

**POSITION DESCRIPTION**

**POSITION:** House Officer – Relief

**RESPONSIBLE TO:** Clinically – the Consultant on the assigned run and your Supervisor.

Any performance issues will be the responsibility of the Prevocational Educational Supervisor, Chief Medical Officer and Service Manager RMO.

**Health New Zealand | Te Whatu Ora Nelson Marlborough**

**Our vision | Tō tātou manako:** All people live well, get well, stay well. *Kaiao te tini, ka ora te mano, ka noho ora te nuinga.*

**Our mission | Tō tātou kaupapa:** Working with the people of our community to promote, encourage and enable their health, wellbeing and independence. *Kei te mahitahi tātou hei whakapiki te oranga me te motuhaketanga o to tatou hapori.*

**Our Values – Ō tātou whanonga pono**

**Respect | Manaakitanga:** We care about, and will be responsive to, the needs of our diverse people, communities and staff. *Kia horahia te manaakitanga ki ngā iwi katoa me ngā hāpori, kaimahi hoki.*

**Innovation | Auaha:** We will provide an environment where people can challenge current processes and generate new ways of working and learning. *Kia auaha me whakahoutia i ngā pūkenga ākongā, me ngā mahi ki tēnei hāpori.*

**Teamwork | Whakarāmemene:** We create an environment where teams flourish and connect across the organisation for the best possible outcome. *Kia whakarāmemene i ngā kaupūni hauora katoa.*

**Integrity | Ngākau tapatahi:** We support an environment which expects openness and honesty in all our dealings and maintains the highest integrity at all times. *Kia taea i te ngakau tapatahi i runga i te tika me te pono i ngā mahi katoa.*

**Consultants:**

**Approved Relief Supervisors with the Medical Council of New Zealand**

RESPONSIBILITIES	EXPECTED OUTCOMES
<b>1. Clinical</b>	<ul style="list-style-type: none"> <li>- Admit and assess all acute admissions; take a history, perform a physical examination and formulate a management plan including a discharge plan. Discuss with relevant Consultant.</li> <li>- Admit arranged admissions for theatre and arrange necessary tests. Some patients attending pre-admissions will require a medical assessment.</li> <li>- Implement treatment of patients under Consultant supervision.</li> <li>- Assess assigned patients on daily basis as a minimum (with or without Consultant as appropriate) and discuss ongoing management with Consultant.</li> <li>- Attend operating theatre lists with Consultants as appropriate according to run being covered</li> <li>- Perform necessary clinical procedures - under supervision of Consultant as required.</li> <li>- Attend outpatient clinics as other duties allow.</li> <li>- Participate in the preparation and discussion of clinical cases during a monthly surgical audit.</li> <li>- To relieve colleagues on leave, alternative clinical responsibilities will be assigned, or other on-duty House Officers are to be assisted as workload permits.</li> <li>- To be rostered at short notice to cover colleagues absent on Sick Leave, Bereavement Leave etc</li> </ul>
<b>2. Administration</b>	<ul style="list-style-type: none"> <li>- Maintain patient clinical records at least daily, more frequently if required. Each patient contact must be documented.</li> <li>- Write death certificates and other records such as A.C.C. certificates.</li> <li>- In conjunction with the Consultant, provide written reports for the Police/Legal Representatives.</li> <li>- Present a case of interest at the Tuesday Clinical meeting (one per run).</li> <li>- Every entry in the clinical record must have a time and date and be signed legibly with designation.</li> </ul>
<b>3. Roster</b>	As per rostered hours.
<b>4. Education</b>	<p>A schedule of tutorials and departmental meetings is available. All House Officers are expected to attend unless unable to because of emergency duties, House Officers are expected to present topics and case presentations.</p> <p>Library facilities are available to assist in improving understanding and care of patients clinical problems</p> <p>Contribute to the training of interns, medical students and other health professionals.</p> <p>See Teaching Programme document in RMO Resources Folder for details of other junior doctor education opportunities.</p>

<b>5. Salary</b>	<b><u>Category A</u></b>	
	<b><u>Quarters 1, 2 and 3 (20 on Nights)</u></b>	
	Weekly	40.00
	Minus RDO's	-3.57
	<b>Total</b>	<b>36.43</b>
	Rostered Overtime	13.17
	Non rostered overtime	6.50
	<b>Total</b>	<b>56.10</b>
	* First Years not in first six months.	
	<b><u>Category B</u></b>	
<b><u>Quarter 4 (32 on Nights)</u></b>		
Weekly	40.00	
Minus RDO's	-5.00	
<b>Total</b>	<b>35.00</b>	
Rostered Overtime	12.50	
Non rostered overtime	6.50	
<b>Total</b>	<b>54.00</b>	
This only applies if PGY1 House Officers do not commence nights until Quarter 4.		
<b>6. General</b>	<ul style="list-style-type: none"> <li>• Other duties as negotiated with your Manager</li> <li>• Meet obligations contained in Appendix 1</li> </ul>	

### **Leave Cover**

Cover for leave will be provided by relievers or by a House Officer/s whose workload is reduced due to Consultant leave or reduced clinical sessions.

