

Job Description

Rural Hospital Specialist

Kaitaia Hospital

Position Title:	Rural Hospital Specialist
Organisation Unit:	Kaitaia Hospital
Location:	Far North, Kaitaia Hospital, Te Whatu Ora Te Tai Tokerau
Responsible to:	General Manager – Rural, Family & Community Health Services, Operational Manager - Kaitaia Hospital, Te Whatu Ora Te Tai Tokerau
Primary Functions of the Position:	<ul style="list-style-type: none"> • Medical care of patients presenting to the Accident and Medical Department, Outpatient Department and/or inpatients in Kaitaia and Rural Hospitals, and/or patients requiring stabilisation prior to transfer according to site specific policies. Medical care is provided under the supervision of or with the support of the Clinical Leader and with support from the Whangārei Hospital based Specialists. • Note: This position description will be used in conjunction with the Te Whatu Ora Te Tai Tokerau Senior Medical and Dental Officers Core Conditions document and the agreed Schedule of Clinical Duties.

Functional Relationships

The Rural Hospital Specialist will develop and maintain excellent relationships with:

Internal	External
<ul style="list-style-type: none"> • Other Medical Officers • SMOs in Kaitaia and Rural, and in Whangārei • Nursing staff • Allied Health professionals • Administrative and management staff • Medical Officer of Health • Community Services Infection Control Practitioner 	<ul style="list-style-type: none"> • General Practitioners • St John Ambulance personnel • ACC • Chaplaincy Service • NZ Police • Funeral Directors • Staff from another HHS • Private Laboratory staff • CYPFA • Institute of Environmental Science & Research Ltd

Key Responsibilities and Expected Outcomes

Te Whatu Ora Te Tai Tokerau has established a set of values by which the organisation will respond, in part, to achieving its goals and objectives through their workforce. The following Values and supporting statements are expected behaviours of each individual employed with Te Whatu Ora Te Tai Tokerau:

Values	Supporting Statement
Tāngata i te tuatahi People First	He whakapapa, he mokopuna, he tamariki, he mātua, he tūpuna. He aha te mea nui. He tāngata, he tāngata, he tāngata Our people are central to all we do
Whakaute (tuku mana) Respect	He whakaaro nui ki ētahi atu We treat others as they would like to be treated
Manaaki Caring	Ko te manaaki – he whāngai, he kākahu, he ropiropi. Akona e te whānau whānui We nurture those around us, and treat all with dignity and compassion
Whakawhitiwhiti Kōrero Communication	Whakawhitiwhiti kōrero i runga te tika, te pono me te We communicate openly, safely and with respect to promote clear understanding aroha
Te Hiranga Excellence	Kia kaha, kia māia, kia manawa nui Our attitude of excellence inspires confidence and innovation

The position of Rural Health Specialist encompasses the following major functions or key result areas:

- Te Tiriti o Waitangi
- Clinical Responsibilities - Ensure patients receive quality medical care and support
- Education - Receives and can access required and relevant continuing professional development / medical education (CME)
- Quality Assurance / Peer Review / Audit - Participates in requirements for QA, Peer Review and Audit
- Teaching & Research - Undertakes teaching and research activities as agreed with the Clinical Director
- Administrative Duties - Fulfils requirements for administrative duties
- Risk Minimisation - To actively contribute to risk minimisation activities within the service
- Continuous Quality Improvement - To actively contribute to Continuous Quality Improvement activities within the service
- Team Member - Individual responsibilities actions and contributions enhance the success of the area/service/team and division
- Equal Employment Opportunities (EEO)
- Personal & Professional Development - Assumes responsibility for personal and professional / work education and development
- The staff member will perform such other duties as reasonably required by the manager in accordance with the conditions of the position
- Demonstrates legal safety and includes ethics as a core component of professional and educational development
- Practice in a culturally safe manner
- Demonstrates appropriate resource management
- Participates in Performance Management process
- Tele health
- Health and Safety
- Privacy & Confidentiality

The outcome requirements of the above key responsibility areas are outlined below:

Key Responsibility Area	Expected Outcomes
Te Tiriti o Waitangi	<ul style="list-style-type: none"> • Contribute to the promotion of the articles and principles of Te Tiriti o Waitangi and the involvement of Māori within the decision-making process for their health and independence, within Te Whatu Ora management processes and procedures • Include the articles and principles of Te Tiriti o Waitangi within all aspects of the role and its outcomes • Ensure that consultation and engagement processes include appropriate mechanisms to meet the need of Māori in a culturally appropriate and safe manner • Attend the Te Whatu Ora Te Tai Tokerau Te Tiriti o Waitangi Training

