

## Position Description

Employment Agreement:	Senior Medical & Dental Officer, ASMS Collective Employee Agreement
Position Title:	<b>Specialist Radiation Oncologist</b>
Service & Directorate:	Southern Blood & Cancer Service; Medicine, Women's & Children's Directorate
Location:	Dunedin
Reports to:	Service Manager, Southern Blood & Cancer Service (Operationally) Radiation Oncology Clinical Director (Professionally)
Number of direct reports:	Nil
Date:	October 2020

### Our Vision

Better Health, Better Lives, Whānau Ora

We work in partnership with people and communities to achieve their optimum health and wellbeing  
We seek excellence through a culture of learning, enquiry, service and caring

### Our Shared Values and Behaviours

Kind <i>Manaakitanga</i>	Open <i>Pono</i>	Positive <i>Whaiwhakaaro</i>	Community <i>Whanaungatanga</i>
<b>Looking after our people:</b> We respect and support each other. Our hospitality and kindness foster better care.	<b>Being sincere:</b> We listen, hear and communicate openly and honestly. We treat people how they would like to be treated.	<b>Best action:</b> We are thoughtful, bring a positive attitude and are always looking to do things better.	<b>As family:</b> We are genuine, nurture and maintain relationships to promote and build on all the strengths in our community.

### Our statutory purpose

To improve, promote and protect the health of our population

- Promote the integration of health services across primary and secondary care services
- Seek the optimum arrangement for the most effective and efficient delivery of health services
- Promote effective care or support for those in need of personal health or disability support services
- Promote the inclusion and participation in society and the independence of people with disabilities
- Reduce health disparities by improving health outcomes for Māori and other population groups
- Foster community participation in health improvement and in planning for the provision of and changes to the provision of services
- Uphold the ethical and quality standards expected of use and to exhibit a sense of social and environmental responsibility

## PURPOSE OF ROLE

As a Specialist Radiation Oncology you will be expected to provide comprehensive, efficient, effective and safe specialist radiation oncology care for patients within our Southern District Health Board. The Southern Blood & Cancer Service (SBCS) is committed to implementing a team based oncologic approach to providing excellence in patient care and patient safety. The consultant is expected to foster excellence in quality practice standards participating in peer review activities with the objective of providing the highest standard of clinical practice and expertise for every patient we treat at Dunedin Hospital and throughout the Otago and Southland region.

## Competencies

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

### Organisational Competencies

<b>Patient Focus</b>	To have the patient as the focus of core activities.
<b>Customer Focus</b>	Is dedicated to meeting the expectations and requirements of internal and external customers; gets first hand 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>Performance</b>	To work consistently to a high professional standard.
<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>Diversity</b>	To respect all people irrespective of race, nationality, culture, disability irrespective of their age and gender; to support equal and fair treatment and opportunity for all.

### Role Specific Competencies

<b>Leadership</b>	Influence, inspire, and motivate others around them to participate and take action. Foster a culture that strives for excellence in clinical service provision within allocated resources
<b>Decision Quality</b>	Makes good decisions based upon a mixture of analysis, wisdom, experience, and judgment; most solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions.
<b>Priority Setting</b>	Spends own time and the time of others on what is important; can quickly sense what will help or hinder when seeking to accomplish goals; eliminates roadblocks; creates focus
<b>Problem Solving</b>	Uses logic and established processes to solve difficult problems and achieve effective solutions; can see hidden problems; Is excellent at honest analysis; looks beyond the obvious ; doesn't stop at the first answers

### KEY RELATIONSHIPS

Within Southern DHB	External to Southern DHB
<ul style="list-style-type: none"><li>• Service Manager SBCS</li><li>• Clinical Director</li><li>• Radiation Oncologists, Medical Oncologists &amp; Haematologists</li><li>• Medical Physicists</li><li>• Radiation Therapists</li><li>• Nursing staff</li><li>• Multi-disciplinary teams</li></ul>	<ul style="list-style-type: none"><li>• Patients, families &amp; caregivers</li><li>• Medical staff from other DHBs</li><li>• Cancer Society</li><li>• Hospice</li><li>• University of Otago Medical School</li><li>• External service providers</li><li>• Other NGOs</li></ul>

