



## JOB DESCRIPTION

### CONSULTANT PAEDIATRICIAN

#### SECTION ONE

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| <b>DESIGNATION:</b><br>CONSULTANT PAEDIATRICIAN   | <b>REPORTING TO:</b><br>HEAD OF DEPARTMENT - FOR ALL CLINICAL MATTERS |
| <b>NATURE OF APPOINTMENT:</b><br>PART TIME 0.6 FTE  | <b>DATE:</b><br>JULY 2021   |
| <b>LOCATION:</b> BASE HOSPITAL AND HAWERA HOSPITAL  |   |
| <b>WEEKLY TIMETABLE:</b><br>The Paediatrician will overall work 24 standard hours per week as agreed with the HOD, and an average of 3.25 on all hours per week.<br>The department has a consultant of the week service model approximately 1:8<br>Non clinical time will be up to 30% of standard hours. |   |
| <b>SUMMARY OF ON-CALL DUTIES:</b><br>You are required to do participate in the department's After-hours/on call roster. The current frequency is approximately 1:8. The usual level of medical officer support is a Registrar or House Officer/Senior House Officer.                                      |   |

**Job descriptions shall be varied from time to time to record any agreed changes to rosters and staffing levels.**

#### SECTION TWO

The Medical practitioner is required to undertake their clinical responsibilities and to conduct themselves in all matters relating to their employment, in accordance with best practice and relevant ethical and professional standards and guidelines, as determined from time to time by:

- the New Zealand Medical Association's code of ethics;
- the practitioner's relevant medical college(s) and / or professional association(s);
- the New Zealand Medical (or Dental) Council;
- the Health & Disability Commissioner; and
- TDHB's policies and procedures except to the extent that they may be inconsistent with any other provision of the Senior Medical and Dental Officers Collective Agreement
- Royal Australasian College of Physicians

### SECTION THREE

This section of your job description contains an indicative list of the clinical duties and activities required for this particular position but is not exclusive.

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| ➤ outpatient and other clinics including Gateway assessments    | ➤ reading and responding to patient referral letters                |
| ➤ discussions and meetings with care givers and patients whanau | ➤ research and study related to the treatment of a specific patient |
| ➤ multi-disciplinary meetings, case conference and reviews      | ➤ community engagement and population health promotion activities   |
| ➤ telephone and other ad hoc consultations                      | ➤ preparation of police, coroner, legal, ACC and similar reports    |

### **Clinical Duties**

#### General Duties

##### The Consultant will

- Provide efficient and effective assessment and management of the department's patients following accepted professional guidelines.
- Work with other Team members to mutually agreed work schedules and waiting list management processes, in consultation with the Head of Department / **Clinical** Director.
- Provide clinical input in a timely way that facilitates efficient patient flows and meets treatment objectives.
- Carry out investigative and treatment procedures within the Organisation where possible.
- See and advise on inpatients referred by hospital specialist colleagues for assessment, within a timeframe appropriate to the clinical circumstances.
- Be responsible for the referral of any patients under their care to other centres for specialist treatment when appropriate.
- Maintain comprehensive and accurate records for all patients seen.
- Provide verbal advice to GP's and other clinicians who telephone for assistance where appropriate
- Ensure that discharge summaries are completed by the team, ideally at time of discharge but otherwise within 24hrs of discharge.
- Provide paediatrician medical leadership to the wider Child Health team.

#### On call

While rostered on call, the Consultant will

- Be available to consult with the Registrar/House Surgeon by telephone, or be called back to assist the Registrar/House Surgeon or other members of Team.
- Be required to work with Independent Practitioners, such as Midwives and General Practitioners.

### Emergency Department

- The Consultant will be available to assess referrals from the Emergency Department where appropriate.

### Outpatient Department

- Outpatient clinics will be conducted as mutually agreed in consultation with the Head of Department / Service Director.
- The Consultant will adhere to the agreed waiting time criteria for booking of cases.
- The standards for patient waiting time in clinics will be adhered to.
- Prioritisation will be carried out according to departmental policies, developed under the leadership of the HOD.
- Guidelines for the management of patients in clinics will be adhered to.

### **Measurement Methods**

- Clinical Audit.
- Peer review.
- Agreed clinical throughput targets.
- Compliments and complaints.

