Observation Unit (EDOU) for treatment.

CLINICAL RESPONSIBILITIES AND WORK SCHEDULES:

The House Surgeon, Emergency Department | Te Pae Tiaki, carries out the day-to-day clinical management of patients presenting to the Emergency Department | Te Pae Tiaki for treatment through the following key tasks:

- To provide appropriate assessment, diagnosis and management of patients presenting to the Emergency Department | Te Pae Tiaki and ongoing management to patients residing in the adjacent EDOU.
- To liaise with other specialist services within the hospital and community as appropriate.
- To maintain up-to-date legible and accurate clinical records.
- To contact and see families or support persons of patients when appropriate or requested.
- To attend relevant clinical and educational meetings in the department.
- To present cases to the clinical team on a regular basis as required by the senior medical staff.

PATIENT CARE AND SERVICE RESPONSIBILITIES:

The primary responsibilities of House Officers working in the Emergency Department | Te Pae Tiaki are:

- To contribute to a team and department that has made a commitment to develop a service that will provide equitable emergency care with a specific focus on equity for Māori and respect for the principals of Te Tiriti o Waitangi.
- To maintain quality medical care required of a trainee medical officer to patients of the Emergency Department | Te Pae Tiaki and EDOU following approved treatment protocols (where indicated) and consistent with relevant service objectives.
- To ensure priorities of patient care are based on triage categories unless directed by the Consultant or Senior Registrar overnight.
- To undertake delegated medical orders as required by the Consultant or Senior Registrar overnight
- To work with colleagues to provide assessment, advice and treatment for patients within limits of competence.
- To work with the ED Consultant in the day-to-day clinical management of patients.
- To ensure no patient is discharged without consultation with a senior doctor in the department (Consultant 0800-0100 or Registrar overnight).
- To work with nurses assigned to the care of individual patients, giving clear verbal and written instructions for medical care and treatment.
- Liaise with other service team members and community health professionals appropriate to the care of the patients.
- To respond promptly to concerns of patients and relatives about medical care and to act as their advocate when appropriate.
- To take responsibility for ensuring that patients, and where relevant, relatives and support persons receive adequate education and explanation about their illness and its management.
- To ensure at the end of each shift, all patients are formally handed over to the next shift medical officer or medical officers.
- To ensure a punctual start of each shift and to attend handover on time.
- To take responsibility for maintaining the quality of patient records, including the documentation of (when possible), a diagnosis, a treatment plan and if patients are to be discharged, a discharge plan. To ensure all documentation clearly indicates the accurate time seen by the medical officer and discharged. Ensure that there is adequate information on the discharge letter to GP's.
- Be familiar with CCDHB, Emergency Department | Te Pae Tiaki policies and procedures.
- Be familiar with the Code of Health and Disability Services Consumers' Rights - 1996
- To collect data and provide information relevant to the Emergency Department | Te Pae Tiaki quality assurance and work conditions as requested by the Emergency Department | Te Pae Tiaki Consultants and Service Leader (clinical audit).
- To ensure patient and staff privacy is maintained at all times, being particularly aware of printed or written materials.

- To ensure that all administrative tasks are completed to a high standard and in a timely manner e.g. Police reports or complaints.
- To behave in a manner which shows respect for the rights, different cultural backgrounds and needs of clients and their relatives or support persons.

TRAINING AND EDUCATION:

Teaching is essential to good practice. Attendance at departmental teaching Sessions, throughout the run, is required and protected.

1) General Hospital Training and Education:

- Grand Rounds (not protected):**
Thursday 1200-1300, Wellington Medical School Nordmeyer Lecture Theatre.
- Second Year House CCDHB Teaching (not protected)**
PGY2 teaching sessions Thursday 1300 - 1400
Venue: Education Centre, Level 11 WSB or as advised
- MCNZ Requirements:**
To meet MCNZ requirements PGY2 House Officers are required to spend 1 hour per week on audit/peer review as part of their protected teaching time

2) Emergency Department | Te Pae Tiaki Training and Education (protected time):

a) General:

Departmental teaching currently takes place on Thursdays from 0800-1100 hours and is protected time. Additional simulation training occurs at 0900 on Tuesdays. .

b) Patient Hand-over Sessions:

Attendance at the Patient Hand-over Session is required when on duty. Patient Hand-over Sessions are at 0800-0815, 1700-1715 and 2300-2315 every day.

For self-directed learning and other CME not held within the department, the House surgeon must discuss clinical cover with their immediate clinical supervisor. The House Surgeon should convey their intentions re the above in a timely manner.

PERFORMANCE APPRAISAL:

Resident Medical Officers working in the Emergency Department | Te Pae Tiaki will be assigned a consultant who will act as a term supervisor. Mid-term and at the end of a run, the Consultant(s) and the HO meet to conduct a formal review of the HO's performance.

TRAINING, DEVELOPMENT AND SUPERVISION OF OTHER STAFF:

Assist/participate as appropriate with departmental in-service training programmes and seminars.

Co-operate and support the teaching of medical students.

EMERGENCY MEDICINE ROSTERS:

Roster

Rosters for the service are 24 hour/7 day a week shift work rosters. There is a 14 week cyclical SHO/House Surgeon roster.

Shift times are as follows:

0800 - 1800	Wellington ED
1400 - 0000	Wellington ED
2300 - 0900	Wellington ED

House Surgeons cover night duty 2300 - 0900 for 11 nights during the 12 week rotation, in addition to what is required while rostered on the relieving week.

OTHER RESIDENT AND SPECIALIST COVER:

This run is covered by 20 Registrars, 10 SHOs, 4 House Surgeons and 16.4 FTE Specialists

EXPECTED AVERAGE HOURS OF WORK PER WEEK:

Ordinary hours	40	
Teaching/Education	<u>04</u>	
TOTAL	44	(Category F)

In accordance with the RDA/DHB collective agreement and the STONZ/DHB collective agreement this run is paid as **Category C**.

RELIEVING WEEKS:

RMOs assigned to a relieving week will be rostered to cover medical staff on leave, this may include additional night shifts. If no RMOs are on leave they will be rostered based on service requirements, but will not be allocated to additional night shifts. There are two relieving weeks in the fourteen week roster.

LEAVE:

Leave cover is provided by the RMO rostered on for relieving weeks. RMOs should plan to take leave when disruption is least.

Every effort will be made to meet leave requests. As much notice as possible should be given when requesting leave. Leave requests are made through the Team Support Administrator who will check roster/reliever availability (consultant input if necessary) first. All leave **MUST** be approved by the Clinical Leader or designated Consultant of the Emergency Department | Te Pae Tiaki.

There are times when many people put in requests for leave for the same dates. When this is the case, leave will usually be granted on a first-come, first-served basis (unless

operational needs dictate otherwise). Ideally, leave should be requested as early as possible to facilitate provision of cover. Study leave and exam leave will be prioritised over annual leave.

Wellington Emergency Department | Te Pae Tiaki is a teaching department recognised by the Australasian College for Emergency Medicine. This means that at certain times of the year leave is prioritised for those sitting College exams.

Study leave prior to exams is divided fairly to provide as much preparation time as possible.