



# Nelson Marlborough District Health Board

## POSITION DESCRIPTION

**POSITION:** Specialist Physician

**RESPONSIBLE TO:** Service Manager - Medical Services

### **Our Vision:**

**NMDHB's vision is to work with the people of our community to promote, encourage and enable their health, wellbeing and independence.**

### **Our Values:**

***Respect* - We care about and will be responsive to the needs of our diverse people, communities and staff.**

***Innovation* - We will provide an environment where people can challenge current processes and generate new ways of working and learning.**

***Teamwork* - We create an environment where teams flourish and connect across the organisation for the best possible outcome.**

***Integrity* - We support an environment which expects openness and honesty in all our dealings and maintains the highest integrity at all times.**

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### **PURPOSE OF POSITION:**

To contribute to the delivery of a high quality acute and elective medical service District Wide.

| RESPONSIBILITIES   | EXPECTED OUTCOMES  |
|--|--|
| <p>Clinical</p> <ul style="list-style-type: none"> <li>• Contribute to the appropriate prioritisation and allocation of all patients referred for a medical opinion</li> <li>• Assess, diagnose, treat, monitor and advise/educate outpatients, and those patients accepted for in-patient care</li> <li>• Daily responsibility for inpatients</li> <li>• Ensure that the relationship with patients is based on informed consent</li> <li>• Conduct/supervise and/or assess outcome of diagnostic procedures for inpatients and outpatients and community referred patients</li> <li>• Conduct scheduled outpatient clinics in an efficient and effective manner</li> <li>• Ensure that documentation accurately reflects patient condition and clinical decision making; and that patient summaries are completed in the specified time frame</li> </ul> | <p>Patients are referred and prioritised according to appropriate guidelines and clinical pathways</p> <p>Patients are correctly diagnosed, treated and monitored regarding the success of their treatment</p> <p>Patients are aware of the possible outcomes of treatment options and have given their consent accordingly</p> <p>Outpatient clinics are conducted according to agreed guidelines</p> <p>All documentation is completed according to prescribed standards</p> |
| <p>Internal &amp; External Networks</p> <ul style="list-style-type: none"> <li>• See and advise on patients referred by hospital specialist, general practitioner and nurse practitioner colleagues</li> <li>• Consult with other health professionals regarding the care of patients as appropriate</li> </ul>  | <p>Treatment partnerships with other health professionals are maintained and enhance patient care</p>  |
| <p>Teaching</p> <ul style="list-style-type: none"> <li>• Supervise the work of RMOs and report on their performance</li> <li>• Contribute to the training and professional development of RMOs and other clinical staff</li> </ul>   | <p>Accountability for RMOs' performance while under incumbents direction</p> <p>RMO and other clinical staff performance is enhanced by supervisory relationship</p>   |
| <p>Professional &amp; Organisational Development</p> <ul style="list-style-type: none"> <li>• Participate in medical audit/peer review (including a review of complex cases and critical events) on a regular basis</li> <li>• Contribute to the development and implementation of quality improvement activities within the Medical department and the wider DHB environment</li> <li>• Contribute to the Medical community by attending local post-graduate Medical meetings and meetings with management</li> </ul>   | <p>Demonstrated participation in and positive contribution to clinical reviews and quality improvement activities</p> <p>Attends courses and conferences, participates in clinical attachments and generally demonstrates knowledge of best practise methodologies and treatments</p>  |
| <p>General</p> <ul style="list-style-type: none"> <li>• Other duties as negotiated with your Manager</li> <li>• Meet obligations contained in Appendix 1</li> </ul>  | <p>Demonstrated compliance with obligations in Appendix 1</p>  |

## PERSON SPECIFICATION:

### QUALIFICATIONS

- FRACP or equivalent and vocational registration in New Zealand
- Current Annual Practising Certificate

### SKILLS & KNOWLEDGE

- Training in General Internal Medicine plus interest in other subspecialty services
- Experience in specialist role
- Excellent verbal and written (including report writing) communication skills
- Total commitment to patient centred care and quality standards
- Ability to function as an autonomous consultant in a provincial hospital.
- Wide general physician training

### PERSONAL ATTRIBUTES

- Excellent communication and interpersonal skills
- Ability to work cooperatively in a team environment
- Excellent time management and organisation skills
- Person of integrity, able to be trusted with confidential matters
- Display a pleasant nature and be approachable when dealing with people and an ability to get on well with others
- Displays versatility and copes with unexpected delays or happenings
- Strong personal commitment to personal and work standards

## **APPENDIX 1**

### **General Responsibilities of an Employee of Nelson Marlborough District Health Board**

#### **1. Professional Responsibilities**

As an employee of Nelson Marlborough District Health Board you are required to:

- Maintain any qualifications, including registrations and practising certificates, required for legal and safe practice.
- Keep yourself up to date on knowledge, best practices and legislation relating to your work.
- Make a personal contribution towards effective and efficient working relationships within your team and with other NMDHB departments.
- Ensure you carry out your work in a way that is customer-focused and meets professional standards.
- In conjunction with your manager, identify your own training needs and plan to meet these needs.
- Manage your own time and prioritise your work effectively.

