

Specialist Medical Oncologist Position Description

Role title:	Specialist Medical Oncologist
Reports to:	Clinical Director Medical Oncology and Service Manager Oncology, Haematology & Specialist Medicine
Directorate:	Medical Directorate
Supervision of:	Junior Medical Staff within the Southern District Health Board
Location:	District wide domiciled at Dunedin Hospital

Role of the District Health Board

Our Vision:

- Better Health, Better Lives, Whanau 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:

Kind Manaakitanga	Looking after our people: we respect and support each other. Our hospitality and kindness foster better care.
Open Pono	Being sincere: we listen, hear and communicate openly and honestly. Treat people how they would like to be treated.
Positive Whaiwhakaaro	Best action: we are thoughtful, bring a positive attitude and are always looking to do things better.
Community Whanaungatanga	As family: 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.

<ul style="list-style-type: none"> • Reduce health disparities by improving health outcomes for Maori 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. 	
Purpose of the Role	
<p>To provide Medical Oncology clinical services to patients in Otago and Southland regions.</p> <ol style="list-style-type: none"> 1. The Oncology and Haematology Service is committed to implementing a team based approach to providing excellence in patient care, and to improving the value of the service by improving the quality of the service. 2. The specialist is expected to participate in the peer review activities with the objective of providing a high standard of clinical practice and clinical expertise, and contributing to the provision of effective and efficient Oncology Services at Dunedin Hospital and throughout the Otago and Southland region. 	
Organisational Competencies	
Customer Focus	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.
Integrity and Trust	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.
Drive for Results	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.
Key Relationships	
Internal <ul style="list-style-type: none"> • Multi-disciplinary staff within Southern District Health Board, their families and whanau • Heads of Department/other Clinical Leaders/Managers/Community Service Staff 	External <ul style="list-style-type: none"> • Staff from other District Health Boards and Community Trusts • Dunedin School of Medicine, University of Otago
Knowledge, Experience and Skills required	
Essential Criteria <ul style="list-style-type: none"> • Must hold a qualification that can be registered with the Medical Council of New Zealand for the practice of Medical Oncology. • Be registered as a Medical Practitioner with the Medical Council of New Zealand or eligible for registration with the Medical Council to enable practice within New Zealand. • The applicant must hold an up to date Annual Certificate of Registration at all times. • You will be required to have Medical Indemnity Insurance (Southern District Health Board has a group scheme with the Medical Protection Society which can be arranged through the recruitment Advisor, 	

Dunedin Hospital or you may wish to arrange your own cover).

Service Provision

- Direct clinical service supervision (for 1 FTE) will normally be based on 10 sessions of nominally 4.5 hours duration Monday to Friday. Positions with a lower FTE will be required to undertake a relative number of clinics on a pro-rata basis. Service provision will include participation in the after-hours rosters maintained by the Medical Oncologists at a planned frequency of 1 in 5 (for medical oncology) which would include ward rounds on the on-call weekends.
- All Physicians will be expected to provide a reasonable and equal share of annual leave cover for colleagues in this service for periods of up to two (2) weeks duration.
- There is an expectation, as part of this position, that Physicians will be available to undertake Rural Clinics within the Southern District Health Board district.

Key Accountabilities

Deliverables

Clinical Duties

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 operation, test or procedure.

Maintain a high standard of professional care in accordance with the New Zealand Medical Association Code of Ethics and in accordance with the Royal Australasian College of Physicians Guidelines, Protocols and Standards documents, statutory and requirements, and Southern DHB policies.

- Conduct up to 5 outpatient sessions, (or pro-rata based on FTE sessions average 3.5 hours duration) per week inclusive of out of town clinics provided at a minimum of one full day per fortnight
- Participate in the specialist roster providing after hours cover for Oncology patients
- Participate in the weekly multidisciplinary ward round
- Perform at least one other ward round during each week (when rostered to ward)
- Be available to consult patients in the Medical Day Unit and Ward 8C on an urgent basis when their clinical condition warrants it
- Be available for telephone consultations with health professionals about oncology patients throughout the Otago/ Southland region
- See patients promptly and advise on their management when referred for a specialist oncology opinion.
- Explain and discuss with patients their treatment options including the risks and benefits of such treatments
- Deliver care on a sessional basis in the Oncology Outpatient clinics, the Medical Day Unit and Ward 8C in a timely and effective manner.
- Deliver care on a sessional basis as rostered using the allocated time efficiently and effectively to meet service goals
- Participate in multi-disciplinary/ tumour board meetings.
- Share responsibilities for establishing and maintaining mechanisms to ensure high quality standards of chemotherapy administration throughout the Otago/ Southland region

Acute Services

When rostered on call

- Be available at all times by pager/ phone/ cellphone to give advice on the care of inpatients in Ward 8C and outpatients under the care of any of the Oncologists
- Be available to attend acutely ill patients in Ward 8C within 45 minutes
- Provide consultations as requested by other medical staff.

