

## Position Description (District)

<b>Role title:</b>	<b>Emergency Department Specialist (FACEM)</b>
<b>Reports to:</b>	<b>Clinical Director, Emergency Department (Southland)</b> <b>Service Manager, Medical Directorate</b>
<b>Directorate:</b>	<b>Medical</b>
<b>Direct reports:</b>	<b>None</b>
<b>Location:</b>	<b>Southland Hospital</b>

### Role of the District Health Board

**Our Vision:**

- Better Health, Better Lives, Whānau Ora.

**Our Mission:**

- 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 Values:**

<b>Kind Manaakitanga</b>	<i>Looking after our people:</i> We respect and support each other. Our hospitality and kindness foster better care.
<b>Open Pono</b>	<i>Being sincere:</i> We listen, hear and communicate openly and honestly. We treat people how they would like to be treated.
<b>Positive Whaiwhakaaro</b>	<i>Best action:</i> We are thoughtful, bring a positive attitude and are always looking to do things better.
<b>Community Whanaungatanga</b>	<i>As family:</i> 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 us and to exhibit a sense of social and environmental responsibility.

<b>Purpose of the Role</b>	
To undertake the role of an Emergency Medicine consultant at Southland Hospital. The role encompasses both the clinical aspect including direct patient contact and also departmental non-clinical duties. Southland Hospital Emergency department is accredited for advanced training by the Australasian College of Emergency Medicine and so as well as supervising the work of junior medical staff and nursing staff there is an expectation that formal and informal training will be part of the role.	
<b>Directorate Clinician Management Partnership (delete if not required)</b>	
<b>Organisational Competencies</b>	
<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>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>Managing Diversity</b>	Manages all kinds and classes of people equitably; deals effectively with all races, nationalities, cultures, disabilities, ages and both sexes; hires variety and diversity without regard to class; supports equal and fair treatment and opportunity for all.
<b>Role Specific Competencies</b>	
<b>Vocational registration</b>	<ul style="list-style-type: none"> <li>• Must either be a Fellow of the Australasian College of Emergency Medicine (FACEM) or be eligible for consideration of entry into the college</li> </ul>
<b>Education</b>	<ul style="list-style-type: none"> <li>• Registered with the vocational scope in Emergency Medicine with Medical Council of New Zealand.</li> <li>• Commitment to ongoing personal education and development on a regular basis.</li> </ul>
<b>Experience and Knowledge</b>	<ul style="list-style-type: none"> <li>• Must have a knowledge and empathy for bi-culturalism and practices in a manner, which the patient determines, is culturally safe.</li> <li>• Knowledge of quality system and evidence based practice</li> </ul>
<b>Personal Skills and Attributes</b>	<ul style="list-style-type: none"> <li>• High standard of oral and written communication skills</li> <li>• Demonstrated ability to promote and develop teamwork</li> <li>• Able to accommodate change</li> <li>• Competent computer skills</li> <li>• Able to access and interpret relevant research</li> <li>• Able to provide constructive and timely feedback</li> <li>• Actively seeks networking opportunities</li> <li>• Capable of working under pressure</li> <li>• Innovative and flexible</li> </ul>

	<ul style="list-style-type: none"> <li>• High standards of ethical and professional practice</li> <li>• Energetic and able to motivate others</li> <li>• Is able to think clearly and manage own workloads well</li> <li>• Able to interact well with other people from a variety of cultural backgrounds</li> </ul>
<b>Key Relationships</b>	
<p><b>Internal</b></p> <p>General Manager, Medical Directorate Clinical Director, Emergency Department Emergency Medicine specialists Medical Director. Medical Directorate Chief Medical Officer Manager Emergency Department Medical staff including Consultants Nursing and other Allied Health staff Administration staff Duty managers Other staff within SDHB</p>	<p><b>External</b></p> <p>Patients and their families/Whanau St John Ambulance Volunteers and other members of the public</p>

