

## Position Description

<b>Role Position:</b>	Consultant Geriatrician
<b>Service / Directorate:</b>	Older Adult, Rehabilitation and Allied Health Services (ORA) –
<b>Responsible to:</b>	Clinical Leader - Older Adult, Rehabilitation and Allied Health Services (ORA)

### Our Mission:

*Together, Improve the Health and Independence of the People of the District*

### Our Vision

*Keeping our community healthy and well.*

### Our Values:

- *Manaakitanga - Respect, caring, kindness*
- *Kotahitanga – Connection, unity, equity*
- *Rangatiratanga - Autonomy, integrity, excellence*

## Context

### Organisational perspective

Capital & Coast District Health Board receives funding to improve, promote and protect the health of the people within Wellington, Porirua and Kapiti region.

We're a tertiary facility operating Wellington Regional Hospital, Kenepuru Community Hospital, Kapiti Health Centre and Ratonga Rua-o- Porirua, a Forensic, Rehabilitation and Intellectual Disability Hospital. MHAIDS is the mental health, addictions and intellectual disability service for the Wairarapa, Hutt Valley and Capital & Coast District Health Boards. We have an annual budget of more than \$1 billion which we use to deliver health services directly as well as contracting external providers.

We provide local, sub-regional, regional and national health services as well as community-based health.

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## Directorate Perspective

The key areas of focus for the Medicine, Cancer and Community Directorate are:

- The continued expansion of services on the Kenepuru and Kapiti campuses
- The establishment of sustainable nursing models within the in-patient wards
- The establishment of district wide integrated Older Adult Rehabilitation and Allied Health Services (ORA)
- Prove clinical efficiencies and the effectiveness of clinical supply use across the whole Directorate
- To lead expanded collaboration with Hutt Valley and Wairarapa DHBs to establish wider regional clinical services
- To ensure in the expenditure areas of Nursing labour, Medical labour and Management/Administration labour that we are within benchmark of our peer DHBs.

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## Service perspective

ORA (Older Adult, Rehabilitation and Allied Health) Services operate from all 3 main hospital sites – Wellington, Kenepuru Hospital (Porirua) and Kapiti Health Centre and in the community setting. It provides a range of assessment, treatment and rehabilitation services in community, inpatient and outpatient settings.

There is approximately 235 full time equivalent staff across the range of services including:

- Geriatricians
- Dietitians
- Rehabilitation Physician
- Rehabilitation Physicians
- Junior Doctors
- Nurse Specialists
- Nurse Educators
- Community Liaison Nurses
- Nurse Managers
- Physiotherapists
- Registered Nurses
- Health care Assistants
- Occupational Therapists
- Speech Language Therapists
- Family Therapists
- Neuro-psychologists
- Social Workers
- Rehab/Therapies Assistants
- Rehab Workshop Technicians
- Allied health managers

In addition we have access to pharmacy staff, psychiatric liaison and close working relationships with our psycho geriatric services and community nursing services.

There are four inpatient wards at Kenepuru Community Hospital, one focusing on specialist rehabilitation and two with a health of older persons. There is also a surgical ward.

Professional oversight is provided by a Clinical Director, Associate Director of Nursing and Professional Leaders for the 5 main allied health groups (OT, Physio, Dietitians, Social Workers and Speech Language Therapists). They work collaboratively with Team leaders and Charge Nurse Managers to provide strategic input into service development. The Allied Health Manager has a joint operational and professional role to lead the allied health and community teams.

As well as providing services for Ministry of Health funded work, staff are able to assess and provide treatment under a number of ACC contracts and provide services funded by private health insurance.

Staff work closely together to provide a co-ordinated approach and continuity of care for patients. They collaborate and liaise with colleagues in primary health and with Non-Governmental support agencies to ensure patients are supported once discharged from the service. They are outcome focussed with a goal that patients work towards self-management and maximise their independence within their communities.

Continuous quality improvement is a key focus for staff and a clinical governance structure is in place that promotes this.

