

JOB DESCRIPTION

Job Title: Resident Medical Officer
Reports to: Matron and through the Matron to Chair of Medical Advisory Committee

Job Summary

- To be part of a team providing 24 hour medical cover and immediate first line resuscitation to any hospital patient, visitor or staff member as required.
- To assist in the management of patients and provide back-up support to the consultant

Duties and Responsibilities

General

- A professional approach must be adopted with all patients, staff and visitors.
- RMOs must work within their level of experience and competence and highlight verbally and in writing to the nurse in charge if they are being asked to work outside the level of their competences.
- To provide medical cover, routine and emergency, during hours of duty and work in conjunction with the other RMO to provide a 24 hour service to the hospital.
- To clerk in and assess urgent admissions as required when the relevant consultant is not immediately available.
- To undertake a morning and evening ward round daily and if possible with a member of the nursing staff when available ensuring patients are visited where appropriate. To make an entry in the patient's notes as appropriate following ward rounds or any other patient examinations, communication or procedures.
- To receive a hand-over report on patients from the alternative RMO when commencing duty and to attend the ward areas between the hours of 7.30 and 9.30 both morning and evening to enable and establish consultant communication .
- The RMO can spend time in theatre, observing procedures if agreed by the Consultant and Ward Manager. The RMO must be available to return to the ward and departments if required

Consultants

- Under no circumstances should RMOs seek consent for operations or procedures on behalf of a Consultant. RMOs must seek consent for any procedures that they intend to undertake.
- To communicate any medical problems or concerns to Consultants.
- To act, as may be reasonably required, on behalf of the Consultant in their absence when requested.
- To undertake within their level of experience and competence certain medical procedures required by the Consultants.

Nursing staff and patients

- To liaise with nursing staff regularly (at least every 3-4 hours) to check on patient progress, or more frequently if their condition necessitates. To see patients at the request of nurses in charge and carry out examinations of patients.
- To take blood samples from patients as may be required from time to time and to undertake arterial blood sampling as necessary.
- To supervise the daily clinical management of all patients in conjunction with the nurse team leaders and under the guidance of Consultants and attend all post operative patients on day of operation and every day following.
- To respond to calls from the ward relating to patient care.
- To discuss medication on discharge with patients and write a discharge summary if requested.
- To assist in the day to day functions at the hospital and any other reasonable tasks, within their level of experience, requested by the hospital.
- To administer intravenous medications / therapy if required
- All patient information is confidential and must be respected as all times. The RMO should be able to interpret Consultant and nursing staff requests.

Hospital

- To be familiar with the hospital's corporate care pathways.
- To administer injections for radiological investigations when required.
- To provide urgent medical attention and urgent treatment to staff or visitors in case of accident or sudden illness in liaison with the senior nurse on duty
- Ensure completion of the DATIX System, if used in the hospital to which the RMO is assigned.
- To certify deaths, complete death certificates and report unexpected deaths to the coroner and complete all relevant documentation including, if appropriate, cremation forms and any documents required by the coroner.
- To undertake emergency procedures as required (including resuscitation), taking the lead as necessary.
- The RMO must at all times abide by the Data Protection Guidelines. The night RMO will undertake a patient's records audit as indicated by the Ward Manager and will review pre-admission questionnaires / NHS notes.
- To ensure that all consumables used during procedures shall be correctly charged to patient accounts and that all policies regarding revenue capture are adhered to.
- To remain on the hospital premises whilst on duty. In the event of an RMO not attending for duty, the previous RMO must remain until a replacement is found ensuring continuous cover.

- To comply with all hospital policies and procedures in particular those relating to Health and Safety at Work.
- To attend meetings to discuss issues, incidents and accidents with Matron/Ward Manager
- The RMO will need to work with and enhance a multi-skilled clinical team under direct supervision of the Clinical Nurse Manager and reporting to Matron.
- Dress must be neat and smart in accordance with the hospital dress code. Jewellery and watches should be worn in accordance with the hospital's dress code to comply with infection control guidelines.
- RMO's have no admitting rights to the hospital. All patients admitted must be under the care of a Consultant with admitting rights to the hospital.
- The environment will include the Wards, Outpatients, Theatre, Pharmacy and any other clinical or non-clinical areas if appropriate.
- No smoking is allowed in the hospitals, RMO accommodation or hospital grounds and car parks.

Hospital Pharmacy

- To countersign any drug instructions given by Consultants over the telephone and satisfy prescribing requirements throughout the hospital, as requested by nursing staff by checking their validity, safety and need.
- To communicate as often as necessary with the hospitals' Pharmacist in relation to the patient's prescription and to adhere at all times to the British National Formulary (BNF).
- In exceptional circumstances, the RMO may be called to dispense drugs. The RMO must therefore be aware of the necessary procedures.
- The RMO is not allowed to self prescribe.
- Prescribing for staff is only permissible in an emergency

This job description is not intended to represent the full range of duties, but is indicative of some tasks to be undertaken.