Key Responsibility Area	Expected Outcomes
<p>Clinical Responsibilities</p> <p><i>Ensure patients receive medical care and support</i></p>	<ul style="list-style-type: none"> • General Practitioners [GP] requests for clinical assessment of patients and/or advice are responded to in a timely manner • Patients presenting for assessment or admission are seen within agreed timeframes/criteria according to site-specific policies • Clinical investigations are ordered, and results assessed • Admission decisions are based on agreed admission criteria • Patients will be seen and managed where possible and appropriate as outpatients • Utilises and complies with Te Whatu Ora Te Tai Tokerau clinical pathways, protocols and procedures • Undertakes the assessment, investigations and medical treatment of patients • Undertakes all necessary rounds and patient reviews and follows up care • Enables integrated care involving other specialist services possible and appropriate, as outpatients, e.g. medical clinic • Provides feedback and advice as appropriate to GPs on the care of patients referred to Kaitaia Hospital or Rural Hospitals • Booked admissions are seen in a timely manner • Patient management care ordered or requested is appropriate to needs of patient and in accordance with current protocols • Clinical records are accurate and legible, meet Te Whatu Ora Te Tai Tokerau standards, completed in a timely manner and contain all relevant information including (but not limited to): <ul style="list-style-type: none"> ○ Record of examinations/interviews ○ Plan of care ○ Investigations requested and analysis of results ○ Prescriptions and treatment ○ Discharge diagnosis and summaries • Prescriptions for medication are legible and in accordance with the Te Whatu Ora Te Tai Tokerau preferred medicine list • Advice on patient management is sought in a timely fashion from SMOs based in Whangārei Hospital • Referrals are made to visiting Specialists or to outpatient clinics in a timely way • Acknowledges individual differences and needs of patients and their rights, including the rights and requirements for informed consent, the Code of Rights and the Privacy Act • Participates in multidisciplinary and patient/family meetings • Ensures that the patient and their authorised representative are kept informed of the patient's current condition, the treatment being received, the overall plan and the expected outcome of their illness

Key Responsibility Area	Expected Outcomes
<p>Education</p> <p><i>Receives and can access required and relevant continuing professional development / medical education (CME)</i></p>	<ul style="list-style-type: none"> • Receives a generic and medical specific orientation programme • Attains and maintains competency in <ul style="list-style-type: none"> ○ Adult life support ○ Paediatric life support ○ Triage and trauma management • Attends relevant and specific CME sessions • Documents evidence of CME • Maintains a College or BPAC MOPS programme
<p>Quality Assurance / Peer Review / Audit</p> <p><i>Participates in requirements for QA, Peer Review and Audit</i></p>	<ul style="list-style-type: none"> • Participates in reviews of own clinical performance to maintain professional standards • Participates in peer review • Review will be performed with specialists and can include morbidity and mortality reviews, patient review, journal club case reviews and presentations • Results of audits are discussed and communicated to Clinical Director, CMO and relevant others • Continuous improvement activities demonstrate attaining specific hours, e.g. 20 hours per year
<p>Teaching & Research</p> <p><i>Undertakes teaching and research activities as agreed with the Clinical Director</i></p>	<ul style="list-style-type: none"> • Participates in the education of nurses, allied health professionals and other staff as requested • Utilises medical research • Takes part in teaching sessions, presentations and discussions as appropriate
<p>Administrative Duties</p> <p><i>Fulfils requirements for administrative duties</i></p>	<ul style="list-style-type: none"> • Attends to any enquiries or complaints from patients, relatives, management or staff in a timely and effective manner • Attends to legal/legislative requirements when requested by appropriate officers of the company • Works in accordance with appropriate legislation • Uses Kaitaia and Rural Hospitals and Community Services resources in an efficient and responsible manner • Participates in the development and review of service, divisional and organisational policies, procedures and protocols within area of own expertise • Attends relevant service meetings as required
<p>Risk Minimisation</p> <p><i>To actively contribute to risk minimisation activities within the service</i></p>	<ul style="list-style-type: none"> • Contributes to the service's risk minimisation activities by: • Identifying risks • Notifying the manager of these • Participating in the service's risk minimisation activities • Complying with Te Whatu Ora policies, procedures, protocols and guidelines • Participating in audits.