Knowledge, Experience and Skills Required		
Essential Criteria		
Experience/Knowledge		
Key Accountabilities	Deliverables	Example Measures
<p><b>Service Delivery: ensure delivery of emergency medicine services, which are efficient, effective and to a high clinical standard</b></p>	<ul style="list-style-type: none"> <li>• Provide to patients a safe, competent and respectful service in the management of their conditions and according to their clinical priority.</li> <li>• Communicate adequately with patients on their condition and treatment, ensuring at all times patient rights are protected and all consents required are acquired before treatment.</li> <li>• Provide for comprehensive and appropriate records of patients seen and be responsible for ensuring that such records are available in accordance with normally accepted procedures.</li> <li>• Report promptly to the Clinical Director Emergency Department or General Manager – Medical Directorate any unusual incidents or occurrence, especially those which may give rise to complaints or legal action against Southern District Health Board.</li> <li>• Ensure effective use of Southern District Health Board's resources of staff and facilities, by the application of effective efficient and economical patient management techniques.</li> <li>• Ensure that the standard of service provided is commensurate with Southern District Health Board's duties and intentions, the Southern District Health Board's District Annual Plan and the Southland District Health Board's policies and procedures.</li> <li>• Respond to the Southern District Health Board's circulars and strategic Business Plans.</li> <li>• Keep informed of developments in the area pertinent to speciality and maintain own skills and knowledge of speciality to professional college guidelines.</li> <li>• Provide advice as requested by the Clinical Director Emergency Department</li> <li>• Assist with the development of clinical policy in conjunction and collaboration with colleagues in the Emergency Department and elsewhere.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

<p><b>Clinical Role – Direct Patient Contact</b></p>	<ul style="list-style-type: none"> <li>▪ Be responsible for and coordinate emergency care in the Emergency Department.</li> <li>▪ Act as a member of the Emergency Department team in providing suitable cover through continuous rostered shifts</li> <li>▪ Respond immediately and appropriately to any life threatening situations, summoning professional help as required.</li> <li>▪ Prioritise acute patients for assessment.</li> <li>▪ Assess and diagnose new patients using clinical skill and investigative procedures available within the hospital.</li> <li>▪ Plan and order treatment as appropriate.</li> <li>▪ Network with other disciplines/colleagues, requesting their services as necessary.</li> <li>▪ Review existing conditions in returning patients.</li> <li>▪ Accept telephone calls from General Practitioners and others, and discuss clinical conditions that are specific to the Emergency Department.</li> <li>▪ Ensure appropriate follow up and discharge procedures are carried out maintaining patient safety at all times.</li> <li>▪ Produce blood alcohol samples for the legal agencies if requested, with the patient's consent, and subject to clinical priorities.</li> <li>▪ Be familiar with appropriate modern techniques.</li> <li>▪ Participate in handover meetings and assign responsibilities for the continued medical care of patients at the beginning of each shift.</li> <li>▪ Advise individual patients regarding preventative aspects of health care.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<p><b>Indirect patient care</b></p>	<ul style="list-style-type: none"> <li>▪ Review Laboratory and x-ray reports and patients seen and discharged overnight when necessary. Recall any of these patients, who need further assessment and/or treatment and arrange proper follow-up care.</li> <li>▪ Carry out other supportive functions to the core clinical task such as report writing and letters to the General Practitioner regarding the patients' condition and treatment.</li> <li>▪ Consult with other health professionals to facilitate the management of patients, within and outside Southern District Health Board.</li> <li>▪ Be familiar with the Southern DHB Emergency plan as it relates to the Emergency Department.</li> <li>▪ Comply with the requirements of appropriate Professional bodies such as</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

	<p>Medical Council.</p> <ul style="list-style-type: none"> <li>▪ Maintain accurate patient records.</li> <li>▪ Liaise with agencies such as the Police when required, complete legal documents and appear in Court when necessary.</li> <li>▪ Attend and contribute to Southern DHB meetings as requested or approved by the Clinical Director Emergency Services</li> </ul>	
<p><b>Resource and clinical supervision responsibilities</b></p>	<ul style="list-style-type: none"> <li>▪ Able to encourage and foster positive working relationships between all staff within the Emergency Department.</li> <li>▪ Oversee the clinical work of junior medical staff with a review of patient clinical notes, x-ray and laboratory data generated from assessments as appropriate for the seniority of the staff member.</li> <li>▪ Delegate tasks and responsibilities appropriately to clinical support staff assessing task complexity against assessed skill levels of individuals.</li> <li>▪ Assist nursing staff with unfamiliar procedures.</li> <li>▪ Provide feedback to the Ambulance Service.</li> <li>▪ Report issues and critical incidents to Clinical Director and General Manager, Medical Directorate and other appropriate persons.</li> <li>▪ Provide tuition, supervision and lectures to Southern District Health Board staff as may be required by such agencies such as a College Training Scheme, fulfilment of Medical Council requirements/hospital training requirements</li> <li>▪ Provide clinical supervision, tuition and lectures to Southern DHB staff and other professional and community groups as may be required</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<p><b>Communication</b></p>	<ul style="list-style-type: none"> <li>▪ Inform patients and when necessary relative/caregivers of treatment and procedures and provide the opportunity to ask questions relevant to their particular needs.</li> <li>▪ Maintain effective interpersonal relationships with Emergency Staff, other Southern DHB staff, patients and relatives/caregivers.</li> <li>▪ Ensure patient complaints are dealt with sensitively, promptly and effectively following Southern DHB procedures.</li> <li>▪ Communicate effectively with appropriate community services such as general practitioners to facilitate safe follow up care for patients.</li> <li>▪ Ensure legal requirements and Southern DHB policies and contractual provisions</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

