



West Coast District Health Board

Te Poari Hauora a Rohe o Tai Poutini

*Grey Base Hospital
PO Box 387 Greymouth*

*Telephone 03 768 0499
Fax 03 768 2790*

Updated April 2010

RUN DESCRIPTION

RESIDENT MEDICAL OFFICER ORTHOPAEDICS and O&G GREY HOSPITAL

1 PERIOD COVERED

The Resident Medical Officer (RMO) will be employed at Grey Hospital and in related clinics. The run period is three months.

2 REGISTRATION

The RMO position is suitable for registration with the New Zealand Medical Council. The runs are categorised by the NZMC as:

- General Medicine/Paediatrics Category A
- General Surgery / Orthopaedics Category A
- O&G / Orthopaedics Category B
- Relief Runs Category C
- Emergency Medicine TBA

Grey Hospital is accredited for teaching to RMOs by NZMC (February 2003).

3 CLINICAL RESPONSIBILITIES AND WORK SCHEDULES

The RMO will:

- Participate in the management of patients in accordance with the standards set down by the West Coast District Health Board.
- Assume responsibility for acute admissions until the relevant consultant has been informed.
- Attend to acute and elective admissions to the run assigned to, performing assessment and carrying out formal admission procedure as appropriate.
- Participate in ward rounds conducted by consultants.
- Maintain comprehensive and legible records for all patients in whose care he/she is involved.
- Ensure that appropriate laboratory tests are requested and results are seen and acted upon.
- Complete discharge to ensure that patients receive continuing care from other health professionals as appropriate.

- Ensure that on discharge patients receive:
 - clinical summary
 - follow up appointment
 - prescription
 - instructions relevant to their medications and/or ongoing care.
- Complete the death certificate in a timely manner following the death of a patient.
- Attend pre-admission clinics when required.
- Obtain informed consent from patients prior to any surgical or other procedure.
- Carry out surgical procedures only on authority from and under instruction from the consultant.
- Attend operating theatre when possible.
- Ensure continuity of patient care by formally handing over to the RMO on duty at the end of each day.
- When on duty respond to all calls in a timely manner.
- Attend educational sessions provided, without compromising patient care.
- Understand and comply with all relevant legislation.
- Attend to inpatients during rostered duties out of hours.
- Attend to A&E Department during rostered duties out of hours. From time-to-time cover for A&E during week days may be required.
- Maintain open communication with GPs and accept all admissions, pending discussion with the relevant consultant on duty.
- Maintain effective communication with patients relatives/significant others.
- Utilise all hospital resources with the aim of achieving the right balance between patient care and service costs.

4 RESPONSIBILITY FOR PERFORMANCE

The RMO is directly responsible for his/her performance to the consultant(s) for whom he/she is working. In the case of after-hours duties, a consultant from each specialty will be on call and the RMO will be responsible to that person. If for any reason cover is not available, instructions are left for communication with Christchurch Hospital consultants.

Liaison Paediatrician: John Garret and the Visiting Consultants
(1:3 weekend, OPD clinics and theatre provided by Visiting Consultants)
2 x Physicians and Tertiary DHB provide paediatric support on a daily basis

Obstets / Gynaecologists: Dr Vicki Robertson Head of Department
Dr Denis Benichou
Locum

General Medicine: Dr Upananda Bopitiya
Dr Paul Holt
Dr Lasantha Martinus

General Surgery: Mr Terry Mixter Head of Department
Mr Jonathan Pace
Mr Phil Shouler (0.5 FTE)
Mr George Kato (0.5 FTE)

Orthopaedics: Mr Pradu Dayaram Senior Surgeon
 Sean van Heerden
 Mark Bloomfield
 Peter Hucker (Locum)

5 PROVISION FOR TRAINING AND EDUCATION

Training and education sessions are scheduled as follows:

Wednesday	Journal Club
Thursday	Mental Health/General Practice
Friday AM	Radiology
Friday PM	Presentation by Senior Medical Staff

In addition, practical and lecture sessions are held on a more adhoc basis in the areas of general surgery, paediatrics and psychiatry. RMOs are advised of these by the consultant concerned.

6 TRAINING AND DEVELOPMENT OF OTHER STAFF

The RMO will be expected to assist in the development of knowledge and skills of other health care employees. From time-to-time medical students may also be in attendance.

7 SUB-SPECIALTY ROSTERS INCLUDED IN THE JOB

The normal hours of work are 0800-1600 Monday to Friday. In addition to these hours the RMO will participate in the Grey Hospital roster at a maximum of the following frequencies:

1:7 Roster	Evenings	11 days in 13 weeks
	Weekends	2 or 3 weekends
	Nights	2 or 3 sets of nights (7 days)

If a 1:7 roster is unable to be worked, an appropriate roster is drawn up with agreement of the RMOs concerned, and all penalties required under the employment contract are paid.

8 OTHER RESIDENT AND SPECIALIST COVER

Medical staffing at Grey Hospital is as follows:

Area	Consultants	RMOs
Medicine	3 FTE	2 FTE
Psychiatry	3 FTE	

General Surgery/Orthopaedics	3 FTE General 3 FTE Orthopaedic	2 FTE
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Area	Consultants	RMOs
O&G/Paediatrics/Rehabilitation	3 FTE O&G General Physician covers rehabilitation. Relevant consultants with Liaison Paediatrician cover paediatrics.	1 FTE
General Relief		1 FTE
Night Relief		1 FTE

Emergency Department - 1 FTE Medical Officer Monday to Sunday 0800- 1600 hours, and 1 FTE Medical Officer covering Monday to Sunday 1400-2200 hours.
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9 EXPECTED AVERAGE HOURS OF WORK

Ordinary: 40 hours per week

Rostered: 14 hours per week

Non-Rostered: 1.5 hours per week

Total Average Hours Per Week:
55.5 hours (Category C) – Relief runs are Category A.