## PERSON SPECIFICATION

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

	ESSENTIAL	DESIRABLE
<b>Education and Qualifications (or equivalent level of learning)</b>	<ul style="list-style-type: none"> <li>• Must hold the fellowship of the Royal Australia and New Zealand College of Radiologists or a similar qualification that can be registered with the Medical Council of New Zealand for the practice of Radiation Oncology.</li> <li>• Be registered as a Medical Practitioner with the Medical Council of New Zealand (MCNZ), or be eligible to apply for provisional vocational registration with MCNZ</li> <li>• Applicant must hold an up to date Annual Certificate of Registration at all times.</li> <li>• Required to have Medical Indemnity Insurance (<i>SDHB has a group scheme with the Medical Protection Society or you may wish to arrange your own cover</i>).</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Must have current knowledge of all Oncology specialities</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in a desirable subspecialty depending on service need</li> <li>• Multi-centre experience</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Outstanding interpersonal and communication skills</li> <li>• Ability to network, development key relationships and partnership</li> <li>• Influencing skills, be able to motivate and facilitate a high level of output from staff</li> <li>• Demonstrate leadership skills and promote team goals</li> <li>• Demonstrable peer credibility and respect</li> <li>• Possess sound organisational skills</li> <li>• Have good written and oral skills</li> <li>• Place a high level of importance on appropriate documentation in all aspects of work</li> <li>• Be able to work effectively and efficiently under pressure and manage priorities</li> <li>• Be able to relate sensitively to patients and their whanau</li> <li>• Communicate effectively and work co-operatively in a multi-disciplinary team</li> <li>• Self-motivated with initiative and an ability to problem solve</li> </ul>	

## KEY RESULT AREAS

Key Accountabilities	Deliverables
<b>Clinical Duties</b>	
<ul style="list-style-type: none"> <li>• Maintain a high standard of professional care in accordance with the New Zealand Medical Association Code of Ethics, with New Zealand Medical Council regulations and in accordance with the Royal Australian and New Zealand College of Radiologists Guidelines, Protocols and Standards, statutory and medico legal requirements, and Southern DHB policies.</li> <li>• Patients to be well informed of options – complaints in this regard to be minimal. Informed consent will be obtained for all patients in accordance with Southern DHB policy for undertaking any treatment, operation, test or procedure.</li> <li>• Optimise inter-professional models of practice in order to promote effective, person-centred care.</li> </ul>	<ul style="list-style-type: none"> <li>• Share responsibilities for establishing and maintaining mechanisms to ensure high quality standards of radiotherapy administration throughout the Otago/Southland region</li> <li>• Participate in the Specialist roster providing after hours and on-call cover for Oncology patients</li> <li>• See patients promptly and advise on their management when referred for a Specialist oncology opinion</li> <li>• Participate in the weekly multidisciplinary ward round</li> <li>• Deliver care on a sessional basis in the Oncology Outpatient clinics, the Medical Day Unit and Ward 8C in a timely and effective manner</li> <li>• Be available for telephone consultations with health professionals about oncology patients throughout the Otago/Southland region</li> </ul>

