

Position Description	
Position Title:	Medical Officer
Location:	Inpatient Ward
Reports To:	Clinical Director
Number of Direct Reports:	Nil
Date:	September 2023

Our Purpose
Collaborate – Innovate – Advocate ... for a healthy community.
Our Shared Values
<ul style="list-style-type: none"> We value our people. We value honesty and respect. We value excellence. We value the environment we live in.

Purpose of Role
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.

Key Relationships	
Internal:	<ul style="list-style-type: none"> Other employed Medical Officer(s) Nursing Staff and Allied Health Staff Clinical Review Panel Visiting Physician on contract Administrative staff
External:	<ul style="list-style-type: none"> Patients and their families/whanau/representatives Primary Health Care professionals Medical Staff of District Health Board public hospitals, and other private hospital/Nursing Homes Commitment to Pae Ora, health sector transformation



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Person Specification		
	Essential	Desirable
Training, Work Experience and Qualifications	<ul style="list-style-type: none"> • Current registration (or eligible) with the Medical Council of New Zealand • Current annual practising certificate from the Medical Council of New Zealand in the relevant scope of practice • Must be PGY4 or more and have a wide range of clinical experience 	
Skills and Knowledge	<ul style="list-style-type: none"> • Experience working in : <ul style="list-style-type: none"> ○ Medicine ○ Orthopaedics ○ General surgery • High standard of quality professional practice. • Cultural awareness and obligations of the Treaty of Waitangi. • Have knowledge of the relevant legislation including: <ul style="list-style-type: none"> ○ Privacy Act ○ Health and Disability Commissioner Act ○ Pae Ora 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. 	<ul style="list-style-type: none"> • Experience working in : • Paediatrics • Emergency medicine • Palliative care • Experience working in a rural/remote hospital setting
Physical Task Requirements	<ul style="list-style-type: none"> • A reasonable level of fitness is required to cope with the demanding physical requirements of the job. 	

	<ul style="list-style-type: none"> • The following denote the key physical requirements for the job : <ul style="list-style-type: none"> ○ Standing ○ Sitting ○ Walking ○ Use of office surgical and medical equipment ○ Bending squatting or crouching ○ Mental activities 	
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Key Tasks / Accountabilities and Performance Indicators

Key Tasks/ Accountabilities:	Performance Indicators:
<p>Clinical duties</p>	<ul style="list-style-type: none"> • Respond immediately and appropriately to any life threatening situation • Provide to patient's safe, competent and respectful service in the management of their conditions according to their clinical priority. • 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. • Provide comprehensive and appropriate records of patients seen and be responsible for ensuring that such records are available in accordance with normally accepted procedures. • 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. • Ensure effective use of CCHCL resources of staff and facilities, by the application of effective, efficient and economical patient management techniques. • Continue to keep patient stay to the minimum compatible with high standards of medical care • Ensure that the standard service provided is commensurate with CCHCL's Aims, Objectives and Values • Actively participate in processes regulating performance and accountability, which will include quality assurance measures, medical audit and medical peer review. • Be responsible for the best use of the CCHCL beds by such methods as screening of admissions and discharges and by providing effective rehabilitation. • Ensure that reporting requirements for agencies such as Department of Social Welfare, ACC, Te Whatu Ora and New Zealand Police are fulfilled, and the accurate and timely completion of death certificates.

	<ul style="list-style-type: none"> • Network and obtain assistance and advice from colleagues on the specialist staff at Southland Hospital, Dunedin Public Hospital, or Christchurch Hospitals. • To provide medical advice and input into the multidisciplinary patient management team • To arrange transfer of patients as required in accordance with the Company's guidelines including compiling of clinical information and consultation with colleagues • To participate in patient discharge planning • To communicate with visiting specialists consulting on inpatient care and conduct ward rounds with them on clinic visits • 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.
Communication	<ul style="list-style-type: none"> • Develops rapport, trust and ethical relationships with patients and families. • Accurately elicit and synthesise relevant information and perspectives of patients and families, colleagues and other professionals. • Accurately convey relevant information and explanations to patients and families, colleagues and other professionals. • Develops a common understanding on issues, problems and plans with patients, families and other professionals to develop a shared plan of care. • Conveys effective oral and written information about a medical encounter. • Allocates finite healthcare resources appropriately. • Serves in administration and leadership roles, as appropriate.
Quality & Patient Safety Collective Responsibilities	<ul style="list-style-type: none"> • Support the strategic quality objectives within their area of responsibility. • Ensure care is safe, effective, compassionate and dignified. • Foster a culture of openness and improvement, with patient and whanau at the centre. • Develop good multidisciplinary team working and networks to ensure delivery of good quality care. • Ensure the team work to up to date policies and guidelines. • Ensure an annual clinical audit plan is implemented to provide evidence of improvement and good patient outcome. • Ensure that clinical teams have active and effective mortality and morbidity reviews. • Identify and manage risks to the quality of care.

	<ul style="list-style-type: none"> • Review and monitor progress through the use of key quality indicators/performance indicators and take action to improve as needed. • Receive patient feedback – inpatient survey, complaints, compliments etc and act on areas where improvement is required. • Practice within the requirements of the Code of Patient Rights, The Privacy Act and the Treaty of Waitangi.
The staff member will perform such other duties as reasonably required by the manger in accordance with the conditions of the position.	<ul style="list-style-type: none"> • That all other additional duties are performed in an efficient manner, at the required time and within a negotiated timeframe.
Maintain high standards of performance	<ul style="list-style-type: none"> • Meet the performance expectations as identified in the Staff Development Performance Review process. • Undertake annual CPR, OOS, Fire Training and any other service requirement training as per Clutha Health First CQI plan and procedures. • 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.
Ensure the provision of a safe and clean environment for patient, staff and visitors	<ul style="list-style-type: none"> • Ensure maintenance and responsible use of consumables and equipment. • Ensure appropriate reporting of incidents, equipment faults and problems to the Chief Executive Officer. • Practice is safe and meets legal requirements. • Practice protects and enhances individual rights. • All records are maintained to meet policy and procedure requirements. • Maintain knowledge of fire and Civil Defence procedures
Maintain good communication and interpersonal relationships within Clutha Health First	<ul style="list-style-type: none"> • Act in a professional manner in relationships with all staff to enhance interdisciplinary harmony within the hospital.
Adopt a philosophy which encourages flexibility, cooperation, collaboration and co -ordination of service delivery in an integrated patient orientated system	<ul style="list-style-type: none"> • 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 & Disability Services Act and within the principles of Equal Employment Opportunity, the Treaty of Waitangi and recognition of Tangata Whenua. • Actively participate in quality assurance activities. • Be flexible and prepared to work outside traditional boundaries to develop flexibility and achieve efficiency.
Assumes responsibility for personal professional/work education and development	<ul style="list-style-type: none"> • Maintains and/or extends knowledge and skill base required for effective performance.

	<ul style="list-style-type: none"> • Negotiates with management to attend appropriate education and training. • Participates in own performance review annually.
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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.

Treaty of Waitangi

- Clutha Health First recognises the special relationship between Māori 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, equity, values and tikanga that might affect the well being of Māori 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 of 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.

Clutha Health First employees will participate in and comply with the requirements of the Health & Safety at Work Act 2015 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.

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.

Employee Initials: _____ Employer Initials: _____

Acknowledged / Accepted:	
Employee Name	
Employee Signature	Date
Team Leader Name:	
Team Leader Signature:	Date