### **Roster**

All House Officers will take part in the roster (unless negotiated for flexible working hours) which includes long days, weekends and nights. No first year House Officer will be expected to work night shift in the first six months of their employment by Nelson Marlborough District Health Board in Wairau.

If a House Officer does not work a weekend then the rostered days off are transferred to the RMO who did.

<p style="text-align: center;"><b>PERSON SPECIFICATION: HOUSE OFFICER – RELIEF</b></p>
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**QUALIFICATIONS**

- Graduate from an approved medical school or passed NZREX
- Probationary Registration (1<sup>st</sup> year House Surgeon)

**KNOWLEDGE**

- Seeks to apply factual knowledge in all areas of medicine
- Able to appreciate family, social and cultural influences on health
- Able to promote health and well-being of individuals and communities
- Use information systems as part of practice with a critical evaluation of medical literature
- Understands quality care and quality assurance issues

**EXPERIENCE & SKILLS**

- Familiarity with chosen area of medicine
- Able to fully participate in a multidisciplinary team
- Experience in maintaining accurate medical records

**PERSONAL ATTRIBUTES & KNOWLEDGE**

- An excellent communicator – both as a listener and in verbal communication
- Demonstrate a professional work attitude
- Interpretive ability and a problem solver
- Demonstrates a caring and supportive attitude with regard to physical, psychological and emotional comfort of patients
- Is a team player with a willing, able and can do attitude
- Microsoft Office – Intermediate Level
- Committed to high standards of excellence in clinical care and ethical conduct

## **APPENDIX 1**

### **General Responsibilities of an Employee of Health NZ | Te Whatu Ora Nelson Marlborough**

#### **1. Professional Responsibilities**

As an employee of Health NZ Nelson Marlborough, you are required to:

- Maintain any qualifications, including registrations and practising certificates, required for legal and safe practice.
- Keep yourself up to date on knowledge, best practices and legislation relating to your work.
- Make a personal contribution towards effective and efficient working relationships within your team and with other Health NZ Nelson Marlborough departments.
- Ensure you carry out your work in a way that is customer-focused and meets professional standards.
- In conjunction with your manager, identify your own training needs and plan to meet these needs.
- Manage your own time and prioritise your work effectively.

#### **2. Health, Safety and Wellbeing**

- Compliance with all health and safety legislative requirements.
- Compliance with the ACC Partnership Programme requirements.
- Compliance with all organisation-wide health and safety policies and procedures.
- Compliance with the Health and Safety Manual, any relevant chemical information and the emergency plan.
- Work is carried out in a healthy and safe manner and others are encouraged and assisted to work in the same way.
- Unsafe workplace conditions/practices (hazards) are identified, reported and mitigated/rectified early.
- Knowledge of identified hazards is kept up to date.
- Reportable event form is completed (via *Safety First*) for any accident or injury which has taken place at work, ensuring, in the case of injury, that your supervisor or manager is notified within 24 hours.
- Co-operation, support and promotion of occupational health and safety actions and initiatives in the workplace.

#### **3. Right to Raise Concerns**

- All employees of Health NZ Nelson Marlborough are expected and encouraged to immediately ask questions and raise any concerns/issues with their colleagues at their place of work, particularly if the care of a patient could potentially be compromised.
- All staff are expected to act professionally and to actively listen to the concerns or opinions of others being raised at the time.

#### **4. Child Wellbeing and Protection**

- Health NZ Nelson Marlborough is committed to identifying, supporting and protecting vulnerable children. The prevention of abuse and enhancing the wellbeing of children and their families aims to keep vulnerable children safe before they come to harm so they can thrive, achieve and belong. As an employee you are required to comply with all relevant legislation e.g. the Vulnerable Children Act 2014 and the Children, Young Persons and their Families Act 1989. You are also required to:
  - Contribute to and support the organisation's strong commitment to a child centred approach to protect children across the region.
  - Act at all times in the best interest of the children and young people, putting their interests first.
  - Ensure collaborative working practices and recording and sharing of information to address abuse, suspected abuse or disclosure of abuse in a timely and appropriate fashion.

