

**JOB DESCRIPTION**

**SECTION ONE**

<b>DESIGNATION:</b> <b>CONSULTANT – RURAL HOSPITAL MEDICINE</b>	<b>REPORTING TO:</b> HEAD OF DEPARTMENT – FOR ALL CLINICAL AND ADMINISTRATIVE MATTERS								
<b>NATURE OF APPOINTMENT:</b> FULL TIME 1.0 FTE / 40 HOURS	<b>DATE:</b>								
<b>LOCATION: HAWERA HOSPITAL</b>									
<b>WEEKLY TIMETABLE:</b> The Consultant – Rural Hospital Medicine will overall work 40 standard hours per week, as follows: <table border="1" data-bbox="256 949 1404 1312"> <thead> <tr> <th data-bbox="256 949 1214 1003">Duty</th> <th data-bbox="1214 949 1404 1003">Hours</th> </tr> </thead> <tbody> <tr> <td data-bbox="256 1003 1214 1138"> <b>Clinical:</b> Rostered sessions.  <b>Clinical administration:</b> telephone, ad hoc, family meetings, letters, health promotion, etc.         </td> <td data-bbox="1214 1003 1404 1138" style="text-align: center;"><b>28</b></td> </tr> <tr> <td data-bbox="256 1138 1214 1264"> <b>Non-clinical:</b> self development, grand rounds, journal club, case presentations, audit and QA, teaching, supervision, planning, extra numerary (as mutually agreed) shifts at TBH etc.         </td> <td data-bbox="1214 1138 1404 1264" style="text-align: center;"><b>12</b></td> </tr> <tr> <td data-bbox="256 1264 1214 1312"> <b>TOTAL per week</b> </td> <td data-bbox="1214 1264 1404 1312" style="text-align: center;"><b>40 (1.0 FTE)</b></td> </tr> </tbody> </table>		Duty	Hours	<b>Clinical:</b> Rostered sessions. <b>Clinical administration:</b> telephone, ad hoc, family meetings, letters, health promotion, etc.	<b>28</b>	<b>Non-clinical:</b> self development, grand rounds, journal club, case presentations, audit and QA, teaching, supervision, planning, extra numerary (as mutually agreed) shifts at TBH etc.	<b>12</b>	<b>TOTAL per week</b>	<b>40 (1.0 FTE)</b>
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<b>SUMMARY OF ON-CALL DUTIES:</b> The Consultant – Rural Hospital Medicine will be available for unexpected emergency cover out of hours on an as required and available basis. This is a 24 / 7 rostered position.									

**Job descriptions shall be varied upon agreement 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 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.

➤ Assessment and treatment of acute presentations to the emergency department	➤ Ward rounds and ward work
➤ Discussions and meetings with care givers and patients’ whanau	➤ Reading and responding to patient referral letters
➤ Multi-disciplinary meetings, case conference and reviews	➤ Research and study related to the treatment of a specific patient
➤ Telephone and other ad hoc consultations	➤ Community health promotion activities
➤ ETTs on an as required basis	➤ Preparation of police, coroner, legal, ACC and similar reports

### **Clinical Duties**

- Provide efficient and effective assessment and management of Hawera Hospital patients in the emergency department and the inpatient ward following accepted professional guidelines.
- Work with other Team members to mutually agreed work schedules and waiting list management processes, in consultation with the Clinical Lead / Service Director. See Hawera Hospital Work Schedule and Task Analysis for detailed work schedules.
- Conduct regular ward rounds and ward work at a time that facilitates efficient patient flows and meets treatment objectives.
- Carry out investigative and treatment procedures within the Organisation where possible.
- Liaise with specialists in New Plymouth Base hospital (and occasionally other hospitals) for advice as required.
- 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.
- Ensure that discharge summaries are completed by the team, ideally at time of discharge but otherwise within 24hrs of discharge.

### On call

There is no formal on call attached to this position.

As part of the support for a rural hospital you will be available for unexpected emergency cover out of hours on an as required and available basis.

### **Measurement Methods**

- Clinical Audit
- Peer review
- Agreed clinical throughput targets
- Compliments and formal 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.
- You 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 Clinical Lead / Service Director or delegate.
- You 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 Chief Operating Officer or Clinical Lead to make comments through the media on matters concerning public health.

### **Measurement Methods**

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

### **Environment and Facilities**

- As requested, you will contribute to the development of relevant departmental / organisational plans, capital budgets, etc and participate in relevant projects.

- You will work with the HOD and Clinical Service Director on effective resource utilisation.
- Any plan for new technology or provision of service must be endorsed by Clinical Lead / Service Director before progression. This applies to both internal and external service development.
- You will demonstrate an awareness of expenditure on supplies and pharmaceuticals and the budgetary implications associated with this.
- You will assist with education and monitoring of junior medical staff to ensure appropriate ordering of investigations and treatments.

**Measurement Methods**

- Consultation processes are maintained

**Quality Assurance**

You will:

- Work with the Clinical Lead / 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, 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**

**Non-Clinical Duties**

This section contains a reasonably comprehensive list of the non-clinical duties or other professional activities not covered above. A mix of such duties might be :

➤ 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	

### **Team Work**

You will:

- Regularly assess registrars 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 your colleagues when they are sick or on leave (within the constraints of your existing workload).
- Contribute to the formal review of junior medical staff.

### **Measurement Methods**

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

### **Personal Development & Research**

You will, through your CME leave and any accessible normal non clinical time, endeavour to:

- Maintain competence and keep abreast of any new updates in clinical practice through literature review, attendance at relevant conferences, internal professional development etc.
- Be enrolled in appropriate professional re-certification programme.
- Be familiar with all modern investigative techniques, and use such techniques where appropriate and affordable.
- 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:**

Head of Department:	Direct reporting relationship and performance appraisal
Service Director:	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 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 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 in the appropriate scope of practice and hold an Annual Practising Certificate prior to commencement.
- The higher qualifications recognised are scheduled in the Medical Practitioners (Registration of Specialists) Regulations.
- The applicant must show a caring but professional manner in all aspects of work. Must be aware of and sensitive to all cultural issues.
- The applicant must be able to cope with a high and varied work load including emergency situations.
- The applicant must have time management skills and the ability to prioritise.
- The applicant must be a dedicated team player with a willingness to learn new skills.
- The applicant must be computer literate.
- The applicant must have a commitment to quality and accuracy and be keen to learn and develop new skills.
- The applicant must have knowledge of Quality Assurance, clinical audit and accreditation principles, and a commitment of continuous quality improvement.
- The applicant must have the ability to maintain confidentiality at all times.
- The applicant demonstrates initiative and flexibility.

You should maintain the following up to date certificates:

Required:

- ACLS
- APLS
- ATLS/EMST

Preferred:

- BEST or similar ultrasound course; ALSO; BASIC