

RUN DESCRIPTION

Canterbury Waitaha

Last Text review	July 2026
Last Salary review	July 2026
(Salary effective from)	July 2026

Health New Zealand | Te Whatu Ora Canterbury Waitaha is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.

POSITION	Senior House Officer
SERVICE	Obstetrics and Gynaecology
PLACE OF WORK	The RMO will be based within the hospital facilities of Health New Zealand Te Whatu Ora Canterbury Waitaha. There may be occasions when services will be provided in the wider community.
RESPONSIBLE TO	Line of Accountability The Senior House Officer is directly responsible for their performance to the Clinical Director of the Service, through the SMO with whom they are working at the time. Team Structure The team is led by the SMO and consists of Registrars, HOs, Nurses and other Allied Health Professionals. Named Clinical Supervisor Please refer to the Medical Education and Training Unit for the latest list of clinical supervisors for all services. In the absence of the HO's named clinical supervisor, the Service will arrange for another SMO to provide supervision and will advise the HO accordingly
FUNCTIONAL RELATIONSHIPS	Patients and their families Other health professionals and staff within the hospital facilities of Health New Zealand Te Whatu Ora Canterbury Waitaha and in the community
PRIMARY OBJECTIVE	Care and treatment of patients presenting to the Obstetrics and Gynaecology service within Health New Zealand Te Whatu Ora Canterbury Waitaha and other patients for whom the advice of the Obstetrics and Gynaecology services is sought. Education and upskilling of Senior House Officer with a view to preparing them for Registrar Role.
RUN RECOGNITION	This position is accredited by the Medical Council of New Zealand, in accordance with its Framework for Prevocational Medical Training.
RUN PERIOD	The run period is for twelve months, six month runs may be considered on an individual basis.

Section 1: Responsibilities

<i>Area</i>	<i>Responsibilities</i>
Clinical Duties	a) The Senior House Officer is responsible for day to day care of all inpatients under the care of the consultants to whom they are assigned. b) The Senior House Officer will review the management of all patients on a regular basis with the Registrar attached to the team. c) The Senior House Officer is expected, if possible, to attend team clinics, ward rounds, birthing suite shifts and operating sessions. The goal of this is to provide teaching and skill development for the Senior House Officer whilst increasing the capacity of the team for patient care. d) The Senior House Officer is expected to see admissions, and re-admissions, arranging appropriate investigations in pre-operative work ups. e) The Senior House Officer will maintain the clinical record for each patient. They will ensure that appropriate investigations are carried out and treatment decisions instituted. All entries in the notes must have the time and date recorded and be signed. f) The Senior House Officer will also assist with completion of discharge summaries when appropriate. g) The Senior House Officer must inform the Registrar when they are concerned about any patient. When going off duty and following consultation with their Registrar, a handover must be given to the duty House Officer of any patients whose condition is unstable or of concern. h) When on duty out of normal working hours, the Senior House Officer is responsible for all patients presenting to Christchurch Women's Hospital (inpatient or outpatient) and is directly responsible to the Registrar on call that day. i) During the run the Senior House Officer will spend 1:4 weeks doing a 1200-2000 shift Monday-Friday working in the Gyn Assessment Unit (GAU) and assisting the House Officer and Registrar with other tasks when workload allows. j) On weekends Senior House officer will primarily work between the Gynaecology Assessment Unit and Birthing suite as workload dictates. They may be required to do acute patient assessments and assist House Officers on occasion. k) The Senior House Officer is invited to do an audit during the year including writing a report and presenting the findings to the monthly Medical Education and Audit meeting. This may include contributing a paper to the Annual Clinical Report for Women & Children's Health.