	are adhered to when communication with patients, relatives, and members of the public and other health professionals.	
<b>Occupational Health and Safety</b>	<ul style="list-style-type: none"> <li>• Recognize individual responsibility for workplace health and safety under the Health and Safety in Employment Act 1992</li> <li>• Southern DHB Health and Safety Policies are understood and relevant procedures applied to own workplaces activities.</li> <li>• Workplace hazards are identified and reported, including self-management of hazards where appropriate.</li> </ul>	•
<b>Information management and technology</b>	<ul style="list-style-type: none"> <li>▪ Information gathering processes are followed to collect patient, clinical and volume information.</li> <li>▪ Identifies information requirements and resources needed and follows documentation standards for both internal and external communication.</li> <li>• Assists other staff to maintain information technology processes and requirements</li> </ul>	•
<b>Professional development</b>	<ul style="list-style-type: none"> <li>• Participate in regular clinical meetings with other clinical staff.</li> <li>• Comply with the requirements of appropriate Professional bodies such as Medical Council.</li> <li>• Be committed to maintaining and updating own knowledge and skills and participate in ongoing professional activities and regular performance review.</li> <li>• Maintain a consistent overview of new information needs and trends relevant to Emergency Medicine by reading journals and attending lectures and seminars as approved by the ED Clinical Director and the General Manager.</li> <li>• Identify from time to time research needs in consultation with the Clinical Director Emergency Services, and with the approval of the Southern District Health Board Ethics Committee conduct such research.</li> </ul>	•
<b>Quality</b>	<ul style="list-style-type: none"> <li>▪ Provide a high standard of specialist care for the community.</li> <li>▪ Demonstrate a willingness to achieve service and organisational objectives in an innovative manner.</li> <li>▪ Participate in audits related to the Emergency Department and in particular morbidity/mortality, case review and critical incidents.</li> <li>▪ Maintain accurate records for the purposes of clinical audit.</li> <li>▪ Support Southern DHB in the implementation of quality standards to</li> </ul>	•

	<p>meet accreditation and certification requirements.</p> <ul style="list-style-type: none"> <li>▪ Understand and practice the principles of quality improvement and contribute to the development of quality plans to ensure continuous quality improvement.</li> <li>▪ Comply with requirements outlined in Service Specifications</li> <li>• Participate in clinical research where appropriate and actively promote research activities.</li> </ul>	
<b>Actively uphold Southland District Health Board's philosophy, policies and procedures</b>	<ul style="list-style-type: none"> <li>• Ensure all policies, procedures and standards of practice of Southern District Health Board, relevant Acts, Regulations, Employment Contracts and statutory obligations are adhered to, within the principles of Equal Employment Opportunity, the Treaty of Waitangi and recognition of Tangata Whenua.</li> <li>• Be subject to the overall direction of Southern District Health Board</li> </ul>	•
<b>Perform such other duties as may be reasonably required</b>	<ul style="list-style-type: none"> <li>• Undertake and perform duties in an efficient and productive manner</li> <li>• Perform such other duties as may be reasonably required by the Clinical Director, Emergency Department and Service Manager, Medical Directorate</li> </ul>	•

<b>Treaty of Waitangi</b>	<ul style="list-style-type: none"> <li>• The Southern District Health Board is committed to its obligations under the Treaty of Waitangi. As an employee you are required to give effect to the principles of the Treaty of Waitangi - Partnership, Participation and Protection.</li> </ul>	
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• Foster and support commitment to achieving the highest level of health and safety, including identification and reporting of all hazards, assistance in resolving issues that may cause harm to staff, and working safely at all times.</li> </ul>	
<b>Quality and Performance</b>	<ul style="list-style-type: none"> <li>• Maintain professional and organisational quality standards.</li> <li>• Ensure delivered work is planned, delivered, and implemented consistently against quality standards.</li> <li>• Continuously identify improvement opportunities to perform job in most effective manner.</li> <li>• Investigate opportunities to achieve goals in a more efficient way.</li> </ul>	<ul style="list-style-type: none"> <li>• Performance is in alignment with H.R. quality audit standards, organisational requirements, and professional standards.</li> </ul>