

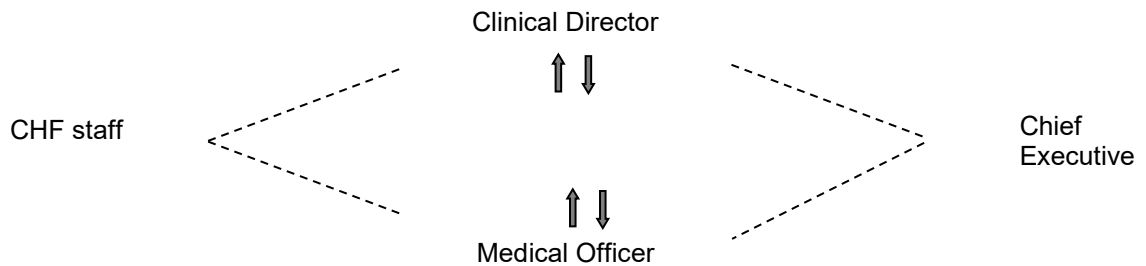
## Clutha Health First Position Description

**Position Title:** Medical Officer

**Location:** Clutha Community Health Company Limited *trading as* Clutha Health First.

**Responsible to:** Clinical Director

### Organisational Relationship



**Position Holder's Name :** \_\_\_\_\_

**Position Holder's Signature :** \_\_\_\_\_

**Clinical Director's Name :** \_\_\_\_\_

**Clinical Director's Signature :** \_\_\_\_\_

**Date :** \_\_\_\_\_

## **Treaty of Waitangi**

Clutha Health First recognises the special relationship between Maori and the Crown and has an understanding of the articles/principles of the Treaty of Waitangi. As an employee you will be required to develop an understanding of the cultural concepts, values and tikanga that might affect the well being of Maori patients.

## **Health and Safety**

Clutha Health First is committed to achieving the highest level of health and safety for its staff. All employees are expected to take initiative and identify, report and resolve issues that may cause harm to themselves or others in the organisation. As an employee Clutha Health First, the health and safety of clients, patients and colleagues, as well as your own, are your responsibility. You are expected to work safely at all times, and to actively participate in the health and safety programs. It is expected that you will report all accidents or potential hazards to your manager.

To participate in, and comply with the requirements of the Health & Safety in Employment Act 1992 plus amendments and associated CHF procedures.

- Work practices ensure safety for self and others
- Advice or assistance is sought before commencing an unfamiliar work practice
- Hazards are identified, control plans documented, hazards eliminated, minimised or isolated.
- Comply with Clutha Health First incident reporting and Health & Safety policy
- Emergency management procedures and compulsory/compliance education and training completed.

## **Quality and Risk**

Clutha Health First is committed to continuous quality improvement. Our focus is to improve our practice and the quality of care received by patients. Our goal is to embed continuous improvement in our daily activities, by focusing on improving systems and processes, enhancing our communication with other health providers and increasing consumer involvement.

## **Purpose of the Position**

To provide medical services for general medical, minor surgical (assessment/ observation) , AT&R (assessment, treatment and rehabilitation) inpatients, AT&R day patients and emergency patients.

The Medical Officer will be involved in the provision of after hours hospital cover and after hours emergency GP cover.

**Note:** This job description has been prepared to assist in appointment. All Clutha Health First job descriptions are subject to review from time to time and therefore may be revised after consultation with the employee to suit changing service requirements.