Current clinical governance activities for the service are:

- The continued development of specialist Older Adult, Rehabilitation and Allied Health services
- Development of an Acute Health of the Older persons service based at Wellington Regional Hospital
- Continued development of the Community Health of the Older Persons Initiative
- Development of Community Stroke Pathways for survivors of stroke
- To proactively engage with providers of Maori Health and Pacific Health Services and to work together in ensuring service provided meet the culturally specific needs of these communities
- To promote clinical audit and review of best practice guidelines
- To improve recognition and response to patients experiencing family violence and child abuse
- To initiate proactive engagement with providers of Maori Health and Pacific Health Services in order to work together in understanding the culturally specific needs of these communities that currently act as barriers to effective service provision
- To identify staffing barriers in effective service provision and establish and implement plans to address the issues raised
- Development of an Older Adults, Rehabilitation and Allied Health Services to better meet the needs of this population.
- To improve access to care in the community

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## Role perspective

The position holder will be expected to perform and will be accountable for the Key Performance Indicators as listed.

The position holder will provide consultant services for the ORA medical team to facilitate provision of appropriate high quality service to the patients that come under his/her care and commits to maintaining a collaborative and collegial professional environment.

He/She will educate and mentor Registrars and House Officers in accordance with requirements of the Royal Australasian College of Physicians and the New Zealand Medical Council.

The role holder will be expected to encourage innovation and quality in the development of services and to provide a strategic view of the direction for future service development. To this end, s/he will have to engage with other providers, consumers, and health organisations to improve the quality and responsiveness of services and should possess highly developed relationship and communication skills, a sound understanding of clinical governance and the ability to work within the multidisciplinary model.

Clinical duties will include a combination of inpatient, outpatient and community work across two sites – Wellington and Kenepuru. The Wellington rotation will involve working within the Acute Health of Older persons Service (AHOP) based in Wellington Regional Hospital Emergency Department

Each consultant geriatrician will rotate between the various clinical responsibilities within the department. If specific circumstances make this impractical then alternative arrangements can be negotiated provided that the clinical workload is shared equitably.

All consultant geriatricians will participate in an on-call roster for one week in seven.

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## Purpose of the role

To provide medical practice that delivers a sustainable high quality service to patients in conjunction with the multidisciplinary team.

