

## Position Description

Employment Agreement:	ASMS/DHB Senior Medical Officers Agreement
Position Title:	<b>Community Respiratory &amp; Sleep Physician</b>
Service & Directorate:	Respiratory Service, Medicine Women's & Children's Directorate
Location:	Otago/Southland
Reports to:	Clinical Leader Respiratory Service and Service Manager Respiratory
Position size:	0.8FTE
Number of direct reports:	None
Date:	1 May 2021

### 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

<b>Kind</b> <i>Manaakitanga</i>	<b>Open</b> <i>Pono</i>	<b>Positive</b> <i>Whaiwhakaaro</i>	<b>Community</b> <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 AND SERVICE CONTRIBUTION

To help develop and support a seamless integrated process for the diagnosis and management of respiratory conditions including obstructive sleep apnoea (OSA) for patients of the Southern District Health Board (SDHB). To provide specialist input in a community setting by working with general practice teams, primary care and SDHB physicians and colleagues to provide best practise care to patients in an appropriate setting. To facilitate building capacity across the SDHB.

## 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>Customer Focus</b>	Is dedicated to meeting the expectations and requirements of internal and external customers; gets firsthand 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 or 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.

### Role Specific Competencies

<b>Decision Quality</b>	Makes good decisions (without considering how much time it takes) based upon a mixture of analysis, wisdom, experience, and judgment; most of his/her solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions.
<b>Strategic Agility</b>	Sees ahead clearly; can anticipate future consequences and trends accurately; has broad knowledge and perspective; is future oriented; can articulately paint credible pictures and visions of possibilities and likelihoods; can create competitive and breakthrough strategies and plans.
<b>Priority Setting</b>	Spends his/her time and the time of others on what's important; quickly zeros in on the critical few and puts the trivial many aside; can quickly sense what will help or hinder accomplishing a goal; eliminates roadblocks, creates focus.
<b>Building Effective Teams</b>	Blends people into teams when needed; creates strong morale and spirit in his/her team; shares wins and successes; fosters open dialogue; lets people finish and be responsible for their work; defines success in terms of the whole team; creates a feeling of belonging in the team.

### KEY RELATIONSHIPS

<ul style="list-style-type: none"><li>• Clinical Leader of Respiratory Service</li></ul>	<ul style="list-style-type: none"><li>• Staff from trust hospitals and other DHBs</li></ul>
<ul style="list-style-type: none"><li>• Service Manager Respiratory</li></ul>	<ul style="list-style-type: none"><li>• Primary care practitioners within the community</li></ul>
<ul style="list-style-type: none"><li>• Respiratory Community Project Group</li></ul>	
<ul style="list-style-type: none"><li>• SDHB Sleep and Respiratory Laboratories</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>Be registered as a Senior Medical Practitioner with the Medical Council of New Zealand under a Vocational Internal Medicine scope or be eligible for vocational registration with the Medical Council to enable practice within New Zealand.</li> <li>Have undertaken post-graduate training in respiratory and sleep medicine.</li> <li>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).</li> </ul>	<ul style="list-style-type: none"> <li>Postgraduate research qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Have worked in respiratory service within a major hospital</li> </ul>	<ul style="list-style-type: none"> <li>Prior experience of community Respiratory physician role</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>Proficiency in assessment of sleep disordered breathing and sleep reporting</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Professionalism</li> <li>Leadership</li> <li>Integrity</li> <li>Honesty</li> </ul>	

### KEY RESULT AREAS:

Key Accountabilities:	Example of successful delivery of duties and responsibilities
<b>Clinical Services</b>	
<ul style="list-style-type: none"> <li>Clinical support for community-delivered programmes.</li> <li>Develop and deliver clinical education for primary care and community audiences.</li> <li>Maintain clinical accuracy of HealthPathways and HealthInfo.</li> <li>Provide guidance to primary care clinicians for respiratory services.</li> <li>Provide a minimum of 20 outpatient clinics (within 12 month period) in a variety of facilities across the SDHB.</li> <li>Support delivery of the Community Respiratory Service.</li> </ul>	<ul style="list-style-type: none"> <li>Primary and secondary clinicians and teams engaged in delivering integrated care</li> <li>Clinical education developed and delivered to primary and secondary care clinicians</li> <li>Well supported general practice, clinically able to deliver care to patients with respiratory conditions</li> </ul>

