

# Role Description House Doctor GCPH



<b>Position Title</b>	<b>House Doctor</b>
<b>Facility</b>	<b>Gold Coast Private Hospital</b>
<b>Unit/Department</b>	<b>GCPH</b>
<b>Classification</b>	<b>Credentialed VMO</b>
<b>Clinical Governance</b>	<b>Medical Director Emergency Department</b>
<b>Position Summary</b>	<p>Completion of reasonable tasks requested by ward Nurses, Nurse Unit Manager and Hospital Co-ordinators. Tasks can include:</p> <ul style="list-style-type: none"> <li>• General ward call activities such as IV cannula/ IDC insertions / fall reviews / RIP declarations.</li> <li>• When requested, review patients with clinical concerns or abnormal vital signs.</li> <li>• Attend Met calls</li> </ul> <p>All patient's you review with any clinical concern or abnormal vital sign must be discussed with that patient's treating Doctor. If you are concerned that the patient may need HDU/ICC, please notify the patient's treating doctor and the Intensive care specialist.</p>
<b>Key Duties and Responsibilities</b>	<p>Fulfil the responsibilities of this role in accordance with, the Gold Coast Private Hospital Core Values.</p> <p>Arrive promptly for your shift (we recommend arriving five minutes early to be ready for Clinical Debrief in the Emergency Care Centre)</p> <p>Upon arrival, you will:</p> <ul style="list-style-type: none"> <li>• Collect the phone allocated to your designated shift.</li> <li>• Record all tasks to enable GCPH to collect data to improve on quality and safety of our patient care.</li> <li>• You are expected to complete tasks on time and in order of clinical urgency.</li> <li>• You are expected to respond in person to support/task requests made by the ward Nurses, NUM's or inpatient treating teams.</li> <li>• You may be asked to help complete an inpatient admission i.e., medication charts.</li> <li>• If you receive a request to review a deteriorating patient, you should see these patients' in person promptly. You should ensure you communicate directly with the patient's current treating doctor. This process is critical to ensure clear communication with all teams responsible for that patient care.</li> <li>• ALL tasks requested where a patient is deteriorating <b>MUST</b> be discussed with the patient's treating Doctor.</li> <li>• You are expected to document all clinical encounters into the patient's medical record. (An exception may be made for very minor tasks such as prescription of regular medication, charting, non-USS guided IV cannulation and blood taking.</li> <li>• At 0800hrs and 2000hrs every day there will be a Clinical Handover in the Emergency Care Centre. This is a vital component to ensure good communication occurs across the hospital. It also allows you to confer with your colleagues and raise any issues or concerns.</li> </ul>

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	<p><b>NOTE:</b> Handovers may be moved to another time depending on the daily operational needs.</p>
<b>MET Calls</b>	<p><b>Initiate a MET Call if:</b></p> <ul style="list-style-type: none"> <li>• Clinically concerned</li> <li>• Support Nursing staff as required</li> <li>• Present an ISBAR handover to the Medical Team Leader when they arrive.</li> </ul> <p>You will be directed by the Medical Team Leader (Clinical role includes: Gain IV access, send bloods, order CXR/ECG/pathology).</p> <p>Being included in the MET team is a powerful educational opportunity for you to learn skills that will help you throughout your career.</p> <p><b>Attend all MET calls:</b></p> <ul style="list-style-type: none"> <li>• You must introduce yourself to all staff upon arrival to the MET call, take the medical lead until senior help arrives if requested</li> <li>• It is expected that you will discuss the patient's MET call with the treating Consultant of that patient</li> <li>• <b>ALL</b> MET calls must be fully documented in the patient's medical record</li> <li>• If you are feeling out of your depth you can call the ICC Registrar and they will attend immediately</li> <li>• If the MET does not require ICC attendance they will return to ICC</li> <li>• If the patient requires transfer to ICC, the ICC Team will help facilitate</li> </ul>
<b>Escalation Protocol</b>	<ol style="list-style-type: none"> <li>1. If you review a medical patient and require senior clinical input with regards to a patient on the ward, you should escalate this to the treating Team Consultant.</li> <li>2. If a MET call has been called the treating team <b>MUST</b> be notified.</li> <li>3. If the patient has deteriorated significantly and requires urgent intervention you are requested to call the ICC Registrar /Consultant</li> </ol>
<b>After-hours Elective Admissions</b>	<ul style="list-style-type: none"> <li>• Elective admissions will ideally have a pre-admission note</li> <li>• Patient's will generally be presenting the evening prior to their procedure.</li> <li>• It would be prudent to briefly view the pre-admission note to ensure it sufficiently addresses the patient's circumstances for early admission.</li> <li>• If there is no available pre-admission note OR the pre-admission note is insufficient, please contact the treating specialist</li> <li>• You are responsible for inserting IVCs, charting fluids and checking any necessary pathology.</li> <li>• Regular medications should be documented</li> </ul>
<b>Personal Well-being and reporting</b>	<p>If you feel overloaded with work during any given shift or are concerned with patient safety, you are to notify the Director of Nursing and a Doctor in the Emergency Care Centre. They will support you and will assist with or reallocate tasks as deemed appropriate.</p> <p>If you experience difficulty with Senior Clinician accessibility and/or concerns with patient, you are asked to contact the Director of Nursing and a Doctor in the Emergency Care Centre.</p>
<b>GCPH Work Place Health and Safety</b>	<ul style="list-style-type: none"> <li>• You are expected to adhere to GCPH Policies, Procedures and instructions relating to Work Place Health and Safety that are relevant to the work being undertaken to ensure high quality and safe practice in the workplace.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Take reasonable care for your own health, safety and wellbeing and take reasonable care to ensure that your acts or omissions do not adversely affect the health, safety and wellbeing of others.</li> <li>• Comply with reasonable instructions that are provided for the safety of you and others at the workplace</li> </ul>
<b>Shift Swaps</b>	If you wish to swap a shift, you are required to email your date change request to the ECC Administration Officer and advise everyone is in agreement.
<b>Service Improvement / Staff Culture</b>	<p>At GCPH we strive for continual improvement and are very interested in hearing of any issues you may experience with either patient's or staff to ensure we can continue offering our staff a supportive and nurturing culture.</p> <p>Please feel free to either discuss and matters of concern/improvement opportunities you have either in person or via email.</p>

**Note:** Statements included in this role description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.

<b>Acknowledgement</b> I hereby acknowledge that I have received a copy of my Role Description and have read and agree with the duties and responsibilities that have been outlined		
<b>House Doctor's Signature</b>	<b>House Doctor's Printed Name</b>	<b>Date</b>