Administration

Southern DHB is committed to developing

- Demonstrate a personal commitment to meeting Southern DHB service and team objectives.
- Ensure comprehensive, accurate and up to date clinical records are

<p>self-managing teams utilising clinical guidelines and Clinical Care Pathways . The specialist will participate in developing these to meet service and organizational objectives.</p>	<p>maintained for all patients seen.</p> <ul style="list-style-type: none"> • Ensure reports and letters are completed and dispatched in a timely manner or by due date. • Ensure procedure and policy documents that you are responsible for are updated when necessary. • Attend review sessions, including strategic development sessions, budgetary meetings and other service meetings as appropriate. • Work as part of the allocated team(s) to meet the throughput and budget targets for that team as contained in the operating plan. • Prepare reports for outside agencies as required – for example Accident Compensation Corporation, WINZ, Health and Disability Commissioner. Where this task is carried out in scheduled work time, payment should be arranged through Southern DHB. • Prepare reports for management as required. • Maintenance of department database.
<p>Continuous Quality Improvement</p> <p>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.</p>	<ul style="list-style-type: none"> • Carry out review of drugs, equipment and methods of clinical management as decided by the service. • Participate in CQI projects undertaken by the service. • Participate in an audit of oncology care related to morbidity/ mortality and critical incidents. • Demonstrate a willingness to achieve service and organizational objectives in an innovative manner. • Research and investigate areas relevant to specialty and service, as decided in conjunction with the Service Manager and Clinical Director; • Participate on Southern DHB credentialing process. • Attend and participate in regular clinical audit. • Implement systems for monitoring and reporting on quality. • Participate in clinical research where appropriate and actively promote research activities. • Promulgate research results to other staff in the service, and present or publish as appropriate. • Participate in regular peer review meetings including generation and maintenance of clinical guidelines.
<p>Communication</p> <p>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,</p>	<ul style="list-style-type: none"> • Maintain effective interpersonal relationships with multidisciplinary staff, patients and relatives. • Handle problems and complaints sensitively, following Southern DHB protocols for dealing with complaints. • Provide services in a sensitive way to users of the service and be culturally sensitive in all personal decisions and actions. • 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.

<p>and other health professionals.</p>	<ul style="list-style-type: none"> • Ensure that patients receive an appropriate level of information regarding their condition and its management. • Communicate with next of kin, in particular where patients or minors are unable to comprehend fully the implications of management options. • Communicate with general practitioners to facilitate follow up care of patients. • Communicate with other medical teams. who previously or subsequently have responsibility for patient care to ensure appropriate patient hand over.
<p>Staff Training, Teaching and Supervision</p> <p>Each employee has a responsibility as part of their normal work activities to provide other staff with ongoing training, including informal instruction during routine clinical activities</p>	<ul style="list-style-type: none"> • The specialist has a professional responsibility to participate in the service training programmes, including as appropriate undergraduate teaching and postgraduate programmes. • The specialist is responsible for the direct supervision of House Physicians, Registrars, Trainee Interns and Nursing Staff working in the Oncology and Haematology Service. • 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"> • Clinical competence • Timely and accurate documentation • Adherence to service protocols • Communication with patients, relatives, peers, other staff and GPs • Participation in orientation of new staff as appropriate.
<p>Self-Learning</p> <p>Southern DHB encourages its specialists to participate in these activities, and in the activities of other relevant learned societies, as well as the publishing of reports and papers, the organizing of conferences, invitation of experts, and membership of national committees. These activities reflect well on the Organisation and Service, and on the calibre of its staff.</p>	<ul style="list-style-type: none"> • Participate in the re-accreditation programme of the Australasian College of Physicians (MOPS) as appropriate. • Participate in professional continuing education activities, regular performance review, and have a commitment to maintaining and updating their own knowledge and skills. • Maintain involvement in professional organisations in order to: <ul style="list-style-type: none"> • Fulfil CME and recertification requirements • Contribute to maintenance of high professional and ethical standards in Oncology • Contribute to professional education and assessment programmes
<p>Treaty of Waitangi</p>	<ul style="list-style-type: none"> • 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.

Health and Safety	<ul style="list-style-type: none"> • 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.
Quality and Performance	<ul style="list-style-type: none"> • Maintain professional and organisational quality standards. • Ensure delivered work is planned, delivered, and implemented consistently against quality standards. • Continuously identify improvement opportunities to perform job in most effective manner. • Investigate opportunities to achieve goals in a more efficient way. • Performance is in alignment with HR quality audit standards, organisational requirements, and professional standards.

Note: The above example measures are provided as a guide only. The precise performance measures for this position will require further discussion between the job holder and manager.

I have read and understand the above job description:

Name: _____

Signed: _____

Date: _____