

### JOB DESCRIPTION

#### SECTION ONE

<b>DESIGNATION:</b>  <b>CONSULTANT PHYSICIAN, SUB SPECIALITY ENDOCRINOLOGY/DIABETOLOGY</b>	<b>REPORTING TO:</b>  <b>HEAD OF DEPARTMENT - FOR ALL CLINICAL MATTERS</b>  <b>SERVICE MANAGER – FOR ALL ADMINISTRATIVE MATTERS</b>																
<b>NATURE OF APPOINTMENT:</b>  PART TIME 0.7 FTE	<b>DATE:</b>  NOVEMBER 2022																
<b>LOCATION: BASE HOSPITAL AND HAWERA HOSPITAL</b>																	
<b>WEEKLY TIMETABLE:</b> The Physician will overall work 28 standard hours per week as follows:																	
<table border="1"> <thead> <tr> <th data-bbox="250 947 935 995">Duty</th> <th data-bbox="935 947 1057 995">Hours</th> <th data-bbox="1057 947 1227 995">Sessions</th> <th data-bbox="1227 947 1442 995">Total hours</th> </tr> </thead> <tbody> <tr> <td data-bbox="250 995 935 1108"> <b>Clinical subspecialty</b>   <b>Non Clinical:</b> self development, grand rounds, audit and QA, teaching, supervision, planning, etc.         </td> <td data-bbox="935 995 1057 1108"></td> <td data-bbox="1057 995 1227 1108"></td> <td data-bbox="1227 995 1442 1108"> <b>21</b>   <b>7</b> </td> </tr> <tr> <td data-bbox="250 1108 935 1150"> <b>Call:</b> </td> <td data-bbox="935 1108 1057 1150"></td> <td data-bbox="1057 1108 1227 1150"></td> <td data-bbox="1227 1108 1442 1150"> <b>0</b> </td> </tr> <tr> <td data-bbox="250 1150 935 1199"> <b>TOTAL per week</b> </td> <td data-bbox="935 1150 1057 1199"></td> <td data-bbox="1057 1150 1227 1199"></td> <td data-bbox="1227 1150 1442 1199"> <b>28</b> </td> </tr> </tbody> </table>		Duty	Hours	Sessions	Total hours	<b>Clinical subspecialty</b>  <b>Non Clinical:</b> self development, grand rounds, audit and QA, teaching, supervision, planning, etc.			<b>21</b>  <b>7</b>	<b>Call:</b>			<b>0</b>	<b>TOTAL per week</b>			<b>28</b>
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<b>SUMMARY OF ON-CALL DUTIES:</b> There is no formal after hours On Call requirement though due to leave and other circumstances you may be requested to participate. This will be negotiated and agreed with you.																	

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

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#### 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

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- Taranaki Base Hospital 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

### SECTION THREE

This section of your job description contains a list of the clinical duties and activities required for this particular position.

➤ Outpatient and other cluster based clinics	➤ Education and upskilling of the health workforce (Including General Practice)
➤ Discussions and meetings with People Living with Diabetes (PWD) and whanau	➤ Reading, triaging and responding to patient referral letters
➤ Meetings - various diabetes multi-disciplinary meetings, case conferences and reviews	➤ research and study related to diabetes
➤ Telephone and virtual consultations	➤ community health promotion activities and diabetes awareness
➤ Diabetes in Pregnancy	➤ preparation of police, coroner, legal, ACC and similar reports

### **Clinical Duties**

#### General Duties

The consultant will provide clinical expertise and support to the Diabetes Integrated Team (DIT) to deliver care to PWD and their whānau, in line with the model of integrated care whilst meeting the Ministry of Health Quality Standards for Diabetes Care.

The role will work collaboratively across partner organisations from multiple locations including the hospital environment, community and within general practice clinics.

The purpose is to carry a caseload of patients and provide targeted support, guidance, education and advice to the Taranaki health workforce as the professional diabetes clinical expert. The aim will be to ensure that the workforce becomes confident in their management of PWD, enabling more patients to be cared for safely and in alignment with guidelines and best practice within a primary and community care setting closer to home.

The role will promote and role model excellence in diabetes clinical leadership and professional management including elevating the standard of diabetes care across the Diabetes Integrated Team and sector.

The position will support innovative ways of engaging with priority populations and reducing the equity gap and constantly looking to lead and support continuous quality improvement across the region through a care cluster model of delivery.

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Diabetes in Pregnancy is a specific area that will involve working with a multidisciplinary team including obstetricians, midwives as well as the diabetes nurse specialists and other allied health staff such as dietitians to meet the needs of pregnant women who have diabetes Type 1 or 2 or gestational diabetes. It would include prioritisation of preconception management where possible and support for the maternity team throughout the pregnancy and then post-natal management and advice following relevant guidelines

- 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 / Service Manager.
- 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 who telephone for assistance.

### 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 Manager.
- 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 of referrals will be carried out according to departmental policies.
- 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.

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- 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 Manager or delegate
- The consultant will, as far as time permits, be available to assist community groups and specialist societies in health promotion and will be available at the request of the HOD/Service manager to make comments through the media on matters concerning public health.

### Measurement Methods

- Customer satisfaction surveys
- Compliments & Complaints
- Community feedback

### 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/Service Manager on effective resource utilisation.
- Any plan for new technology or provision of service must be endorsed by HOD/Service Manager 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.

### Measurement Methods

- Budgetary targets are met
- Consultation processes are maintained

### Quality Assurance

The Consultant will

- Work with the HOD and Service Manager 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 (mortality and morbidity reviews, audit, regular clinical meetings).
- Contribute to the ongoing evaluation of the department's service as an entirety.
- 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

# Te Whatu Ora

## Health New Zealand

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

➤ 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	

### Non-Clinical Duties

#### Team Work

The Consultant will

- 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 etc.
- 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

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## Health New Zealand

- Ethics Committee report
- Peer review

### **KEY WORKING RELATIONSHIPS:**

Head of Department	Direct reporting relationship and performance appraisal
Service Manager	Operational / management advice, support, communication
Chief Medical Advisor	Professional advice and support
Nursing/Administrative Staff	Liaison and communication re daily activities
Staff of Te Whatu Ora	Liaison, referrals and communication
Referring Clinicians	Liaison, referrals and communication
Public and Patients	Care of patient
Independent Practitioners	Liaison, referrals and communication

### **Te Whatu Ora Taranaki - 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:**

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- 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
- Able to cope with a high and varied workload including emergency situations
- 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 always
- Demonstrates initiative and flexibility