

## JOB DESCRIPTION

<b>POST:</b>	Resident Medical Officer
<b>REPORTS TO:</b>	Medical Director
<b>KEY WORKING RELATIONSHIPS:</b>	Consultant Staff Director of Nursing/ Matron Heads of Clinical Departments Duty Manager ITU Fellows
<b>ENVIRONMENT:</b>	Include the Wards, Outpatients, Theatre, Diagnostic imaging and Pharmacy
<b>WORKING HOURS:</b>	24 HOUR SHIFT- 8AM TO 8PM. On call room available in the Hospital accommodation.

## JOB SUMMARY

1. To ensure the highest standards of clinical care are met by demonstrating clinical excellence and providing evidence based practice.
2. To provide 24 hour routine and emergency medical cover for patient care, supervising the daily clinical management of patients in conjunction with the nurse team leaders and under the guidance of Consultants.
3. To clerk and assess urgent/emergency admissions and to contact the consultant to identify immediate treatment pathways.
4. To respond immediately to clinical emergencies within all departments in the hospital and active role as designated during team brief for the resuscitation team during emergency situations.
5. To work closely with the ITU Fellows and Outreach team.
6. To actively contribute to all aspects of clinical governance and quality improvement activities within the Hospital.

## DUTIES AND RESPONSIBILITIES

### Clinical

1. To ensure safe, evidence based clinical practice is carried out at all times. To practice medicine within the guidelines "Good Medical Practice" as published by the General Medical Council. To keep up to date with best practice guidance including NICE guidelines
2. To liaise with the senior nurse in charge of the ward/s for a nursing handover at least once per day and then as required for updates
3. To undertake a targeted daily ward-round with a member of the nursing team ensuring all appropriate inpatients are visited.

4. To record in the patient's notes as appropriate patient examinations, communication or procedures in line with GMC requirements. All entries to be signed, print name, dated and timed.
5. Check and review blood results as directed by consultant or nursing staff.
6. To undertake emergency procedures, including resuscitation, actively participating in hospital scheduled simulations and to take the lead as necessary.
7. To certify deaths, and complete death certificates in discussion with the relevant consultant; report unexpected deaths to the coroner and complete all relevant documentation including, if appropriate, cremation forms and any documents required by the coroner and in line with hospital policy.
8. Respond promptly to the request of consultant medical staff and nursing staff to attend any patient within the hospital, and to initiate or advise on treatment as indicated
9. To liaise with the Infection Control Doctor, Infection Control and Prevention lead nurse and admitting consultant with regards to serious infection management, especially if blood cultures are obtained.
10. To be fully aware of local antibiotic prescribing guidance and practice in line with national guidance
11. To take blood samples from patients as requested and undertake arterial blood sampling as necessary.
12. Write up drug prescriptions as required by consultants in accordance with the hospital's Medicines Management Policy and evidence based practice
13. To discuss medication on discharge with patients and write a discharge summary as required
14. Prescribe TTO's ready for discharge of patients for the following day in consultation with nursing staff
15. Out of hours, the RMO will be called on to dispense drugs together with a senior nurse in line with hospital policy and following training.
16. Before going off duty, ensure an appropriate communication (handover) to the incoming RMO specifying any ongoing requirements of individual patients.

### **General**

1. To be familiar with and adhere to Hospital Policies and Procedures.
2. To participate in relevant Hospital Committees, quality improvement projects, patient experience groups, audits and studies as required.
3. To attend hospital meetings to discuss governance, service developments, operational changes, incidents, complaints, claims, audits and learning.
4. To contribute to morbidity and mortality reviews, forums and meetings.
5. To be involved in staff training and education within the Hospital including delivery of training when requested.
6. Maintain confidentiality of information under Data Protection Act and rules of Caldicott.
7. To complete mandatory training and to undertake further training as necessary to ensure that all developmental opportunities are met
8. To carry the RMO mobile device and bleep at all times and respond to each call. The bleep will also alert for a medical emergency.

9. Be aware of the importance of effective customer care and public relations in order to promote the good reputation of the hospital
10. Raise any concerns, incidents or complaints using the escalation routes in the hospital (line manager, Datix reporting, freedom to speak out guardian) and participate/contribute in any investigations into incidents, complaints and claims as required.

### **Consultants**

1. RMO's have no admitting rights to the Hospital. All patients admitted will be under the care of a Consultant with admitting rights to the hospital.
2. Under no circumstances should RMOs seek consent for operations or procedures on behalf of a Consultant.
3. To communicate any medical problems or concerns to Consultants and Senior Nurse.
4. To follow instructions within their level of experience as required by Consultants.
5. Inform consultants of any changes in the condition of their patients and any emergency procedures undertaken.
6. In the event of the death of a patient inform the consultant.
7. Advise the consultant immediately of any patient who threatens to discharge themselves against medical advice.

### **PERSON SPECIFICATION**

ESSENTIAL	CERTIFICATES APPLICATION FORM INTERVIEW
<ul style="list-style-type: none"> <li>• Medical Qualification.</li> <li>• Full registered with the GMC.</li> <li>• Basic Membership of a Medical Defence Institution.</li> <li>• Current ALS Certificate (UK)</li> <li>• Minimum of two years' experience as a Senior House Officer.</li> <li>• Awareness of own limitations.</li> <li>• Competent in clinical history taking, examination skills and record taking.</li> <li>• Must be well organized and have the ability to plan ahead and deal with issues as they arise.</li> <li>• Must demonstrate the ability to proactively identify potential problems and act to avoid them or to ensure a positive outcome.</li> <li>• Must be conscientious and check own work thoroughly for errors/omissions.</li> <li>• Must be flexible and able to adapt their approach to fit with changing conditions, tasks, responsibilities or people.</li> <li>• Must have excellent command of both written and spoken English.</li> <li>• Must be able to cooperate and work closely with other members of staff.</li> </ul>	