### **Patient Care**

- Patients will be given a full explanation of all procedures and treatments.
- Informed consent will be obtained from all patients before undertaking any test or procedures in accordance with the Organisation's policy.
- Family or significant others will be kept informed, where possible with the patient's consent.
- Effective interpersonal relationships will be maintained with staff and patients and families.
- The Consultant will be familiar with the role of consumer affairs/complaints officer, cultural concerns, patient rights and relevant current legislation.
- Problems and complaints will be handled sensitively and expediently. Input into complaint investigation will be provided as requested by HOD / Service Directors or delegate.
- The consultant will be available to assist community groups and specialist societies in health promotion and will be available at the request of the General Manager Hospital and Specialist Services or HOD to make comments through the media on matters concerning public health in particular.

### **Measurement Methods**

- Customer satisfaction surveys.
- Compliments & Complaints.
- Community feedback.

## Advocacy and Health Promotion

- Provide consultation/advice, initiate health education programmes and contribute to national and Taranaki District Health Board policies for Child Health. Such consultation and programme development may include:
  - needs assessment, including the needs of child and adolescent populations with specific needs.
  - community diagnosis.
  - screening and surveillance.
  - infectious disease control, injury control.
  - health programme planning, evaluation, and research including the quantitative and qualitative measurement of health outcomes.
- Health promotion programmes supported through education, information provision and other preventative process.
- Participate in the development of an integrated framework of services linking health and non-health sectors to achieve maximum support and health gain for children and families.
- Promote facilitate and understand the development and analysis of child health data to provide accurate information to establish health gain priorities and monitor outcomes of initiatives taken.

## Environment and Facilities

- As requested, the Consultant will contribute to the development of relevant departmental / organisational plans, capital budgets, etc and participate in relevant projects.
- The Consultant will work with the HOD and Service Director on effective resource utilisation.
- Any plan for new technology or provision of service must be endorsed by HOD and Service Director before progression. This applies to both internal and external service development.
- The Consultant will demonstrate an awareness of expenditure on supplies and pharmaceuticals and the budgetary implications associated with this.
- Education and monitoring of junior medical staff will occur to ensure appropriate ordering of investigations and treatments.

## Measurement Methods

- Budgetary targets are met.
- Consultation processes are maintained.

## Quality Assurance

The Consultant will

- Work with the HOD and Service Director to ensure that clinical practice is consistent with Specialist College and national guidelines for a secondary provider.
- Contribute to the departmental clinical quality assurance system, including regular clinical audit, review of patient care (length of patient stay, mortality and morbidity reviews, audit, and regular clinical meetings).

- Contribute to the ongoing evaluation of the department's service as a whole.
- Contribute to the formal review of medical staff within the relevant Department.
- Attend clinical meetings as scheduled.

#### **Measurement Methods**

- Clinical Audit.
- Organisational Audit.
- National Audit.

#### **SECTION FOUR**

This section contains a reasonably comprehensive list of the non-clinical duties or other professional activities not covered above.

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| ➤ CME and professional self development                  | ➤ Teaching, including preparation time  |
| ➤ Audit and quality assurance and improvement activities | ➤ supervision and oversight of others   |
| ➤ grand rounds   | ➤ service or department administration  |
| ➤ research   | ➤ planning meetings   |
| ➤ clinical pathway development                           | ➤ credentialling  |
| ➤ Journal Club   | Establishing and nurturing collaborative relationships with key community agencies eg CYF,MSD, Police, MOE, Tuo Ora |

#### **Non-Clinical Duties**

##### **Team Work**

The Consultant will

- Provide supervision to junior medical staff in compliance with regulatory requirements to ensure that they are competent to undertake safe and effective clinical care.
- Provide guidance and support to junior medical staff in order to develop and maintain their clinical practice.
- Hold regular discussions, where appropriate, with other health professionals to ensure a multidisciplinary approach to patient care.
- Ensure that junior medical staff are given clear guidance and are aware of the expectations and relevant organisational policies pertaining to the Department.
- Ensure that formal teaching of junior medical staff occurs as scheduled.
- Contribute to in-service programmes as scheduled.
- Be available to cover their colleagues when they are sick or on leave (within the constraints of their existing workloads).
- Contribute to the formal review of junior medical staff.

