**RMO Information Sheet**

**Community / Non-Health NZ Clinical Attachments**

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

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| **KEY INFORMATION** |
| **Employment and Remuneration** | * The District remains your employer during your clinical attachment and you will be required to ensure that you continue to follow the District’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 District.
* You will be paid as per the District’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 at least 28 days 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-Health NZProvider to the hospital when rostered to an after-hours shift in hospital.
* Where the Community/Non-Health NZ 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 District for processing. *District 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-District 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 CA / clause 20.0 STONZ CA) because you are not required to be on duty over a meal period.
* *District 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 District 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-Health NZ 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 District and the Community/Non-Health NZ 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-Health NZ Provider once it opens.
* The RMO Support Unit will also inform the Community/Non-Health NZ Provider of your absence however it remains a courtesy for you to personally inform the Community/Non-Health NZ Provider that you are unable to work and also allows for any required clinical handover.
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| **Community / Non-Health NZ Provider Requirements** | * You will be required to comply with all relevant policies of the Community/Non-Health NZ Provider and wear any uniform and identification card provided at all times.
* As a District employee should an adverse event occur during a community clinical attachment you will be required to follow the District’s prescribed reporting process, as well as undertaking any reporting requirements of the Community/Non-Health NZ Provider.
* The Community/Non-Health NZ 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-Health NZ Provider will provide suitable facilities for you to see patients, including medical equipment.
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| **ePort** | * The Community/Non-Health NZ Provider will nominate your Clinical Supervisor while you are working in this attachment. The Clinical Supervisor at the Community/Non-Health NZ Provider will liaise with the District 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 District and Community/Non-Health NZ 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-District providers only.
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| **KEY CONTACTS – District** |
| *Districts can insert in this section any relevant key contact details within the District e.g. the RMO Support Unit, Payroll that the RMO will require whilst they are working at the Community / Non District Provider.* |
| **KEY CONTACTS – COMMUNITY / NON-District PROVIDERS** |
| *Districts can insert in this section key contact details for each of their Community / Non-Health NZ Providers.* |

**Appendix 1**

**District and Community/Non-Health NZ Provider MoU (Extract)**

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