



*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 GENERAL MEDICINE and PAEDITRICS GREY HOSPITAL**

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#### **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

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.
- Carry out invasive procedures only on authority from and under instruction from the consultant.
- 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)  
Locum (0.5 FTE)



O&G/Paediatrics/Rehabilitation 3 FTE O&G 1 FTE  
General Physician covers rehabilitation.  
Relevant consultants with Liaison Paediatrician cover paediatrics.

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.

## **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.