	<ul style="list-style-type: none"> <li>• Deliver care on a sessional basis as rostered using the allocated time efficiently and effectively to meet service goals</li> <li>• Participate in tumour board meetings</li> <li>• Participation in the national Radiosurgery Programme as required</li> <li>• Deliver minimally 3 outpatient clinic sessions per week each of a four hour duration</li> <li>• Be available when on call by cell phone to give advice on the care of inpatients in Ward 8C and outpatients under the care of any of the Oncologists</li> <li>• Be available to attend acutely ill patients in Ward 8C within 45 minutes when on call</li> <li>• Provide consultations as requested by other medical staff.</li> </ul>
<b>Clinical Practice - Legislative Requirements</b>	
<ul style="list-style-type: none"> <li>• Practice in accordance with relevant legislation, codes and policies.</li> </ul>	<ul style="list-style-type: none"> <li>• Comply with the Office of Radiation Safety's Codes of Safe Practice</li> <li>• Comply with the Radiation Protection Act 2016</li> <li>• Comply with Radiation Protection Legislation.</li> <li>• Areas of lack of compliance are brought to the attention of relevant clinical leaders and management with appropriate corrective actions</li> </ul>
<b>Non-Clinical Duties</b>	
<ul style="list-style-type: none"> <li>• Ensure all non-clinical duties and meetings are attended</li> <li>• Ensure all administrative responsibilities of the role are completed to a high standard</li> <li>• Maintain confidentiality of patient information and documentation.</li> <li>• Adhere to SDHB's documentation standards</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure comprehensive, accurate and up-to-date clinical records are maintained for all patients seen</li> <li>• Ensure reports and letters are completed and dispatched in a timely manner or by due date</li> <li>• Ensure procedure and policy documents that you are responsible for are updated when necessary</li> <li>• Attend review sessions, including strategic development sessions, budgetary meetings and other service meetings as appropriate</li> <li>• Work with the wider service to meet all MoH performance targets and DHB allocated budgets as provided by the Service Manager</li> <li>• Prepare reports for outside agencies as required – for example Accident Compensation Corporation (ACC), Work and Income New Zealand (WINZ), Health and Disability Commissioner.</li> <li>• Prepare reports for management as required</li> <li>• Maintenance of department and/or patient databases</li> </ul>
<b>Evidence-Based Practice and Research</b>	
<ul style="list-style-type: none"> <li>• Implementation of professional best practice procedures and protocols.</li> <li>• Maintain an awareness of all relevant radiation oncology literature and research.</li> </ul>	<ul style="list-style-type: none"> <li>• New techniques are introduced with robust protocols and following international best practice.</li> <li>• Updates knowledge related to best practice guidelines and international research.</li> </ul>
<b>Continuous Quality Improvement (CQI)</b>	
<ul style="list-style-type: none"> <li>• Southern DHB is committed to the concept of continuous quality improvement. All Southern DHB services, teams and staff have responsibilities both at a professional level and at a service level to understand and participate in CQI activities as an integral part of their position.</li> </ul>	<ul style="list-style-type: none"> <li>• Carry out review of drugs, equipment and methods of clinical management as decided by the service</li> <li>• Participate in CQI projects undertaken by the service</li> <li>• Participate in an audit of oncology care related to morbidity/mortality and critical incidents</li> <li>• Demonstrate a willingness to achieve service and organisational objectives in an innovative manner</li> </ul>

