



### Position Description

Employment Agreement:	ASMS/WDHSL Collective Agreement
Position Title:	Medical Officer/Medical Specialist
Service & Directorate:	Medical Team
Location:	Oamaru
Reports to:	Clinical Director
Date:	01/11/2020

### Core Purpose

**To champion, enable, and provide sustainable, trusted, quality health services within our community.**

### Our Values:

#### *People and Community First*

<i>Brave / Māia</i>	<i>Respect / Whakaute</i>	<i>Excellence / Kairangatira</i>	<i>Growth / Tipu</i>	<i>One Team / Kotahi Tīma</i>
<i>We aim high and strive to improve what we do.</i>	<i>Our actions &amp; decisions are based on a foundation of respect.</i>	<i>Leading healthcare quality every day, that makes a difference in the life of the community.</i>	<i>Growth of our business allows us to increase the good we do – for our community and our people.</i>	<i>Work together as one diverse and inclusive team for the good of the community.</i>

### PURPOSE OF THE ROLE

- To ensure provision of an effective and efficient Acute Care Area and Inpatient service for the care of patients at Waitaki District Health Services Ltd in a culturally appropriate manner.
- To participate in a multidisciplinary service including the medical management of patients admitted under the Medical; Surgical; Assessment, Treatment & Rehabilitation (AT&R) Services and in the Acute Care Area. The Medical Officer will also be expected to provide emergency medical input to the Maternity Service as required from time to time.

## Competencies

The following competencies apply to this position. The employee will be assessed against these as part of their annual performance and development review.

<b>Organisational Competencies</b>	
<b>Customer Focus</b>	Is dedicated to meeting the expectations and requirements of internal and external customers; gets firsthand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect
<b>Integrity and Trust</b>	Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
<b>Drive For Results</b>	Can be counted on to exceed goals successfully; Is constantly and consistently one of the top performers; very bottom line oriented; steadfastly pushes self and others for results.
<b>Managing Diversity</b>	Manages all kinds and classes of people equitably; deals effectively with all races, nationalities, cultures, disabilities, ages and gender; promotes variety and diversity without regard to class; supports equal and fair treatment and opportunity for all.
<b>ROLE SPECIFIC COMPETENCIES</b>	
Future Focused	<ul style="list-style-type: none"> <li>▪ Is able to think strategically and be an active part of a clinical leadership team that is able to lead change within a changing environment.</li> </ul>
Communication	<ul style="list-style-type: none"> <li>▪ Communication conveys an understanding of the context of the situation/circumstances. Presents information clearly in a language and style appropriate to the audience</li> </ul>
Problem Solving	<ul style="list-style-type: none"> <li>▪ Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at first answers</li> </ul>
Interpersonal Savvy	<ul style="list-style-type: none"> <li>▪ Relates well to all kinds of people – inside and outside the organisation. Builds appropriate rapport. Builds constructive and effective relationships. Uses diplomacy and tact. Can defuse even high-tension situations comfortably</li> </ul>
Leadership	<ul style="list-style-type: none"> <li>▪ Sets a good example by providing a clear sense of purpose. Actively seeks to improve others skills and talents through coaching, training opportunities and feedback. Uses strategies to promote team morale and a quality service</li> </ul>
Teamwork and Co-operation	<ul style="list-style-type: none"> <li>▪ Invites all members of a group to contribute to a process. Understanding and appreciative of different and opposing perspectives on an issue. Actively promotes a friendly climate, good morale and co-operation within the team. Accepts responsibility for the effectiveness of the team</li> </ul>
Initiative	<ul style="list-style-type: none"> <li>▪ Acts quickly and decisively in a crisis. Creates opportunities or minimises potential problems in the short term by a unique extra effort eg implementation of a training programme</li> </ul>
Priority Setting	<ul style="list-style-type: none"> <li>▪ Spends his/her time and the time of others on what's important; quickly zeros in on the critical few and puts the trivial many aside; can quickly sense what will help or hinder accomplishing a goal; eliminates roadblocks, creates focus</li> </ul>
Organising	<ul style="list-style-type: none"> <li>▪ Can marshal resources (people, funding, material, support) to get things done; can orchestrate multiple activities at once to accomplish a goal; uses resources effectively and efficiently</li> </ul>