Quality	
<ul style="list-style-type: none"> <li>• Provide feedback and support to primary care providers of community-based programmes.</li> <li>• Participate in the development and delivery of a quality framework across the sleep and respiratory services.</li> </ul>	<ul style="list-style-type: none"> <li>• Primary and secondary clinicians and teams engaged in delivering integrated care</li> <li>• Quality improvement programmes to support clinically-appropriate service delivery by Approved Providers (e.g. spirometry and sleep studies).</li> </ul>
Strategic Planning	
<ul style="list-style-type: none"> <li>▪ Attend Respiratory Community Project Group meetings</li> <li>▪ Participate in and guide strategic planning of sustainable integrated respiratory services.</li> <li>▪ Assist in the development of a business case for ongoing Community Respiratory Physician role</li> </ul>	<ul style="list-style-type: none"> <li>• More respiratory services delivered in the community, closer to the patients home</li> <li>• Specialists and primary care physicians engaged in developing innovative strategies for the care of patients with respiratory conditions</li> <li>• Collaboration on the Respiratory annual plan</li> </ul>
Relationship management	
<ul style="list-style-type: none"> <li>• Provide secondary care/hospital insight into community-based programme development.</li> <li>• Liaise with hospital colleagues to inform and guide knowledge and utilisation of community-based programmes.</li> <li>• Participate in workshops, conferences, meetings as required to promote the integrated respiratory service.</li> </ul>	<ul style="list-style-type: none"> <li>• Primary and secondary clinicians and teams engaged in delivering integrated care.</li> </ul>
Administration	
<p>The medical officer will participate in developing and achieving service and organisational objectives.</p>	<ul style="list-style-type: none"> <li>• Demonstrate a personal commitment to meeting SDHB service and team objectives.</li> <li>• Ensure comprehensive, accurate and up to date clinical records are maintained for all patients seen.</li> <li>• Ensure patients' laboratory and radiology results are reviewed and acknowledged in timely manner.</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 as part of the allocated team(s) to meet the throughput and budget targets for that team as contained in the operating plan</li> <li>• Prepare reports for management as required</li> </ul>
Continuous Quality Improvement (CQI)	
<p>SDHB is committed to the concept of continuous quality improvement. All SDHB 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"> <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>• Demonstrate a willingness to achieve service and organisational objectives in an innovative manner.</li> <li>• Attend and participate in regular clinical audit</li> <li>• Participate in regular peer review meetings.</li> </ul>

<b>Communication</b>	
<p>All SDHB staff are bound by the provisions of the Privacy Act and the Health and Disability Code, SDHB policies and contractual provisions when they are communicating with patients, relatives, other members of the public, and other health professionals.</p>	<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 SDHB 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, SDHB 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 general practitioners to facilitate follow up care of patients.</li> </ul>
<b>Self-Learning</b>	
<p>SDHB encourages its medical officers 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"> <li>• Participate in the accreditation programme of the Royal Australasian College of Physicians (MOPS) or internationally recognised equivalent</li> <li>• Participate in professional continuing education activities, regular performance reviews, and have a commitment to maintaining and updating their own knowledge and skills</li> <li>• Maintain involvement in professional organisations e.g. RACP membership, in order to: <ul style="list-style-type: none"> <li>○ Fulfill CME and recertification requirements</li> <li>○ Contribute to maintenance of high professional and ethical standards in Respiratory Medicine</li> <li>○ Contribute to professional education</li> </ul> </li> </ul>
<b>Other Duties</b>	
<p>Undertaking duties from time to time that may be in addition to those outlined above but which fall within your capabilities and experience.</p>	<ul style="list-style-type: none"> <li>• You respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness.</li> <li>• You produce work that complies with SDHB processes and reflects best practice.</li> </ul> <p>You take opportunities to teach on an ad hoc basis other professionals in a variety of settings</p>
<b>Living Southern DHB Values</b>	
<p>Proactively demonstrating Southern DHB values in all aspects of the role.</p> <p>Act as a role model for the Southern DHB Organisational Values.</p>	<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>Professional Development – self</b>	
<p>Identifying areas for personal and professional development.</p>	<ul style="list-style-type: none"> <li>• Training and development goals are identified/agreed with your manager.</li> </ul>

	<ul style="list-style-type: none"> <li>• Performance objectives reviewed annually with your manager.</li> <li>• You actively seek feedback and accept constructive criticism.</li> </ul>
<b>Health, Safety and Wellbeing</b>	
Taking all practicable steps to ensure 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.	<ul style="list-style-type: none"> <li>• You understand and consistently meet your obligations under Southern DHB's Health and Safety policy/procedures.</li> <li>• You 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>	
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.	<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>

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.

### 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