

**Clutha Health First  
Position Description**

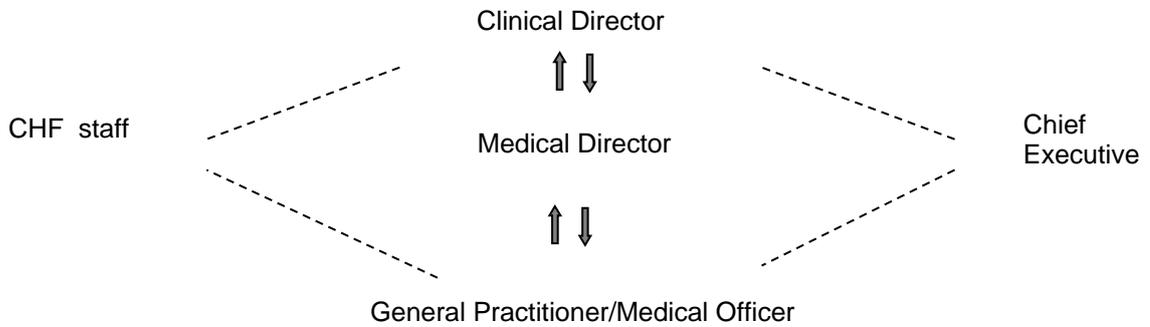
**Position Title:**            **General Practitioner & Medical Officer (Dual Trained)**

**Location:**                **Clutha Health First General Practitioners**

**Responsible to:**        **Clinical Director**

**Prepared/Reviewed:**   **Chief Executive**

**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 of CHF, 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 CHF 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

The General Practitioner will provide medical services to patients from the community who present at Clutha Health First General Practitioners

The Medical Officer provides 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 CHF 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.

| Nature of Scope and Responsibilities   |   |
|--|---|
| Accountabilities and Performance Measures  |   |
| <i>Accountabilities</i>  | <i>Performance Measures</i>   |
| <b>General Practitioner:</b>   |   |
| <ul style="list-style-type: none"> <li>• <b>Individual and community health will be improved through the provision of services:</b></li> </ul>   | <ul style="list-style-type: none"> <li>• Promote health to the Enrolled Practice population, linking to public health programmes at a national, regional and local level and utilizing such programmes to target specific populations</li> <li>• Provide health education, counseling and information about how to improve health and prevent disease and interventions or treatments that treat risk factors</li> <li>• Intersectoral linkages and relationships are made to improve health</li> </ul>   |
| <ul style="list-style-type: none"> <li>• <b>Individual and community health will be maintained through the provision of services:</b></li> </ul> | <ul style="list-style-type: none"> <li>• Provide ongoing health and development assessment and advice</li> <li>• Appropriate evidence based screening, risk assessment and early detection of illness, disease and disability</li> <li>• Use of recall and reminder systems and as appropriate referral to national programmes (including but not limited to Well Child Tamariki Ora National Schedule, national Cervical Screening Programme and Breast Screen Aotearoa)</li> <li>• Interventions to assist people to reduce or change risky and harmful lifestyle behaviour</li> <li>• Family planning services, provision of contraceptive advice and sexual health services;</li> <li>• Immunisation</li> <li>• Working with public health providers in the prevention and control of communicable diseases for individuals and families/whānau and reporting to relevant public health providers;</li> <li>• Ongoing care and support for people with chronic and terminal conditions to reduce deterioration, increase independence and reduce suffering linking, where relevant, with appropriate service providers</li> </ul> |
| <ul style="list-style-type: none"> <li>• <b>Health will be restored by providing the following First Level services:</b></li> </ul>              | <ul style="list-style-type: none"> <li>• Health information to enable and assist people to care for themselves and take responsibility for their health and their family/whānau's health;</li> <li>• Urgent medical and nursing services, (including stabilisation and resuscitation, assessment and diagnosis, treatment and referral as necessary);</li> <li>• Assessing the urgency and severity of presenting problems through history taking, examination and investigation and diagnosing where possible;</li> </ul>  |