KEY RELATIONSHIPS	
Within Waitaki District Health Services Ltd	External to Waitaki District Health Services Ltd
<ul style="list-style-type: none"> <li>Clinical Director</li> </ul>	<ul style="list-style-type: none"> <li>Primary Health Care Providers</li> </ul>
<ul style="list-style-type: none"> <li>CEO</li> </ul>	<ul style="list-style-type: none"> <li>SDHB Medical Staff</li> </ul>
<ul style="list-style-type: none"> <li>Leadership Team</li> </ul>	<ul style="list-style-type: none"> <li>Patients and their families/Whanau</li> </ul>
<ul style="list-style-type: none"> <li>Medical Staff</li> </ul>	<ul style="list-style-type: none"> <li>St John Staff</li> </ul>
<ul style="list-style-type: none"> <li>Nursing Staff and Allied Health Staff</li> </ul>	<ul style="list-style-type: none"> <li>Volunteers and other members of the public</li> </ul>
<ul style="list-style-type: none"> <li>Other staff within WDHSL</li> </ul>	<ul style="list-style-type: none"> <li>Other Hospitals/District Health Boards</li> </ul>

## PERSON SPECIFICATION

The expertise required for a person to be fully competent in the role. Position specific competencies include:

	ESSENTIAL	DESIRABLE
<b>Education and Qualifications (or equivalent level of learning)</b>	<ul style="list-style-type: none"> <li>Current registration with Medical Council of New Zealand</li> <li>Advanced Cardiac Life Support (Core)</li> <li>Neonatal Resuscitation</li> <li>EMST</li> <li>APLS</li> </ul>	<ul style="list-style-type: none"> <li>Fellowship of the Division of Rural Hospital Medicine or similar</li> <li>Fellowship of the Royal New Zealand College of General Practitioners</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Have had at least 5 years' postgraduate medical experience</li> <li>Experience in all aspects of Emergency and Trauma medicine</li> <li>Experience in acute medicine and medical care of inpatients including coronary care</li> <li>Experience in acute surgical presentations that would require stabilisation and transfer to a base hospital</li> </ul>	<ul style="list-style-type: none"> <li>Experience working in a rural hospital within New Zealand</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>Knowledge of quality system and evidence based practice</li> <li>High standard of oral and written communication skills</li> <li>Demonstrated ability to promote and develop teamwork</li> <li>Able to access and interpret relevant research</li> <li>Competent computer skills</li> <li>Able to provide constructive and timely feedback</li> <li>Capable of working under pressure</li> <li>Able to interact well with other people from a variety of cultural backgrounds</li> </ul>	

<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• Positively contributes to workplace culture</li><li>• Commitment and personal accountability.</li><li>• Excellent interpersonal skills, including ability to work effectively with people at all levels of the organisation.</li><li>• Acts with discretion, sensitivity and integrity at all times.</li><li>• Is adaptable and flexible – open to change (positive or negative).</li><li>• Has initiative and self-motivation with excellent organisational and time management skills</li><li>• Has high standards of ethical and professional practice</li><li>• Is energetic and able to motivate others</li></ul>
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## KEY RESULT AREAS:

### Key Accountabilities:

#### Clinical Services

- Diagnose and treat a wide range of undifferentiated health problems, adopting an incremental and evidence-based approach to investigation, and assessment, responding to patient risk safely and effectively
- Integrate a psychological, social, cultural and holistic knowledge of the patient and apply this understanding to practical care planning through patient centred approaches, including shared decision-making
- Be responsible for the supervision of admissions and discharges, investigatory procedures, changes in treatment and all similar matters
- Arrange transfer of patients from inpatient care or Acute Care Area to other secondary or tertiary care facilities, after appropriate telephone consultation with that facility. The transfer documentation is to include appropriately detailed clinical information, and a record of investigations and treatment
- Attend scheduled ward rounds (if inpatient based) and review the status and treatment of patients
- Implement treatment plans of patients, including ordering of appropriate investigations and acknowledging results and acting upon abnormal results in a timely fashion
- Communicate with patients and their families about patient's illness and treatment
- Prepare clear, detailed, clinical records and discharge summaries of patients
- Medical Officers are expected to provide medical input as required from time to time for Maternity services, in conjunction with relevant health professionals

#### Professional and Patient Responsibility

- The employee is responsible and accountable to the statutory authorities such as the Medical Council established under the Medical Practitioners Act 1995, including relevant policy statements and guidelines
- The employee is responsible and accountable to the ethical codes and standards of relevant colleges and professional associations
- To ensure that WDHL acts in an empathetic manner to the users of its services, including being culturally sensitive to all personal decision and actions
- To ensure that patients receive appropriate and clearly explained information regarding their clinical condition and its management
- To attend promptly to patient complaints and observe hospital procedures to resolve their concerns, including offering the services of a Patient Advocate if required
- To communicate with next of kin, in particular where patients are minors or otherwise unable to fully comprehend the nature of their illness or the management options presented to them. In deciding to communicate with next of kin the Medical Officer should ensure that they are fully aware of the restrictions imposed by the Privacy Act

