

- 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.
- 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.
- Attend to the Mental Health Unit under the guidelines given (approx 1 hour/day).
- 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 on a particular run. 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.

5 PROVISION FOR TRAINING AND EDUCATION

Training and education sessions are scheduled as follows:

Monday	General Medicine
Tuesday	General Medicine
Wednesday	Trauma Management / Orthopaedics
Thursday	O&G
Friday AM	Radiology
Friday PM	Presentation by Senior Medical Staff

In addition, sessions are held on a more ad hoc 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:

1:8 Roster	Evenings	11 days in 13 weeks
	Weekends	2 or 3 weekends
	Nights	2 or 3 sets of nights (7 days).

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 2 FTE Orthopaedic	2 FTE
O&G/Paediatrics/Rehabilitation	2 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.

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.