|   |   |
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|   | <ul style="list-style-type: none"> <li>• Recommending and, where appropriate, undertaking treatment options and carrying out/referring for appropriate interventions and procedures, including but not limited to prescribing, minor surgery and other general practice procedures, counselling, psychological interventions, advising, and imparting information;</li> <li>• Referral for diagnostic, therapeutic and support services (support services are those services which may be required for individuals to maintain maximum independence, including but not limited to personal care and domestic assistance).</li> </ul>  |
| <ul style="list-style-type: none"> <li>• <b>Co-ordinate Care</b></li> </ul>   | <ul style="list-style-type: none"> <li>• Co-ordinating an individual's rehabilitation process and participating where appropriate in providing recovery orientated services to restore normal functioning;</li> <li>• Developing collaborative working relationships with community health services, DHB and Non-Government Organisation public health providers, ACC and relevant non-health agencies to help to address intersectoral issues affecting the health of their enrolled populations;</li> <li>• Establishing links with a range of primary and secondary health care providers and developing initiatives to enable patient centric, co-ordinated care that meets the needs of individuals, their family or whanau.</li> </ul>  |
| <ul style="list-style-type: none"> <li>• <b>Patient Management</b></li> </ul> | <ul style="list-style-type: none"> <li>• Consultations will be efficient and meet the volume requirements of the practice ie to aim at consulting with no less than 4 or no more than 6 patients per hour.</li> <li>• Consultations will be efficient and meet the volume requirements of the practice.</li> <li>• Certificates and other documentation arising from a consultation will be provided to the patients promptly</li> <li>• Consultation notes are comprehensive, accurate and contents confined to those concerning the patient's clinical state and management. Notes must be suitable to be read by the patient.</li> <li>• Fair contribution to the management of casual patients, in the first instance casuals will be directed to the Emergency Clinician but depending on work load other doctors may be asked to provide services.</li> </ul> |
| <b>Medical Officer</b>  |   |
| <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</li> </ul>  |

|   |   |
|---|---|
|   | <p>times patients' rights are protected and all consents required are acquired before treatment.</p> <ul style="list-style-type: none"> <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> <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</li> </ul>  |

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|  | <p>public.</p> <ul style="list-style-type: none"> <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>   |
| <b>Dual Responsibilities:</b>  |   |
| <ul style="list-style-type: none"> <li>• <b>Legal, regulatory and professional requirements are met</b></li> </ul>   | <ul style="list-style-type: none"> <li>• The employee will comply with all the relevant legal, regulatory and contractual obligations.</li> <li>• The employee substantially meets and continues to improve on the quality standards, systems and guidelines of the relevant professional colleges or organisations and adhere to the standards of your professional body.</li> </ul>   |
| <ul style="list-style-type: none"> <li>• <b>Cultural values will be acknowledged</b></li> </ul>  | <ul style="list-style-type: none"> <li>• Work with CHF to ensure the Services are delivered in a culturally appropriate and competent manner, ensuring that the integrity of each individual's culture is acknowledged and respected and that the particular needs of the community are catered for.</li> <li>• Endeavour to incorporate Maori principles/ tikanga into the service delivery process.</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 Appraisal 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 Manager.</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>  |

|   |   |
|---|---|
| <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 CHF, 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 appraisal annually.</li> </ul>  |

### Person Specification

#### Essential prerequisites:

- Have a current Medical Council of New Zealand Annual Practising Certificate
- Fellowship with the Royal NZ College of General Practitioners
- Fellowship with the Division of Rural Hospital Medicine

#### Skills/Knowledge

- ACLS – Advanced Cardiac Life Support
- PALS - Paediatric Advanced Life Support
- EMT/EMST - Emergency Management Trauma/Emergency Management Surgical Trauma
- Cultural awareness and awareness of the implications of the Treaty of Waitangi.
- Have knowledge of the relevant legislation including:  
Privacy Act and 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.
- Able to demonstrate a high level of ability to communicate with other health professionals, clients and family members/whanau.
- 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.
- Able to maintain confidentiality and use discretion.
- Able to maintain accurate and up-to-date records, in accordance with the CHF documentation standards.
- Ability to plan own workload so that priority tasks are carried out on time with a minimum of supervision.
- A commitment towards ongoing self development.
- Flexible attitude to work outside boundaries of the position when requested.
- Alert, reliable, thorough, mature, have integrity and initiative.
- Able to work within CHF's aims, objectives and values
- Able to maintain a current New Zealand driver's licence.

## Physical Task Requirements

- The following denote the key physical requirements for the job

Standing

Walking

- Bending

Sitting

- Stairs

Simple Grasping

- Fine Manipulation

Operating Machinery / Equipment

- Lifting / overhead reaching

Carrying

- Pushing / Pulling

Twisting

- Climbing / Balancing

Crouching / Squatting

- Manual handling of people

Other reaching

- Ability to participate in personal restraint if required within the mental health area

## Relationships

### Internal Relationships:

General Practitioners & Medical Officers  
Nursing & Allied Health Staff  
Reception, Administration and Corporate Staff  
Inter-disciplinary members of the health service team including independent contractors in other sectors.