#### Teamwork

- Foster a team environment with other medical and nursing staff so that together you provide patients with care which is patient centred, co-ordinated, proactive and planned
- Ensure clear communication with nursing staff for changes or updates in medical orders
- Be willing to provide advice and assistance to other doctors and health professionals within the organisation when required
- Medical Officers are expected to participate in formal hand-over of patient care at the commencement and completion of each period of duty
- The Medical Officer is to provide teaching for all health professionals of lesser skill, knowledge and experience, at both an undergraduate and postgraduate level. This obligation includes informal instruction during routine clinical activities
- To co-operate with management and other staff in achieving the performance and financial objectives of WDHL including budget targets

<b>Other Duties</b>	
Undertaking duties from time to time that may be in addition to those outlined above but which fall within your capabilities and experience.	<ul style="list-style-type: none"> <li>You respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness.</li> <li>You produce work that complies with processes and reflects best practice.</li> <li>Research undertaken is robust and well considered.</li> </ul>
<b>Professional Development – self</b>	
Identifying areas for personal and professional development.	<ul style="list-style-type: none"> <li>Ongoing CME is maintained at least at the level required to maintain ongoing accreditation through the maintenance of professional standards of the New Zealand Medical Council</li> <li>Training and development goals are identified/agreed with your service leader.</li> <li>Performance objectives reviewed at least annually with your service leader.</li> <li>You actively seek feedback and accept constructive criticism.</li> <li>Maintain a clear record of non-clinical tasks completed, as identified in the professional development plan</li> </ul>
<b>Quality Improvement</b>	
Promoting and maintaining a quality improvement approach into all work.	<ul style="list-style-type: none"> <li>To participate in regular clinical audit and service development meetings</li> <li>Demonstrate a positive personal commitment to the culture of continuous quality improvement by ensuring quality values are integrated into personal daily practice</li> <li>Actively contribute to the implementation and ongoing maintenance of continuous quality improvement processes in their area according to a planned annual programme</li> <li>Lead and support quality improvement activities in all departments/areas of WDHSL</li> </ul>
<b>Health, Safety and Wellbeing</b>	
Taking all practicable steps to ensure personal safety and the safety of others while at work, in accordance with the WDHSL's Health, Safety and Wellbeing policies, procedures and systems.	<ul style="list-style-type: none"> <li>You understand and consistently meet your obligations under WDHSL's Health and Safety policy/procedures. <ul style="list-style-type: none"> <li>You actively encourage and challenge your peers to work in a safe manner.</li> <li>Work towards creating an atmosphere where staff support each other and workplace violence and bullying is not tolerated</li> </ul> </li> <li>Effort is made to strive for best practice in Health and Safety at all times.</li> </ul>

## Treaty of Waitangi

Giving effect to the principles of the Treaty of Waitangi – Partnership, Participation and Protection through your interaction with others on a day to day basis.

- **Tino rangatiratanga:** The guarantee of tino rangatiratanga, which provides for Māori self-determination and mana motuhake in the design, delivery, and monitoring of health and disability services.
- **Equity:** The principle of equity, which requires the Crown to commit to achieving equitable health outcomes for Māori.
- **Active protection:** The principle of active protection, which requires the Crown to act, to the fullest extent practicable, to achieve equitable health outcomes for Māori. This includes ensuring that it, its agents, and its Treaty partner are well informed on the extent, and nature, of both Māori health outcomes and efforts to achieve Māori health equity.
- **Options:** The principle of options, which requires the Crown to provide for and properly resource kaupapa Māori health and disability services. Furthermore, the Crown is obliged to ensure that all health and disability services are provided in a culturally appropriate way that recognises and supports the expression of hauora Māori models of care.
- **Partnership:** The principle of partnership, which requires the Crown and Māori to work in partnership in the governance, design, delivery, and monitoring of health and disability services. Māori must be co-designers, with the Crown, of the primary health system for Māori.

## CHANGES TO POSITION DESCRIPTION

From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. This Position Description may be reviewed as part of the preparation for your annual performance and development review.

Acknowledged / Accepted:

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Employee

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Date

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Employer

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Date