JOB DESCRIPTION     Resident Medical Officer (RMO)

RESPONSIBLE TO:          General Manager
ACCOUNTABLE TO:          Medical Director

RESPONSIBLE FOR:

JOB SUMMARY

To provide a continuous on-site medical support service to meet the needs of patients, consultants and nursing staff. This includes emergency procedures and providing a general service to all clinical areas.

Principal Duties and Responsibilities

Clinical Management of Patients

- Complete a brief admission examination on each patient when appropriate and document clinical findings.
- Attend ward rounds with consulting staff, as required, and be available to discuss patient treatment plans.
- Provide a 24-hour medical service within the hospital on an on-call basis permanently.
- Inform admitting consultants of changes in medical condition of patients and of relevant action taken.
- Follow the instructions of consultants for their specific regime for each individual patient.
- Perform clinical procedures as requested by consultant medical staff and nursing staff, these may include phlebotomy and the giving of intravenous drugs to patients.
- Initiate and alter in-patient prescriptions at consultant’s request.
- Write up “to take home prescriptions” for patients as required.
- Visit patients as required at the request of the nursing staff.
- Visit all in-patients daily and document in clinical notes.
- To be familiar with all relevant procedures/policies.
• To be familiar with centre and company clinical policies. To be aware of the centres’ clinical risk programme and report clinical incidents, drug errors and near misses.
• To participate in clinical audit and implementation of clinical governance.
• To participate and assist with operations as required.

Operational

• To be completely familiar with emergency equipment.
• To dispense drugs with senior nurse on duty in absence of pharmacist.
• To record all treatments performed in patient notes.
• To provide a full report to Resident Medical Officer commencing the next shift.
• To participate in pre-admission clinics.

Emergency

• To carry out Cardiac Arrest and other Emergency Procedures as per hospital policy.
• To initiate emergency treatments for patients, staff and visitors and complete appropriate documentation.
• Only in extreme emergency situations would the RMO be permitted to assist consultants in theatre.

In-Service Education & Promotion of the Treatment Centre

• Promote patient care by liaison with all departments.
• Participate in the in-service education programme, inclusive of CPR, Health & Safety Training and Fire.
• Ensure medical competence by continual professional development and reading of current medical journals.
• Promote the centre by showing empathy and compassion to patients, their families and friends.
• Promote the centre by demonstrating a customer -focused approach at all times to patients, consultants and staff.
• Dress code as per company policy.
• Agree a CPD programme with the clinical head of centre.

Relationships

• Administratively responsible to the Centre Manager.
• Professionally responsible to the Medical Director.
• Liaises closely with nursing staff and other relevant clinical or administrative staff.
• Uses designated mentor in order to discuss clinical (or non-clinical) situations occurring within the hospital.
**Decision Making Authority**

Can initiate emergency medical care as required within the hospital for medical and surgical emergencies.

**Health and Safety**

As an employee the postholder has a duty under the Health and Safety at Work Act 1974, to:-

- Take reasonable care of the health and safety of themselves and all other persons who may be affected by their acts or omissions at work.
- Co-operate with their employer to ensure compliance with Health and Safety legislation and the Health and Safety policies and procedures of the treatment centre, not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety, or welfare, in pursuance of any of the relevant statutory provisions.

**Data Protection**

The postholder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act. This includes, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorised persons or organisations as instructed.

This list of duties and responsibilities is not exhaustive and the post holder may be required to undertake other relevant and appropriate duties as reasonably required.

This job description is subject to regular review and appropriate modification.

I confirm I have read and understand this Job Description

Name of Postholder ............................................

Signature ......................................................

Date ............................................................
## PERSON SPECIFICATION – RMO

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<tr>
<th>CRITERIA</th>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
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<tr>
<td><strong>Qualifications</strong></td>
<td>• Qualified doctor fully registered with GMC</td>
<td>• Post-graduate degree</td>
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<td>• Advanced Life Support (ALS) Completed within previous 6 months of employment</td>
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<td><strong>Experience</strong></td>
<td>• Minimum experience equivalent to that of a 2nd year Senior House Officer</td>
<td>• Experience in Orthopaedics</td>
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<td>• Relevant experience as per hospital requirements in general medicine</td>
<td>• Experience in Surgery</td>
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<td>• Competent in emergency procedures, e.g. intubations</td>
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<td><strong>Skills and Knowledge</strong></td>
<td>• Good English – written and communication skills</td>
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<td>• Evidence of personal and professional development</td>
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<td><strong>Other Factors</strong></td>
<td>• Committed to the overall aims of the company</td>
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<td>• Committed to the provision of quality services.</td>
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<td>• A flexible, positive attitude to performing a variety of duties.</td>
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<td>• Willing to develop/learn in the role.</td>
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<td>• Fit to undertake the duties of the post.</td>
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<td>• Ability to be flexible with regard to working hours</td>
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<td>• Ability to work within a multicultural environment</td>
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