

Job Description

RESIDENT MEDICAL OFFICER

Reporting to: Centre Manager

Location: West Malling Diagnostic & Treatment Centre

Job purpose:

- provide risk management, assessment of the patients within the centre, liaison with the nursing staff and consultants, initiating emergency treatment

Main duties and responsibilities:

Emergencies

- be familiar with the location and use of the emergency equipment
- demonstrate competency in ALS
- respond immediately to clinical emergencies/lead the resuscitation team

General duties

- be present and contactable within the Centre at all times
- assess patients when required/requested by the oncology nursing staff, radiology staff
- maintain clinical notes on all patients attended
- respond promptly to the request of all clinical staff
- undertake medical procedures on patients in the Centre as requested, eg cannulation, commencing I infusions, urinary catheterisations, administration of IV drugs, ECG, phlebotomy
- check blood sample result and take necessary actions
- prescribe medicines to take home and assist with discharge from the unit as required
- participate/assist/attend in-house training and scenarios as requested; this may include fire safety, infection control, manual handling, blood transfusion etc
- be aware of the promotion of effective customer care and public relations in order to promote the good reputation of the Centre

Responsibilities to consultants

- inform consultants of any change in the condition of their patients in collaboration with the Centre staff
 - initiate routine requests and treatments with the prior consent of the consultants
 - examine and review any patients at the request of the consultants
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Administrative duties

- comply with the Centre's consent and confidentiality policy, maintain comprehensive clerking and treatment records for all patients
- read, understand and adhere to the Centre's hospital policies and procedures
- complete hospital administrative documentation as required

General

- ensure that patients experience the highest level of service, in line with Genesis Care policies and procedures
- be aware of the close working relationship with partnership hospitals and third parties (where relevant) and the requirement to comply with their company local rules and policies
- carry out any other duties commensurate with the level of the job role
- actively follow all Genesis Care policies and procedures
- adhere to the company Uniform Policy at all times whilst on company and third-party premises
- actively commit to working in an open, transparent and honest manner within a culture dedicated to learning and improvement that strives to avert avoidable harm (statutory Duty of Candour)
- act at all times in accordance with the provision of Fire and Health & Safety Regulations

Job Description approved by:

Manager:

Date:

Agreed by:

Post Holder:

Date:

Note: As duties and responsibilities change, the Job Description may be reviewed and amended in consultation with the Post Holder.