### External Relationships:

Patients and their families/whanau/representatives  
Clutha Health First service providers and tenants  
Medical staff of District Health Board public hospitals  
Nursing Homes  
Primary Health Organisation Client Managers and staff  
Ministry of Health/Acc and all other Government Agency representatives  
Other General Practitioners  
Chemists  
Insurance Companies

## 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 Clinical Director and Team Leader.

**Balclutha General Practitioners Ltd (BGPL)  
Position Description**

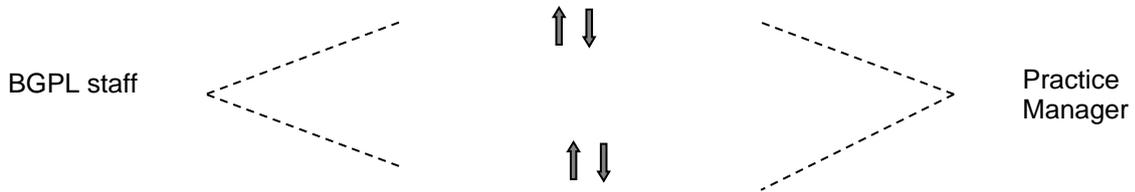
**Position Title:**

**Location:** Balclutha General Practitioners Ltd

**Responsible to:**

**Prepared/Reviewed:**

**Organisational Relationship**



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

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

**Manager's Name :** \_\_\_\_\_

**Manager's Signature :** \_\_\_\_\_

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

## Treaty of Waitangi

Balclutha General Practitioners Ltd 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

BGPL 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 BGPL, 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 BGPL incident reporting and Health & Safety policy
- Emergency management procedures and compulsory/compliance education and training completed.

## Quality and Risk

BGPL 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

**Note:** This job description has been prepared to assist in appointment. All BGPL 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.

| Nature of Scope and Responsibilities      |                             |
|---|-----------------------------|
| Accountabilities and Performance Measures |                             |
| <i>Accountabilities</i>                   | <i>Performance Measures</i> |
| •   | •                           |
| •   | •                           |
| •   | •                           |
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| Accountabilities and Performance Measures |                             |
|---|-----------------------------|
| <i>Accountabilities</i>                   | <i>Performance Measures</i> |
| •   | •                           |
| •   | •                           |
| •   | •                           |

| Accountabilities and Performance Measures   |   |
|---|---|
| <i>Accountabilities</i>   | <i>Performance Measures</i>   |
| <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 Appraisal 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 Manager.</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>  |
| <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 BGPL, relevant Acts, Regulations, Employment contracts and statutory obligations are adhered to, in the interest of client safety,</li> </ul>   |

| Accountabilities and Performance Measures  |  |
|--|--|
| <i>Accountabilities</i>  | <i>Performance Measures</i>  |
|  | <p>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.</p> <ul style="list-style-type: none"> <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> |
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## Person Specification

### Work Experience

- 

### Skills/Knowledge

- Able to work within BGPL's aims, objectives and values.
- Able to maintain confidentiality and use discretion.
- Able to demonstrate a high level of ability to communicate with other health professionals, clients and family members/whanau.
- Able to maintain accurate and up-to-date records, in accordance with the BGPL documentation standards.
- Ability to plan own workload so that priority tasks are carried out on time with a minimum of supervision.
- A commitment towards ongoing self development.
- Ability to work as an effective member of a team.
- Flexible attitude to work outside boundaries of the position when requested.
- Alert, reliable, thorough, mature, have integrity and initiative.
- Have an appropriate presentation and standard of personal care and grooming.
- Able to maintain a current New Zealand driver's licence.

## Physical Task Requirements

- The following denote the key physical requirements for the job

## Relationships

**Internal Relationships:** Inter-disciplinary members of the health service team including independent contractors in other sectors.

**External Relationships:**

## 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 Practice Manager.

**Clutha Health First  
Position Description**

**Position Title:** Medical Officer

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

**Responsible to:** Chief Executive Officer

**Prepared/Reviewed:** Ray Anton/Dr B Sijnja

**Organisational Relationship**

Clutha Health First Staff ----- Medical officer ----- Chief Executive Officer

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

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

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

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

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

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

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| Nature of Scope and Responsibilities                                       |  |
|--|--|
| Accountabilities and Performance Measures                                  |  |
| <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> |

| Accountabilities and Performance Measures  |  |
|--|--|
| <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>   |

| Accountabilities and Performance Measures   |   |
|---|---|
| <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.