| <b>Nature of Scope and Responsibilities</b>                                |  |
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| <b>Accountabilities and Performance Measures</b>                           |  |
| <i>Accountabilities</i>  | <i>Performance Measures</i>  |
| <ul style="list-style-type: none"> <li>• <b>Clinical duties</b></li> </ul> | <ul style="list-style-type: none"> <li>• Respond immediately and appropriately to any life threatening situation</li> <li>• Provide to patients safe, competent and respectful service in the management of their conditions according to their clinical priority.</li> <li>• Communicate adequately with patients on their condition and treatment. Ensure that at all times patients rights are protected and all consents required are acquired before treatment.</li> <li>• Provide 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 Chief Executive Officer, CCHCL, any unusual incidents or occurrence, especially those that may give rise to complaints or legal action against CCHCL.</li> <li>• Ensure effective use of CCHCL resources of staff and facilities, by the application of effective, efficient and economical patient management techniques.</li> <li>• Continue to keep patient stay to the minimum compatible with high standards of medical care</li> <li>• Ensure that the standard service provided is commensurate with CCHCL's Aims, Objectives and Values</li> <li>• Actively participate in processes regulating performance and accountability, which will include quality assurance measures, medical audit and medical peer review.</li> <li>• Be responsible for the best use of the CCHCL beds by such methods as screening of admissions and discharges and by providing effective rehabilitation.</li> <li>• Ensure that reporting requirements for agencies such as Department of Social Welfare, ACC and New Zealand Police are fulfilled, and the accurate and timely completion of death certificates.</li> <li>• Network and obtain assistance and advice from colleagues on the specialist staff at Southland Hospital, Dunedin Public Hospital, or Christchurch Hospitals.</li> <li>• To provide medical advice and input into the multidisciplinary patient management team</li> <li>• To arrange transfer of patients as required in accordance with the Company's guidelines including compiling of clinical information and consultation with colleagues</li> <li>• To participate in patient discharge planning</li> <li>• To communicate with visiting specialists consulting on inpatient care and conduct ward rounds with them on clinic visits</li> </ul> |

| <b>Accountabilities and Performance Measures</b>   |  |
|--|--|
| <i>Accountabilities</i>  | <i>Performance Measures</i>  |
| <ul style="list-style-type: none"> <li>• <b>Clinical duties</b> (continued)</li> </ul>   | <ul style="list-style-type: none"> <li>• To be available within ten minutes at all times when on duty unless alternative cover has been arranged that meets the approval of the manager.</li> </ul>  |
| <ul style="list-style-type: none"> <li>• <b>Communication</b></li> </ul>   | <ul style="list-style-type: none"> <li>• To communicate with other staff and contracted service providers to maintain a co-operative cohesive working environment</li> <li>• To develop effective communication with General Practitioners and other professionals providing community health services to facilitate the provision of integrated health care to the Clutha community.</li> </ul>   |
| <ul style="list-style-type: none"> <li>• <b>Service Quality Responsibilities</b></li> </ul>  | <ul style="list-style-type: none"> <li>• To maintain high professional and ethical standards, and to ensure courtesy and respect for all staff, colleagues and members of the public.</li> <li>• To participate in the ongoing development of clinical protocols and guidelines for the health facility and hospital.</li> <li>• To participate in continuing self-education to maintain knowledge and skills in clinical areas including new developments.</li> <li>• To practice within the requirements of the Code of Patient Rights, The Privacy Act and the Treaty of Waitangi.</li> </ul> |
| <ul style="list-style-type: none"> <li>• <b>The staff member will perform such other duties as reasonably required by the manger in accordance with the conditions of the position.</b></li> </ul> | <ul style="list-style-type: none"> <li>• That all other additional duties are performed in an efficient manner, at the required time and within a negotiated timeframe.</li> </ul>   |
| <ul style="list-style-type: none"> <li>• <b>Maintain high standards of performance</b></li> </ul>  | <ul style="list-style-type: none"> <li>• Meet the performance expectations as identified in the Staff Development Performance Review process.</li> <li>• Undertake annual CPR, OOS, Fire Training and any other service requirement training as per Clutha Health First CQI plan and procedures.</li> <li>• Perform all duties in a responsible manner; with due care for the health and safety of self and other employees, patients and the general public, within the limit of his/her knowledge base.</li> </ul>   |
| <ul style="list-style-type: none"> <li>• <b>Ensure the provision of a safe and clean environment for patient, staff and visitors</b></li> </ul>  | <ul style="list-style-type: none"> <li>• Ensure maintenance and responsible use of consumables and equipment.</li> <li>• Ensure appropriate reporting of incidents, equipment faults and problems to the Chief Executive Officer.</li> <li>• Practice is safe and meets legal requirements.</li> <li>• Practice protects and enhances individual rights.</li> <li>• All records are maintained to meet policy and procedure requirements.</li> <li>• Maintain knowledge of fire and Civil Defence procedures</li> </ul>  |
| <ul style="list-style-type: none"> <li>• <b>Maintain good communication and interpersonal relationships within Clutha Health First</b></li> </ul>  | <ul style="list-style-type: none"> <li>• Act in a professional manner in relationships with all staff to enhance interdisciplinary harmony within the hospital.</li> </ul>   |