	<ul style="list-style-type: none"> <li>• Research and investigate areas relevant to specialty and service, as decided in conjunction with the Service Manager and Clinical Director</li> <li>• Participate on Southern DHB credentialing process</li> <li>• Attend and participate in regular clinical audits</li> <li>• Implement systems for monitoring and reporting on quality</li> <li>• Participate in clinical research where appropriate and actively promote research activities</li> <li>• Promulgate research results to other staff in the service, and present or publish as appropriate</li> <li>• Participate in regular peer review meetings including generation and maintenance of clinical guidelines</li> </ul>
<b>Communication</b>	
<ul style="list-style-type: none"> <li>• All Southern DHB staff are bound by the provisions of the Privacy Act and the Health and Disability Code, Southern DHB policies and contractual provisions when they are communicating with patients, relatives, other members of the public, and other health professionals.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain effective interpersonal relationships with multidisciplinary staff, patients and relatives</li> <li>• Handle problems and complaints sensitively, following Southern DHB protocols for dealing with complaints</li> <li>• Provide services in a sensitive way to users of the service and be culturally sensitive in all personal decisions and actions</li> <li>• Ensure that areas that may give rise to patient complaint are identified and where practical take steps to ensure that complaints do not arise. If complaints do arise, Southern DHB procedures on such matters shall be followed</li> <li>• Ensure that patients receive an appropriate level of information regarding their condition and its management</li> <li>• Communicate with next of kin, in particular where patients or minors are unable to comprehend fully the implications of management options</li> <li>• Communicate with general practitioners to facilitate follow up care of patients.</li> <li>• Communicate with other medical teams who previously or subsequently have responsibility for patient care to ensure appropriate patient hand over</li> </ul>
<b>Staff Training, Teaching &amp; Supervision</b>	
<ul style="list-style-type: none"> <li>• Each specialist has a responsibility as part of their normal work activities to provide other staff with ongoing training, including informal instruction during routine clinical activities</li> </ul>	<ul style="list-style-type: none"> <li>• The specialist has a professional responsibility to participate in the service training programmes, including as appropriate undergraduate teaching and postgraduate programmes</li> <li>• The specialist is responsible for the direct supervision of House Physicians, Registrars, Trainee Interns and Nursing Staff working in the Oncology and Haematology Service</li> <li>• The specialist is expected to participate in the evaluation of staff he/she has direct supervisory responsibility for, including immediate feedback relating to performance as appropriate. Evaluation includes assessment of staff performance in relation to: <ul style="list-style-type: none"> <li>○ Clinical competence</li> <li>○ Timely and accurate documentation</li> <li>○ Adherence to service protocols</li> <li>○ Communication with patients, relatives, peers, other staff and GPs</li> <li>○ Participation in orientation of new staff as appropriate.</li> </ul> </li> </ul>
<b>Professional and Personal Development</b>	
<ul style="list-style-type: none"> <li>• Develop and maintain professional competency.</li> <li>• Identify areas for personal development.</li> <li>• Self-monitoring of progress.</li> </ul>	<ul style="list-style-type: none"> <li>• Participate in continued professional medical education (CME) activities</li> </ul>

<ul style="list-style-type: none"> <li>Review performance and actively seek feedback and accept constructive criticism.</li> </ul>	<ul style="list-style-type: none"> <li>Participate in the publishing of reports and papers, the organising of conferences, invitation of experts, and membership of national committees</li> <li>Participate in clinical trials.</li> <li>Maintain involvement in professional organisations in order to: <ul style="list-style-type: none"> <li>Fulfil CME and recertification requirements</li> <li>Contribute to maintenance of high professional and ethical standards in radiation oncology</li> <li>Contribute to professional education and assessment programmes</li> </ul> </li> </ul>
<b>Living Southern DHB Values</b>	
<ul style="list-style-type: none"> <li>Proactively demonstrating Southern DHB values in all aspects of the role</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrates behaviours that we want to see from each other, at our best</li> <li>Contributes positively to a culture of appreciation, a learning culture, where people feel safe to speak up</li> <li>Contributes positively to team and other initiatives that seek to improve patient and whanau experiences and/or staffs experience of working</li> </ul>
<b>Health, Safety &amp; Wellbeing</b>	
<p>Taking all practicable steps to ensure your personal safety and the safety of others while at work, in accordance with the Southern DHB's Health, Safety and Wellbeing policies, procedures and systems.</p>	<ul style="list-style-type: none"> <li>Understand and consistently meet your obligations under SDHB's Health and Safety policy/procedures.</li> <li>Actively encourage and challenge your peers to work in a safe manner.</li> <li>Effort is made to strive for best practice in Health and Safety at all times.</li> </ul>
<b>Treaty of Waitangi</b>	
<p>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.</p>	<ul style="list-style-type: none"> <li><i>Partnership</i> – You interact in good faith and in the nature of a partnership. There is a sense of shared enterprise and mutual benefit where each partner takes account of the needs and interests of the other.</li> <li><i>Participation</i> – You work in partnership with our treaty partners to enable our organisation to prosper. You are mindful of the varying socio-economic conditions that face our people and work hard to remove barriers of access to health and education.</li> <li><i>Protection</i> – You work proactively to protect the rights and interests of Māori, including the need to proactively build the capacity and capability of Māori.</li> </ul>

**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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Manager

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Date