## **5. Legislation, Regulations and Board Policies**

You are required to be familiar with and adhere to the provisions of:

- All relevant acts and regulations
- All Board, hospital and department policies
- All relevant procedure manuals
- The “Employee Obligations” within Health NZ Nelson Marlborough’s Disciplinary Policy.

## **6. Confidentiality**

You are required to:

- Adhere to the Privacy Act 1993, the Health Information Privacy Code 1994 and subsequent amendments in regard to the non-disclosure of information.
- Maintain strict confidentiality of patient, applicant and employee information at all times.

## **7. Risk Management**

You are required to:

- Support and promote actions and initiatives in your work area which enable risks to be identified and eliminated or reduced.
- Be especially aware of those risks which have high cost or safety implications.
- Complete an accident/incident report for any accident, incident or near miss which has taken place at work.
- Respond to complaints according to appropriate policies.

## **8. Security**

You are required to:

- Wear your identification badge at all times when on site or when carrying out official duties.
- Notify Human Resources of any changes required for your ID badge.
- Report any suspicious or unusual occurrence to the security officer, orderly or telephone operator.
- Complete an incident report for any incident which has or might have compromised the safety of staff, patients and visitors.

## **9. Treaty of Waitangi**

Health NZ Nelson Marlborough is committed to its obligations under the Treaty of Waitangi. As an employee you are required to give effect to the principles of the Treaty of Waitangi: Partnership, Participation and Protection.

## **10. Smokefree**

Health NZ Nelson Marlborough is a Smokefree Organisation. This applies to all staff and contractors working within Health NZ Nelson Marlborough buildings, grounds and vehicles. Staff are required to comply with the policy and ensure all visitors, patients and others are informed of the policy. This also applies to Health NZ Nelson Marlborough staff employed on Board business in the community.

## **APPENDIX 2**

The preferred candidate is required to complete a Pre-Employment Health Questionnaire. The table below outlines the tests to be carried out - depending on the nature of the position applied for.

<b>Condition</b>	<b>Information to include in Position Description</b>
TB Active	No person with active pulmonary or laryngeal tuberculosis (TB) is allowed to be at work in Health NZ Nelson Marlborough
TB Latent	Staff who expect to have contact with patients or infectious materials must have assessment of previous TB exposure at the time of employment
BBV	No person who is susceptible to hepatitis B is allowed to have contact with patients or human materials (e.g., blood) unless they have taken part or agree to take part in a blood-borne virus education, prevention and vaccination program
MRSA	No person colonised or infected with methicillin-resistant <i>Staphylococcus aureus</i> (MRSA) is allowed to work in clinical areas <sup>1</sup> New staff who will be working in clinical areas should be screened for MRSA if they have: <ul style="list-style-type: none"> <li>• a chronic skin condition</li> <li>• been working in an overseas healthcare facility in the last year</li> <li>• been MRSA-positive in the last year</li> </ul>
Skin	No person with a skin condition that by virtue of its site and type could be an infection risk is allowed to have contact with patients, food, microbiology samples or sterile items
Measles/Rubella	No person who is susceptible to measles or rubella is allowed to have contact with pregnant women.
VZV	No person susceptible to varicella-zoster virus (chickenpox) is allowed to have contact with newborn babies or pregnant women
EPP	No person who has detectable hepatitis B e antigen or high levels of hepatitis B virus DNA in their serum is allowed to undertake or assist with exposure-prone surgical procedures <sup>2</sup>

<sup>1</sup>Clinical areas include inpatient medical and surgical wards (includes Medical Units, AT&R Units, Surgical Wards, Paediatrics, Day Stay, Neonates and Women's Health). Screening does not apply to staff working in outpatient areas (e.g., clinics, Radiology, Respiratory Function lab) or in DSS, Mental Health or Drug and Alcohol services (transmission of MRSA is less likely and infection is rare in these sites.)

<sup>2</sup>Exposure-prone surgical procedure = a procedure where there is the potential for direct contact between the skin (usually finger or thumb) of the health care worker and sharp surgical instruments, needles, or sharp tissues (spicules of bone or teeth) in a blind or highly confined anatomic site such as a body cavity or in poorly visualised and/or confined body sites. Such sites include body cavities encountered during emergency and trauma procedures, abdominal, cardiothoracic, obstetric/gynaecological, orthopaedic and oral surgery.