Key Responsibility Area	Expected Outcomes
<p>Continuous Quality Improvement</p> <p><i>To actively contribute to Continuous Quality Improvement activities within the service</i></p>	<p>Contributes to the service's Continuous Quality Improvement by:</p> <ul style="list-style-type: none"> • Identifying improvement opportunities • Notifying the Clinical Leader, CMO, Operations Manager of these • Participating in the service's quality improvement activities • Providing good customer service • Complying with standards • Being responsive to customer requests or complaints • Working to improve customer satisfaction
<p>Team Member</p> <p><i>Individual responsibilities actions and contributions enhance the success of the area/service/team and division</i></p>	<ul style="list-style-type: none"> • Maintains a current knowledge of relevant issues, trends and practices • Behaviour demonstrates cultural appropriateness • Builds and maintains productive working relationships • Participates as a member of designated group(s) • Values individual effort, innovation and creativity
<p>Equal Employment Opportunities (EEO)</p>	<ul style="list-style-type: none"> • Demonstrates and encourages behaviour that recognises and is consistent with EEO principles and practices
<p>Personal & Professional Development</p> <p><i>Assumes responsibility for personal and professional / work education and development</i></p>	<ul style="list-style-type: none"> • Maintains and/or extends knowledge and skill base required for effective performance • Identifies any learning needs • Negotiates with management to attend appropriate education and training • Participates in own performance review annually
<p>Practice in a clinically safe manner</p>	<ul style="list-style-type: none"> • Supports and advises others in relation to standards of clinical practice • Assesses the workplace and pro-actively prevents safety and emergency issues developing • Participate in quality improvement audits and recommends items for change • Incorporates Te Whatu Ora Te Tai Tokerau Health and Safety procedures into own practice <p>Performance Measures</p> <ul style="list-style-type: none"> • Quality project/s you have completed

Key Responsibility Area	Expected Outcomes
<p>Demonstrates legal safety and includes ethics as a core component of professional and educational development</p>	<ul style="list-style-type: none"> • Uses knowledge of ethical principles to challenge unethical practice • Assists colleagues identifying and dealing with ethical and legal issues • Engages in ethical reflection and decision-making using practice-based experience • Seeks to change policy and procedure, which impedes ethical practice <p>Performance Measures</p> <ul style="list-style-type: none"> • Reads and signs off Board Policy and Procedure Manual six-monthly. • Reads and signs off Ward / environment Policy and Procedure Manual six-monthly • Is able to articulate the essential elements of these Manuals
<p>Practice in a culturally safe manner</p>	<ul style="list-style-type: none"> • Demonstrates an awareness of the patient, family, cultural and spiritual beliefs and values • Interacts with patient and Whanau in a way that is non-threatening and establishes a functional working relationship • Utilises this relationship to include the “patient group” on planning care • Supports patient and Whanau in making choices with regard for their cultural practice • Identifies culturally safe practice, policies and environments • Continues to develop knowledge in relation to the Treaty of Waitangi and Māori health status <p>Performance Measures</p> <ul style="list-style-type: none"> • Able to show a record of attending cultural in-service study day, with ongoing annual cultural safety study • Verbalise an example of cultural safe practice
<p>Demonstrates appropriate resource management</p>	<ul style="list-style-type: none"> • Can effectively access and replace relevant physical resources • Contributes to teaching sessions with patient and Whanau • Identifies areas or processes within which resources may be used more effectively or efficiently • Manages own time, workload planning and tasks • Assess time management skills of Advanced, Beginner and Competent Practitioners, providing coaching and education where required <p>Performance Measures</p> <ul style="list-style-type: none"> • Quality project/s completed. • Verbalise a teaching session

Key Responsibility Area	Expected Outcomes
Participates in Performance Management process	<ul style="list-style-type: none"> Sets realistic goals for own performance. Assumes responsibility for acquiring knowledge and experience to meet these goals. Undertakes change based on regular self-evaluation and appraisal from the Clinical Leader or delegate. <p>Performance Measures</p> <ul style="list-style-type: none"> Informal appraisal and coaching by peers and Clinical Leader. Formal appraisal will be at 3 months, then annually thereafter
Tele health	<ul style="list-style-type: none"> It is the expectation of this organisation that SMO's are aware of the benefits of Digital Health (including Tele health) and how it supports healthcare delivery and reduces inequity including for our Māori and rural people. SMOs will openly adopt and practice digital health delivery as part of the role either within existing services or future planned services.
Health & Safety	<ul style="list-style-type: none"> Observe and promote safe work practices, rules and instructions relating to work, and be pro-active in hazard management Willingly co-operate in the achievement of all health and safety goals and initiatives by: <ul style="list-style-type: none"> Practicing and observing safe work methods; The use of safety equipment; Reporting unsafe conditions or equipment; and Reporting and documenting all accidents or incidents
Privacy and Confidentiality	<ul style="list-style-type: none"> Undertake all duties and responsibilities in accordance with the Privacy Act 2020, Health Information Privacy Code 2020, and Privacy Policies and Procedures of Te Whatu Ora Te Tai Tokerau Complete mandatory induction training on Privacy responsibilities

Variation of Duties

Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit in any way the scope or functions of the position. Duties and responsibilities may be amended from time to time, in consultation with the employee, to meet any changing conditions and service requirements.