#### **Measurement Methods**

- Junior staff review.
- Feedback from general staff.
- Peer review.

## Personal Development & Research

- The Consultant will maintain competence and keep abreast of any new updates in clinical practice through literature review, attendance at relevant conferences, internal professional development.
- The Consultant will be enrolled in appropriate professional re-certification programme.
- The Consultant will be familiar with all modern investigative techniques, and use such techniques where appropriate and affordable.
- The Consultant will be encouraged to undertake research. Such research, or involvement in therapeutic trials, will receive formal approval of the Research Ethical Committee and be carried out in accordance with its protocol. Progress reports will be provided to the CMA as appropriate.

### Measurement Methods

- Credentialling Committee review.
- Ethics Committee report.
- Peer review.

### KEY WORKING RELATIONSHIPS:

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|---|---|
| Head of Department  | Direct reporting relationship and performance appraisal |
| Clinical director Child and Maternal Health   | Professional support and advice                         |
| Leadership team Child and Maternal Directorate  | Operational / management advice, support, communication |
| Manager Inpatient Paediatric services   | Communication, advice                                   |
| Manager Paediatric community services   | Communication, advice                                   |
| Chief Medical Advisor   | Professional advice and support                         |
| Chief Operating Officer   | Operational/management advice, support                  |
| Planning and Funding  | Communication, professional clinical advice             |
| Nursing/Administrative Staff  | Liaison and communication re daily activities           |
| Staff of the TDHB (e.g. Public Health Nurses, Adult Mental Health, Maternity)                               | Liaison, referrals and communication                    |
| Referring Clinicians  | Liaison, referrals and communication                    |
| Public and Patients   | Care of patient   |
| Independent Practitioners   | Liaison, referrals and communication                    |
| Community Organisations (government and non -governmental eg CYF,MSD, Police, MOE, Tui Ora, Tu Tama Wahine) | Liaison, referrals and communication                    |

## TARANAKI DISTRICT HEALTH BOARD STRATEGIC AIM

Improving, promoting, protecting and caring for the health and wellbeing of the people of Taranaki.

- To promote healthy lifestyles and self responsibility
- To have the people and infrastructure to meet changing health needs
- To have people as healthy as they can be through promotion, prevention, early intervention and rehabilitation
- To have services that are people centred and accessible where the health sector works as one
- To have multi-agency approach to health
- To improve the health of Maori and groups with poor health status
- To lead and support the health and disability sector and provide stability throughout change
- To make the best use of the resources available

Taranaki Health is committed to the principles of the Treaty of Waitangi and in particular we work together by

- Treating people with trust, respect and compassion.
- Communicating openly, honestly and acting with integrity.
- Enabling professional and organisational standards to be met.
- Supporting achievement and acknowledging successes.
- Creating healthy and safe environments.
- Welcoming new ideas.

## **PERSON SPECIFICATION:**

### **KEY PERSONAL CHARACTERISTICS REQUIRED:**

#### **ESSENTIAL:**

- Applicants must be qualified medical practitioners registered or eligible for registration with the Medical Council of New Zealand and in addition, must hold a specialist qualification appropriate to the speciality. They must either hold vocational registration or be able to demonstrate a pathway towards vocational registration.
- The higher qualifications recognised are scheduled in the Medical Practitioners (Registration of Specialists) Regulations.
- The appointee must produce his/her Certificate of Registration to the Director Medical Management prior to commencement.
- Shows a caring but professional manner in all aspects of work. Is aware of and sensitive to all cultural issues.
- **Compassion and courage is demonstrated in all aspects of clinical and non clinical work**
- Able to cope with a high and varied work load including emergency situations.
- Commitment to development of a community health focussed paediatric service.
- Time management skills and ability to prioritise.
- Dedicated team player with a willingness to learn new skills.
- Computer literate.
- Has a commitment to quality and accuracy and is keen to learn and develop new skills.
- Knowledge of Quality Assurance, clinical audit and accreditation principles, and a commitment of continuous quality improvement.
- Ability to maintain confidentiality at all times.
- Demonstrates initiative and flexibility.