Section 2: Training and Education

<i>Area</i>	<i>Responsibilities</i>
Protected Training Time for RMOs	Is provided in accordance with the provisions of the appropriate RMO Collective Agreement
Staff Training	The RMO will be expected to assist in the development of knowledge and skills of other Health Care Employees
Training Opportunities	The RMO is expected to attend relevant training opportunities provided within our facilities, when patient care responsibilities allow Rolling Half Day Medical Education & Audit meeting - 4 hrs per month (rotates through week and alternates between morning and afternoon)

	Monday	Tuesday	Wednesday	Thursday	Friday
a.m.		0800-0830 CTG Meeting	0800-0830 Registrar Journal Club.	0800-0830 Surgical Morbidity Meeting	
p.m.	1230-1330 HO Teaching	1230-1330 Perinatal Morbidity and Mortality	1245-1330 Green Spot Meeting (Radiology) 1530-1700 METU House Officer Teaching	1230-1315 METU House Officer Teaching 1230-1330 Physicians CME Meeting	1230-1330 Friday Clinical Meeting

Please refer to the Clinical Director for more information on the weekly timetable.

Section 3: Rosters and Cover

Roster

The roster template is attached to this run description.

Rostered out of hours work for this position is on duty.

This position participates in the O&G SHO roster.

The frequency of out of hours work on this roster is 1:4

The usual hours of work for each duty are as follows:

Ordinary days	0800-1600
Swing (weekdays)	1200-2000
Weekends (each weekend day)	0800-1800

House Officers are not permitted to attend work on rostered days off without the specific permission of their service in a specific situation.

The participants in this roster, whilst completing the out of hours duties, will contribute to the Obstetric and Gynaecology After-Hours Team. Therefore, the participant, only during out of hours work, may be required to provide generic medical care to any obstetric or gynaecology patient who requires the participant's degree of expertise at that time, thereby providing appropriate care to the patients in a timely manner.

All Resident Medical Officers are expected to work together in the best interests of the patients at all times and particularly at times of increased workload.

Other Resident and Specialist Cover

Medical Staff	Number in the Service
Senior Medical Officer	22
Medical Officer	-
Registrar	17 (includes relief)
Senior House Officer	5 (includes relief)
House Officer	10 (includes relief. One position shared with Paediatrics)
Other	-

Section 4: Performance Appraisal

Senior House Officers will be assessed at the end of each run attachment, in accordance with Health New Zealand | Te Whatu Ora Canterbury Waitaha policies.

Assessment will include regular meetings between the RMO's supervisor and the RMO, as well as written reports completed by the supervisor, in consultation with the RMO.

Section 5: Hours and Salary Category

NEW ZEALAND RESIDENT DOCTORS' ASSOCIATION (NZRDA)

Senior House Officers

Average Working Hours - NZRDA Run Category		
Ordinary Hours	40	
Rostered Hours	10	
Unrostered Hours	4.33 **	
RDO Hours	-4	
Total Hours	50.33	CAT D
Excluding Nights		CAT D
** unrostered hours TBC		

Roster Cover and Relief Senior House Officers

Roster Cover and Relief Senior House Officers are expected to assume the clinical duties of the positions for which they are providing cover. These positions are paid in accordance with salary provisions for relievers in the appropriate RMO Collective Agreement.

Section 5: Hours and Salary Category

SPECIALTY TRAINEES OF NEW ZEALAND (STONZ)

Senior House Officers – RDOs are worked

Average Working Hours - STONZ Run Category		
Ordinary Hours	40	
Rostered Hours	10	
Unrostered Hours	4.33**	
Total Hours	54.33	CAT D
Excluding Nights		CAT D
** unrostered hours TBC		

Senior House Officers – RDOs are observed

Average Working Hours - STONZ Run Category		
Ordinary Hours	40	
Rostered Hours	10	
Unrostered Hours	4.33 **	
RDO Hours	-4	
Total Hours	50.33	CAT D
Excluding Nights		CAT D
** unrostered hours TBC		

Roster Cover and Relief Senior House Officers

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ROSTER

CWH O&G SHO 1 GAU/OT	D	D	D	D	D	O&G Duty (Short Day) 0800-1800	O&G Duty (Short Day) 0800-1800
CWH O&G SHO 2 Clinic	D	D	D	RDO (NZRDA Only)	RDO (NZRDA Only)		
CWH O&G SHO 3 Swing	Swing 1200-2000	Swing 1200-2000	Swing 1200-2000	Swing 1200-2000	Swing 1200-2000		
CWH O&G SHO 4 Birthing Suite	D	D	D	D	D		
CWG O&G SHO Reliever	Report to Service	Report to Service	Report to Service	Report to Service	Report to Service		