Problem Complexity

- The incumbent will be required to make decisions regarding the admission and acceptance of patients into the Kaitaia and Rural Hospital inpatient services and the subsequent medical care the patient will receive. Will be required to have an excellent knowledge base and make diagnostic and treatment decisions.
- Will interact with the clinical and administrative staff of Kaitaia and Rural Hospitals and with General Practitioners of the area.
- Involvement with Quality Assurance/Peer Review/Audit and continuous improvement activities will be expected.
- The Duty Doctor will be supported by the local Medical Officers, the on-call Specialists from Whangārei, and Visiting Specialists.
- Medical records should meet the standards set out by Quality health New Zealand's Standards. Client/patient/resident medical care is documented and provides a clear record of care decisions, instructions and treatment outcomes. Entries must be signed, dated and designations written.
- The incumbent is required to participate in the "out of hours" roster.

- The incumbent upon Assessment of patient’s after-hours has the authority to” call out” Radiology or Laboratory staff, or call for assistance of other medical staff in cases of emergency or unmanageable workload that may put patients at risk

Scope for Action

- Works to a defined and agreed scope of practice as per Credentialing Report
- The incumbent will help regularly review the standards of medical services and provide representation on committees requiring medical participation. He/she will act in an advisory role to management, evaluate the quality of medical services, including auditing against protocols on a regular basis, ensure ethical conduct of self and other medical staff and participate in Clinical and Business meetings between members of the Medical Staff, Area Manager and Charge Nurses, monthly
- Will require insurance cover for medical practice (e.g. Medical Protection Society or Medical Defence Union). These will be refunded by Te Whatu Ora Te Tai Tokerau.
- The incumbent will undertake other duties and responsibilities as instructed from time to time by the Clinical Leader, Clinical Director, General Manager and Area Manager

Person Specification

Education and Qualifications

Essential	Desirable
<ul style="list-style-type: none"> • Medical qualifications recognised by the New Zealand Medical Council • Current annual practising certificate • Current NZ driving licence • Letters of Good Standing/References • Vocational Registration in Rural Hospital Medicine, or a clear path to obtaining this Vocational Registration 	<ul style="list-style-type: none"> • Health and Disability Commissioner (Code of Health and Disability Services Consumers’ Rights) Regulations (1996) • New Zealand Council of Healthcare Standards

Experience

Essential	Desirable
<ul style="list-style-type: none"> • Qualified to practise as a Senior Medical Officer, having completed a minimum of two years as a House Surgeon and one year as a Senior House Officer (SHO), and a minimum of 3 months experience at SHO or registrar level in Emergency Medicine, Paediatrics, Internal Medicine and Intensive Care (or equivalent experience) 	<ul style="list-style-type: none"> • Broad base of general medical experience and a proven ability to practice safely as a sole Medical Officer in an isolated rural setting, dealing with a wide range of general medical/surgical conditions, including emergency stabilisation and treatments before transfer of critically ill patients

Awareness and Understanding of

Essential	Desirable
<ul style="list-style-type: none">• Te Tiriti o Waitangi and its application to the health setting• Privacy Act (2020) and Health Information Privacy Code (2020)• Health and Safety at Work Act 2015	<ul style="list-style-type: none">• Health and Disability Commissioner (Code of Health and Disability Services Consumers' Rights) Regulations (1996)• New Zealand Council of Healthcare Standards

Skills & Personal Attributes

Skills
<ul style="list-style-type: none">• Ability to communicate effectively in English• Basic computer literacy• Effective communication skills including demonstrated ability in written and oral communication• Knowledge of and demonstrated ability to achieve Continuous Improvement (CI) outcomes• A discreet, confident and diplomatic person with a mature and approachable manner• Is confident in making decisions and is able to learn from others.• Excellent time management, report writing skills• Ability and willingness to adapt and move with change• A team member who is also motivated to work and help others be motivated• Has a sense of humour• Culturally safe• Professional demeanour

Personal Attributes
<ul style="list-style-type: none">• Smart tidy appearance• Personable manner• Commitment, accuracy and speed

Performance Development Review

An initial review of performance will be conducted after three months, with an annual review thereafter.

An individual Development Plan will be developed to reflect the contribution this position is expected to make towards achieving the team's objectives and measures. Key result areas will be developed and agreed at this time.

Authorised by:

Signature:

Date:

Acceptance

Acceptance of the position implies acceptance of this position description.

Position Title

Signature of
employee:

Date: