

**JOB DESCRIPTION**

**SECTION ONE**

<b>DESIGNATION:</b> <b>CONSULTANT OR MEDICAL OFFICER –</b> EMERGENCY MEDICINE	<b>REPORTING TO:</b> <b>HEAD OF DEPARTMENT –</b> FOR ALL CLINICAL AND ADMINISTRATIVE MATTERS
<b>NATURE OF APPOINTMENT:</b> Full time or Part time	<b>DATE:</b>
<b>LOCATION:</b>	<b>HAWERA HOSPITAL</b>
<b>WEEKLY TIMETABLE:</b> THE SMO OR MOSS WORKS ON A 24 HOUR ROSTER	
<b>DUTY</b>	<b>HOURS</b>
<b>Clinical:</b> Rostered sessions	28
<b>Non-clinical:</b> Self development, audit and QA, grand rounds, teaching, supervision, planning, etc.	12
<b>On call</b>	Nil
<b>Availability</b>	nil
<b>TOTAL</b>	<b>40 per week</b>
<b>Note:</b>	
<b>SUMMARY OF AFTER HOURS DUTIES:</b> This is a 24 / 7 rostered position.	

**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
- Te Whatu Ora Taranaki’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

### **SECTION THREE**

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

➤ efficient and effective assessment and management of patients that follow accepted professional guidelines	➤ investigative and treatment procedures carried out within organisational policies and guidelines
➤ discussions and meetings with care givers and patients whanau	➤ provide verbal advice to GPs who telephone for assistance
➤ telephone and other ad hoc consultations	➤ preparation of police, coroner, legal, ACC and similar reports
➤ effective documentation and communication of all treatment provided to patients	➤ effective interpersonal relationships with staff, patients and their families / whanau

### **Clinical Duties**

#### General Duties

- The Consultant will work with the other Team members to mutually agree work schedules in consultation with the Head of Department / Clinical Director.
- The consultant will see and advise on treatment for emergency department patients within a time appropriate to the clinical circumstances.
- The Consultant will be responsible for the referral of any patients, under their care, to other centres for specialist treatment when appropriate.
- Comprehensive and accurate records will be maintained for all patients seen by specialist.
- Referring Doctor receives a written comprehensive report on discharge of each patient.
- Discharge summaries are completed by the team, ideally at time of discharge but otherwise within 24hrs of discharge

### **Measurement Methods**

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

### **Patient Care**

- Informed consent is obtained for all patients in accordance with the Organisation's policy for undertaking any test or procedures.
- Patients will be given a full explanation of all procedures and treatments
- Consultant understands the role of consumer affairs/complaints officer, cultural concerns, patient rights and relevant current legislation.
- 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.
- Problems and complaints will be handled sensitively and expediently. Input into complaint investigation will be provided as requested by Head of Department / 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 General Manager Hospital Services or HOD 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 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.
- Demonstrate an awareness of expenditure on supplies and pharmaceuticals and the budgetary implication 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**

- Clinical practice is consistent with Specialist College and National guidelines for a secondary provider.
- Contribution provided to the departmental clinical quality assurance system including regular clinical audit, review of patient care (length of patient stay, death reviews, audit, and regular clinical meetings).
- The Consultant will contribute to the ongoing evaluation of the department’s service as a whole.
- The Consultant will 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.

➤ 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

- Junior Medical Staff will be assessed to ensure that they are capable to undertake safe and effective clinical care.
- Guidance and support is provided to Junior Medical Staff in order to develop and maintain their clinical practice
- Regular discussion where appropriate, will be held with other health professionals to ensure a multidisciplinary approach to patient care.
- Junior medical staff are given clear guidance and are aware of the expectations and relevant organisational policies pertaining to the Department.
- Formal teaching of junior medical staff occurs as scheduled
- Contribution to in-service programmes occurs as scheduled
- Consultants will be available to cover their colleagues when they are sick or on leave (within the constraints of their existing workloads).
- The consultant will 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.
- 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. Any research undertaken or involvement in therapeutic trials, receives formal approval of the Research Ethical Committee and is 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:

- |                      |   |
|----------------------|---|
| • Head of Department | Direct reporting relationship and performance appraisal |
| • Clinical Director  | For all professional matters                            |

- |                                      |   |
|--------------------------------------|---|
| • Manager                            | Operational/management advice, Support, communication |
| • Chief Medical Advisor              | Professional Advice and Support                       |
| • Nursing/Administrative Staff       | Liaison and communication re daily activities         |
| • Staff of the Te Whatu Ora Taranaki | 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 health 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
- Able to cope with a high and varied work load 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 at all times
- Demonstrates initiative and flexibility