#### **2. Legislation, Regulations and Board Policies**

You are also required to be familiar with and adhere to the provisions of:

- all relevant acts and regulations,
- all Board, hospital and department policies,
- relevant procedure manuals,
- the "Employee Obligations" which accompany the Nelson Marlborough District Health Board's Disciplinary Policy and Procedures.

#### **3. Risk Management**

You are also required to:

- Support and promote actions and initiatives in your work area which enable risks to be identified and eliminated or reduced.
- Be especially aware of those risks which have high cost or safety implications.
- Complete an accident/incident report for any accident, incident or near miss which has taken place at work.
- Respond to complaints according to appropriate policies.

#### **4. Occupational Health and Safety**

You are also required to:

- Carry out your work in a healthy and safe manner.
- Encourage and assist others to work in the same way.
- Report and rectify any unsafe workplace conditions/practices.
- Complete an accident report for any accident or injury which has taken place at work, ensuring, in the case of injury, that your supervisor or manager is notified within 24 hours.
- Co-operate with, support and promote occupational health and safety actions and initiatives in the workplace.
- Read and understand the health and safety manual, any relevant chemical information, and the emergency plan.
- Keep your knowledge of identified hazards up to date.

**5. Security**

You are also required to:

- Wear your identification badge at all times when on site or when carrying out official duties.
- Notify Human Resources of any changes required for your ID badge.
- Report any suspicious or unusual occurrence to the security officer, orderly or telephone operator.
- Complete an incident report for any incident which has or might have compromised the safety of staff, patients and visitors.

**6. Confidentiality**

- Adhere to the Privacy Act 1993 and the Health Information Privacy Code 1994 and subsequent amendments in regard to the non-disclosure of information.
- Strict confidentiality of patient, applicant and employee's information is maintained at all times.

**7. Quality Improvement**

- Employees should participate in quality improvement processes in their area of work.

**8. Treaty of Waitangi**

- Nelson Marlborough DHB 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.

**9. Smokefree**

- Nelson Marlborough DHB is a Smokefree Organisation. This applies to all staff and contractors working within NMDHB buildings, grounds and vehicles. Staff are also obliged to comply with the policy and ensure all visitors, patients and others are informed of the policy. It also applies to Nelson Marlborough DHB staff employed on Board's business in the community.

Signed:.....

Date:.....

## Appendix 2

The preferred candidate is required to complete a Pre-Employment Health Questionnaire. The table below outlines the tests to be carried out - depending on the nature of the position applied for.

| Condition       | Information to include in job description  |
|-----------------|--|
| TB Active       | No person with active pulmonary or laryngeal tuberculosis (TB) is allowed to be at work in NMDHB   |
| TB Latent       | Staff who expect to have contact with patients or infectious materials must have assessment of previous TB exposure at the time of employment  |
| BBV             | No person who is susceptible to hepatitis B is allowed to have contact with patients or human materials (e.g., blood) unless they have taken part or agree to take part in a blood-borne virus education, prevention and vaccination program     |
| MRSA            | No person colonised or infected with methicillin-resistant <i>Staphylococcus aureus</i> (MRSA) is allowed to enter clinical areas <sup>1</sup> (except IDSS, Mental Health and Drug and Alcohol services) or work in the microbiology laboratory |
| Skin            | No person with a skin condition that by virtue of its site and type could be an infection risk is allowed to have contact with patients, food, microbiology samples or sterile items   |
| Measles/Rubella | No person who is susceptible to measles or rubella is allowed to have contact with pregnant women.   |
| VZV             | No person susceptible to varicella-zoster virus (chickenpox) is allowed to have contact with newborn babies or pregnant women  |
| EPP             | No person who has detectable hepatitis B e antigen or high levels of hepatitis B virus DNA in their serum is allowed to undertake or assist with exposure-prone surgical procedures <sup>2</sup>   |

<sup>1</sup>Clinical areas include those areas where patients undergo assessment, diagnostic investigation or treatment, such as wards, outpatient clinics, Rural Health Centres, Radiology, the Renal Unit, operating theatres, long-stay hospital-level care facilities, Physiotherapy and other allied health worker areas, Mental Health and Drug and Alcohol inpatient, outpatient, or community services

<sup>2</sup>Exposure-prone surgical procedure = a procedure where there is the potential for direct contact between the skin (usually finger or thumb) of the health care worker and sharp surgical instruments, needles, or sharp tissues (spicules of bone or teeth) in a blind or highly confined anatomic site such as a body cavity or in poorly visualised and/or confined body sites. Such sites include body cavities encountered during emergency and trauma procedures, abdominal, cardiothoracic, obstetric/gynaecological, orthopaedic and oral surgery