**RMO Information Sheet**

**Community / Non-DHB Clinical Attachments**

*The following sets out the key information you will need to know whilst undertaking your Community / Non-DHB Clinical attachment.*

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| **KEY INFORMATION** |
| **Employment and Remuneration** | * The DHB remains your employer during your clinical attachment and you will be required to ensure that you continue to follow the DHB’s prescribed process in relation to applications for leave, processing of claims, and normal reporting requirements for notification of absence. This will continue to be managed through the RMO Support Unit at the DHB.
* You will be paid as per the DHB’s usual pay arrangements and the salary for the clinical attachment is prescribed by the run description. The run description for your clinical attachment with the Community Provider is *attached / can be located at the following link:*

*INSERT LINK* |
| **Roster** | * Your roster will be sent to you by the RMO Support Unit 4 weeks prior to the commencement of your clinical attachment. This should be read in conjunction with the run description which forms part of your terms and conditions of employment.
* If you have any questions regarding your roster please direct these to the RMO Support Unit whose details are located in the key contacts section below.
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| **Mileage and Reimbursements** | * You may claim mileage and tolls for travel from the Community/Non-DHB Provider to the hospital when rostered to an after-hours shift in hospital.
* Where the Community/Non-DHB Provider has multiple sites and you are required to travel between these to undertake duties as part of your clinical attachment you are eligible to claim mileage.
* All mileage and reimbursement claims should be submitted to the RMO Support Unit at the DHB for processing. *DHB to add any additional information related to how claims are submitted i.e. either online or paper based.*
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| **Meal Entitlement** | * You are NOT entitled to a paid meal whilst allocated to a Community/Non-DHB clinical attachment, where it details in your run description that you will have an unpaid lunch break, and you are not required to be on duty during this time.
* If this applies, there is no entitlement to the meal provision (clause 15.0 NZRDA MECA / clause 20.0 STONZ MECA) because you are not required to be on duty over a meal period.
* *DHB to detail here the process for meals where the RMO is required to be on duty over a meal period whilst at the clinical attachment*
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| **Planned Leave (Annual Leave, Medical Education Leave, STIL)** | * You are entitled to the same amount of leave as per a Hospital run. You will need to apply for leave via the RMO Support Unit.
* Leave applications should be submitted as early as possible in line with DHB policies. These are to be emailed to the RMO Support Unit key contact detailed below including the dates and type of leave requested. These will then be entered into the RMO Leave Kiosk on your behalf the next working day after receipt of the email.
* The RMO Support Unit will liaise with the Community/Non-DHB Provider for your leave approval. Once the outcome is determined you will receive a notification via email from the RMO Leave Kiosk.
* Please note that under MCNZ requirements, you will need to complete at least 10 weeks of a 13 week clinical attachment, therefore no greater than 3 of the 13 weeks away from the attachment, including sick leave.
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| **Unplanned Leave / Absences** | * A dual reporting process to both the DHB and the Community/Non-DHB Provider will be required for notification of unplanned leave /absences such as sick leave or bereavement leave. See key contacts listed below for dual reporting requirements.
* If you call in sick before 7.30am, please leave a voice message at the RMO Support Unit and the Community/Non-DHB Provider once it opens.
* The RMO Support Unit will also inform the Community/Non-DHB Provider of your absence however it remains a courtesy for you to personally inform the Community/Non-DHB Provider that you are unable to work and also allows for any required clinical handover.
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| **Community / Non-DHB Provider Requirements** | * You will be required to comply with all relevant policies of the Community/Non-DHB Provider and wear any uniform and identification card provided at all times.
* As a DHB employee should an adverse event occur during a community clinical attachment you will be required to follow the DHB’s prescribed reporting process, as well as undertaking any reporting requirements of the Community/Non-DHB Provider.
* The Community/Non-DHB Provider will provide you with access to documentation relating to their respective policies, compliance guidelines and practices including general terms of access, health and safety policies and any specific terms of access, plus procedure manuals and equipment instructions as appropriate to your role.
* The Community/Non-DHB Provider will provide suitable facilities for you to see patients, including medical equipment.
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| **ePort** | * The Community/Non-DHB Provider will nominate your Clinical Supervisor while you are working in this attachment. The Clinical Supervisor at the Community/Non-DHB Provider will liaise with the DHB Educational Supervisor where required regarding your performance during the clinical attachment. The Clinical Supervisor will take responsibility for providing supervisory teaching and oversight as required by the Health Practitioners’ Competency Assurance Act.
* Your Clinical Supervisor will meet with you during your clinical attachment to help you meet your MCNZ requirements.
* For further information please go to the MCNZ website: [www.mcnz.org.nz](http://www.mcnz.org.nz)
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| **Memorandum of Understanding**  | * The DHB and Community/Non-DHB Provider have entered into a MoU to facilitate the clinical attachment. An extract of the key obligations and commitments from the MoU have been detailed at Appendix 1 for your information. Please ensure you read these. Please note this is for Community/Non-DHB providers only.
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| **KEY CONTACTS – DHB** |
| *DHBs can insert in this section any relevant key contact details within the DHB e.g. the RMO Support Unit, Payroll that the RMO will require whilst they are working at the Community / Non DHB Provider.* |
| **KEY CONTACTS – COMMUNITY / NON-DHB PROVIDERS** |
| *DHBs can insert in this section key contact details for each of their Community / Non-DHB Providers.* |

**Appendix 1**

**DHB and Community/Non-DHB** **Provider MoU (Extract)**

*Insert here details from the MoU detailing the* key *obligations and commitments between the DHB and Community/Non-DHB Provider. Any commercial/confidential information between the DHB and Provider does not need to be detailed.*