| <b>Accountabilities and Performance Measures</b>  |   |
|---|---|
| <i>Accountabilities</i>   | <i>Performance Measures</i>   |
| <ul style="list-style-type: none"> <li>• <b>Adopt a philosophy which encourages flexibility, cooperation, collaboration and co-ordination of service delivery in an integrated patient orientated system</b></li> </ul> | <ul style="list-style-type: none"> <li>• Ensure all policies, procedures and standards of practice of CCHCL, relevant Acts, Regulations, Employment contracts and statutory obligations are adhered to, in the interest of client safety, good employer requirements of the Health &amp; Disability Services Act and within the principles of Equal Employment Opportunity, the Treaty of Waitangi and recognition of Tangata Whenua.</li> <li>• Actively participate in quality assurance activities.</li> <li>• Be flexible and prepared to work outside traditional boundaries to develop flexibility and achieve efficiency.</li> </ul> |
| <ul style="list-style-type: none"> <li>• <b>Assumes responsibility for personal professional/work education and development</b></li> </ul>  | <ul style="list-style-type: none"> <li>• Maintains and/or extends knowledge and skill base required for effective performance.</li> <li>• Negotiates with management to attend appropriate education and training.</li> <li>• Participates in own performance review annually.</li> </ul>   |

### **Person Specification**

**Essential prerequisites:**

- Have current Medical Council of New Zealand Annual Practising Certificate.

**Desirable Work Experience:**

- Experience in working in:
  - Medicine
  - Paediatrics
  - Emergency Medicine
  - Orthopaedics & general surgery
- Experience working in rural / remote hospital

**Essential Skills / Knowledge:**

- High standard of quality professional practice.
- Cultural awareness and awareness of the implications of the Treaty of Waitangi.
- Have knowledge of the relevant legislation including:
  - Privacy Act
  - Health and Disability Commissioner Act
- Be able to work unsupervised and manage workload appropriately.
- Be able to use initiative and self motivated.
- Be able to communicate clearly both verbally and in writing.
- Be able to work co-operatively in a multi-disciplinary team and liaise appropriately with relevant health professionals, manager and organisation.
- Have an appropriate presentation, standard of personal care and grooming.
- Flexible attitude to work outside traditional boundaries when necessary.
- Committed to ongoing education and professional development.
- Committed to informed choice principles.
- Skills in conflict management.
- Able to provide leadership among health professionals.
- Able to maintain a current New Zealand driver's licence

## Physical Task Requirements

- The following denote the key physical requirements for the job
  - Standing
  - Sitting
  - Walking
  - Use of office surgical and medical equipment
  - Bending squatting or crouching
  - Mental activities

## Relationships

### Internal Relationships:

- Other employed Medical Officer(s)
- Nursing Staff and Allied Health Staff
- Clinical Review Panel
- Visiting Physician on contract
- Administrative staff

### External Relationships:

- Patients and their families/whanau/representatives
- Primary Health Care professionals
- Medical Staff of District Health Board public hospitals, and other private hospitals
- Nursing Homes

## Performance Measures

Set realistic measurable goals for own performance and assume responsibility for acquiring knowledge/experience to meet those goals.

Plans for growth and undertakes change based on regular self-evaluation and the Staff Appraisal process.

Participates in an annual Staff Appraisal with the Chief Executive Officer and Team Leader.