

Position Description

Employment Agreement:	Senior Medical and Dental Officers Collective Agreement
Position Title:	Consultant Physician, Geriatric Medicine
Service & Directorate:	Older Person's Health, Clinical Support and Community Directorate
Location:	Southland Hospital
Reports to:	Clinical Leader, Older Peoples Health Services Service Manager
Number of direct reports:	Supervision of junior medical staff allocated to the Older Peoples Health Service
Date:	June 2022

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>
Looking after our people: We respect and support each other. Our hospitality and kindness foster better care.	Being sincere: We listen, hear and communicate openly and honestly. We treat people how they would like to be treated.	Best action: We are thoughtful, bring a positive attitude and are always looking to do things better.	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
- 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	
1.	To provide clinically appropriate care to a high professional standard in a way that is consistent with service objectives and contractual commitments, and with statutory and other regulatory obligations.
2.	To promote and contribute to the development of services which deliver the highest quality of care for individual patients in a cost effective manner within the limits of available resources.
3.	To be involved in the teaching of staff and students. Consultants have a professional responsibility to provide undergraduate and postgraduate teaching to health professionals of lesser skill, knowledge or experience and this obligation includes informed instruction and supervision during routine clinical activities.

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	
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.
Managing Diversity	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.
Role Specific Competencies	
Problem Solving	Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answers
Dealing with Ambiguity	Can effectively cope with change; can shift gears comfortably; can decide and act without having the total picture; isn't upset when things are up in the air; doesn't have to finish things before moving on; can comfortably handle risk and uncertainty.
Managing and Measuring Work	Clearly assigns responsibility for tasks and decisions; sets clear objectives and measures; monitors process, progress, and results; designs feedback loops into work
Interpersonal Skills	Is able to relate well to people; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can defuse even high-tension situations comfortably.

KEY RELATIONSHIPS	
Within Southern DHB	External to Southern DHB
Internal Members of Older Peoples Health Team – medical and nursing <ul style="list-style-type: none"> ● Other service / department SMO's, junior doctors, nursing staff ● Allied health professionals ● Patients, their family and whanau ● General Manager and Medical Director, Medicine 	External <ul style="list-style-type: none"> ● Staff from other District Health Boards and Community Trusts ● Dunedin School of Medicine, University of Otago

<ul style="list-style-type: none"> • Heads of departments/other Clinical Leaders/Managers • Community service staff 	
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PERSON SPECIFICATION

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

- Must be a medical practitioner registered with the Medical Council of New Zealand.
- Must also hold a specialist qualification which will enable Vocational Registration with the Medical Council of New Zealand.
- Must have special expertise in geriatric medicine.

	ESSENTIAL	DESIRABLE
Education and Qualifications (or equivalent level of learning)	<ul style="list-style-type: none"> • The Specialist will hold a university degree in recognised by the Medical Council of New Zealand and be registrable as a medical practitioner under the Medical Practitioners Act 1995 • Be a holder of FRACP for General Medicine or an equivalent qualification as recognised by the Medical Council of New Zealand 	
Experience	<ul style="list-style-type: none"> • The level of experience at least equivalent to that expected of a newly conferred FRACP 	
Knowledge and Skills	<ul style="list-style-type: none"> • Knowledge of the health sector and disability in New Zealand and/or other similar health sectors 	
Personal Qualities	Resilience and tenacity Empathy Commitment and personal accountability Excellent interpersonal skills Acts with discretion Is adaptable and flexible Maintains and exceptionally high level of confidentiality Open to development and changes to model of care to maintain comprehensive up to date service for older people within the area Proven knowledge of modern skills and techniques in Geriatric Medicine and proven ability to work effectively within a comprehensive, integrated multi-disciplinary service for older people. Proven ability to lead a multidisciplinary team recognising the value of the contribution of each member Has demonstrated a high standard of clinical care, management, and time management skills. Has demonstrated teaching skills in respect of junior medical staff, other staff, patient and their families Awareness of and sensitivity to cultural differences and ageism. Able to relate well to older people and their careers with recognition of their autonomy.	

SERVICE PROVISION

- Provision of specialist geriatric services for the population of Southern District Health Board
- Inpatient care for geriatric patients
- Inpatient care for orthogeriatric patients
- Geriatric outpatient clinics undertaken in Southland Queenstown Hospitals
- Working in the community with Nurse Practitioners
- Supervision and support of nursing staff in the geriatric service
- Education, supervision and support for junior medical staff
- Participate in and support the quality activities of the geriatric service
- Working effectively within a service and organisation committed to continuous quality improvement and to achieving accreditation
- Participate in and support the development of the geriatric service

KEY RESULT AREAS:

Key Accountabilities:	Example of successful delivery of duties and responsibilities
DIRECT CLINICAL DUTIES	
	<p>The Senior Medical Officer will:</p> <ol style="list-style-type: none"> 1. Carry out at least twice weekly Ward rounds of approximately three hours duration in Medical Assessment, Treatment and Rehabilitation Units. 2. Provide a service to GP's whereby referrals from the community are seen promptly and appropriate action is taken. 3. Be responsible for the assessments and treatments initiated for patients in Medical Assessment, Treatment and Rehabilitation Units. 4. Take an active leadership role in Medical Assessment, Treatment and Rehabilitation multidisciplinary meetings and ward rounds to assess progress of patients and determine appropriate action. 5. Attend at least one outpatient clinic per week. Duration three hours and ensure that these clinics are started and completed in a timely manner. 6. Assessment of patients in other Southern DHB services referred to the medical Assessment, Treatment and Rehabilitation Unit. 7. Perform satisfactorily against internal benchmarking standards set by the service, such as average length of stay and use of diagnostic tests. 8. Adhere to the admission criteria set by the service and all other requirements for admission, service delivery, discharge and follow-up relevant to his/her clinical practice as a Senior Medical Officer.
Indirect Clinical Duties	
	<p>The Senior Medical Officer will:</p> <ul style="list-style-type: none"> • He/she carries out a full range of ancillary and supportive functions to core clinical tasks such as; report writing, reading reports on patients, examining X-rays and data interpretation from laboratory reports. • From time to time he/she will consult with specialist colleagues and other health professionals, both within and outside the

	<p>employ of Southern DHB, to facilitate the management of patients under his/her care.</p> <ul style="list-style-type: none"> • He/she arranges inter-board transfer of a patient under his/her care where applicable. • He/she will be available to give advice on and assistance with patient management to other specialists and GPs. • Home visits are made as required. • Reports for external agencies such as ACC are prepared as required. • Family/carer meetings are conducted as required. • An appropriate liaison with rest home and private hospital staff occurs. • Close constructive involvement with Southern DHB's General Medical and Surgical Services is maintained. •
Patient Communication	
	<p>The Senior Medical Officer will:</p> <ul style="list-style-type: none"> • Ensure that patients receive an appropriate level of information regarding their condition and its management. • Organise or respond to hospital communications regarding patient matters. • Attend sensitively and proactively to patient complaints and observe Board procedures on such matters. • Conduct appropriate communication with relatives of patients as appropriate. • Ensure, in particular circumstances that patients receive appropriate and adequate counselling so as to ensure they are informed and able to provide considered consent about their clinical management.
Other duties	
	<p>The Senior Medical Officer will:</p> <ul style="list-style-type: none"> • Attend and fully contribute to meetings, including: <ul style="list-style-type: none"> (a) Ward multidisciplinary meetings. (b) Meetings with management and other consultants as required. (c) Quality improvement and service development meetings as required. • Attend meetings relating to his/her professional interest. • Be involved in external committees related to their professional interest. • Keep up-to-date with Board-related matters and read such papers as necessary. • Conduct investigations and/or prepare reports for the Clinical Leader or Service Manager as required.. • Carry out all administrative duties relating to clinical supervision of trainees.
Clinical Supervision of Staff	
	<p>The Senior Medical Officer will:</p>

	<ul style="list-style-type: none"> • Delegate tasks and responsibilities appropriately to medical staff, assessing task complexity against assessed skill levels of individuals. • When not available, provide guidelines to junior medical staff for the medical management of patients. • Ensure that adequate supervision is provided for medical staff team members. • Ensure that the performance of team members is monitored and where necessary implement corrective measures. • Report on junior medical staff as required by such bodies as the Medical Council.
Self Education	
	<p>The Senior Medical Officer will:</p> <ul style="list-style-type: none"> • Participate in regular clinical meetings with other members of both senior and junior medical staff. • Remain conversant with current knowledge in the areas of specialist work in • Which he/she is actively practising by regular reading of medical journals, books and other relevant literature. • Attend conferences and academic meetings directly related to clinical duties and the medical Assessment, Treatment and Rehabilitation service. • Maintain involvement in professional organisations in order to: <ul style="list-style-type: none"> • fulfil CME and re-certification requirements • contribute to the maintenance of high professional and ethical standards in geriatric medicine • contribute to professional education and assessment programmes
Education of Others by Request	
	<p>The Senior Medical Officer will:</p> <ul style="list-style-type: none"> • Conduct formal and informal teaching sessions for medical staff to enhance their knowledge and clinical skills • Contribute to case review sessions and other activities • Conduct formal or informal teaching for other professional groups
Public Education	
	<p>The Senior Medical Officer will:</p> <ul style="list-style-type: none"> • Advise individual patients regarding preventative aspects of health care • Contribute where appropriate to health education by addressing public meetings and local community groups and by the use of the mass media • Liaise with, and when necessary conduct lectures for, community support groups
Quality Assurance	
	<p>The Senior Medical Officer will:</p> <ul style="list-style-type: none"> • Contribute to quality improvement initiatives and the setting and monitoring of standards. • Maintain records for the purpose of medical audit and attend audit meetings. • Maintain a high standard of professional care in accordance with the New Zealand Medical Association

	Code of Ethics, with the Australia and New Zealand College of Physicians Guidelines, Protocols and Standards documents, with statutory and regulatory requirements and with HealthCare Southern policies and procedures.
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Treaty of Waitangi	<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.

For Job Evaluation Purposes:

Number of direct reports:

Are you accountable for a budget – how much?

What are your delegations of authority? Level 1 -5 or none?

Do you have approval to spend the budget of higher authority? Yes/No - What amount?

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.

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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