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## Key Accountabilities

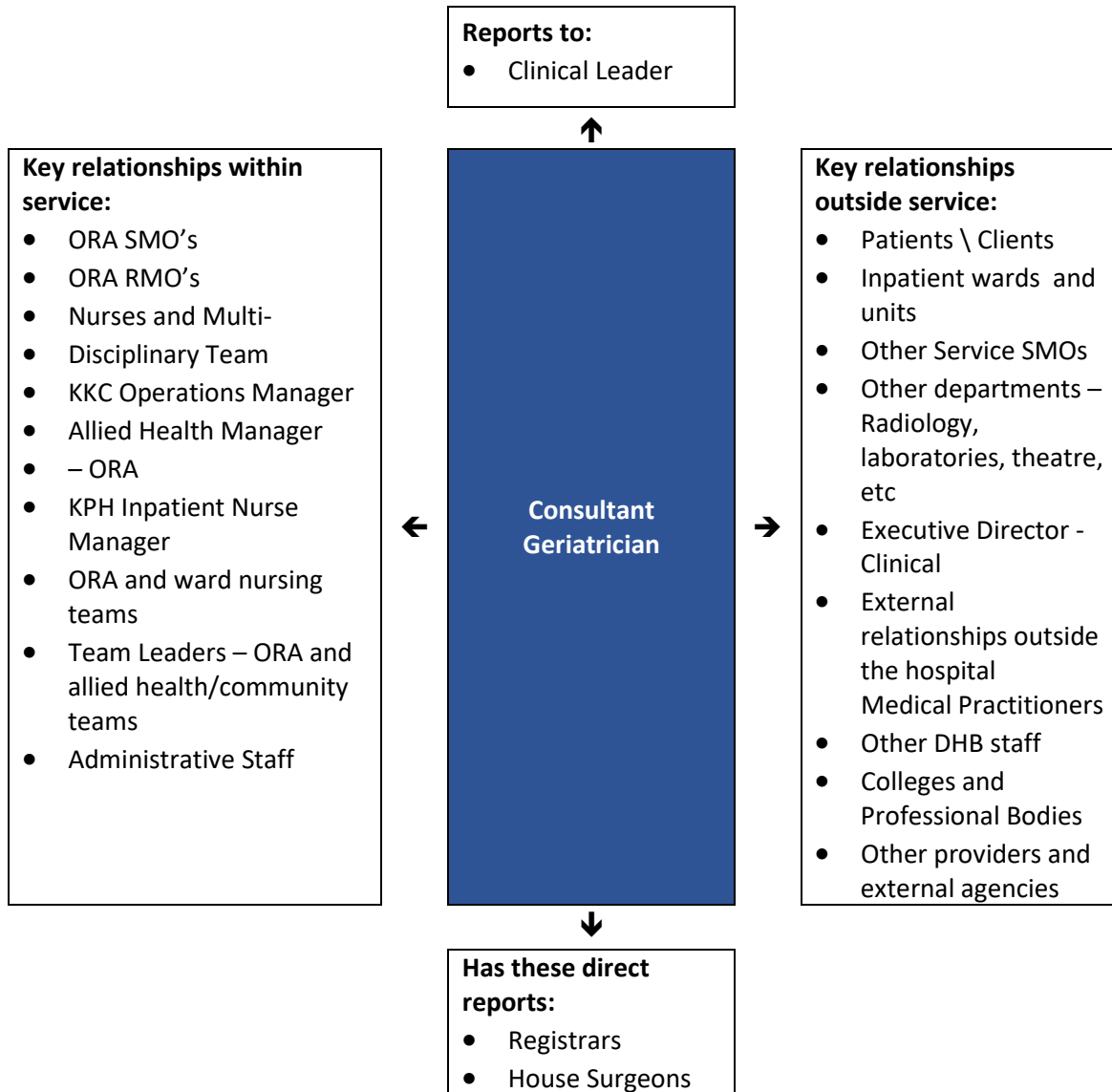
Key Accountability	Deliverables / Outcomes	Key Performance Indicators / Measures
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<b>Key Accountability</b>	<b>Deliverables / Outcomes</b>	<b>Key Performance Indicators / Measures</b>
<b>CLINICAL PRACTICE</b>	<ul style="list-style-type: none"> <li>Assesses, diagnoses and manages appropriately patients within the clinical setting in which the Consultant is working by;</li> <li>Consulting and liaising with other professionals involved with the patient.</li> <li>Participating in the education of the patient and relevant others about his/her illness and treatment.</li> <li>Obtaining informed consent for proposed treatment/procedures.</li> <li>Taking part in relevant multidisciplinary team meetings and discussing the care of patients.</li> <li>Providing the level of service as specified in the yearly output targets.</li> <li>Adhering to the protocols, guidelines and practice standards pertaining to the area of clinical practice.</li> <li>Practicing in a manner consistent with established ethical standards as provided by the Medical Council of New Zealand.</li> <li>Taking responsibility for supervising the work of registrars, house surgeons and medical students where required and for other health professionals involved in the management of the patient and providing support to junior medical staff on call and on duty.</li> <li>Providing a quality service in accordance with Service objectives and within the available resources.</li> <li>Participating with other Medical Staff in providing equitable sharing of the clinical service load, both inpatient, community and outpatient</li> <li>Acting as a consultant to other health professionals.</li> <li>Ensuring that Statutory and Regulatory requirements are adhered to in practice and documentation.</li> <li>Maintaining and participating in a satisfactory on call roster.</li> </ul>	<ul style="list-style-type: none"> <li>Assessment and management plans are clearly documented and implemented.</li> <li>Practical expertise is demonstrated in diagnostic and therapeutic procedures undertaken.</li> <li>The benefit to the patient from joint management of appropriate professionals is demonstrated.</li> <li>It is demonstrated that the patient understands appropriately the management or intervention of the illness.</li> <li>Helpful communications and explanations are given in ensuring patients are aware of and in agreement with proposed treatment.</li> <li>The dignity and humanitarian needs of the patient, the patient's family and cultural background are taken into account.</li> <li>The yearly output targets are met.</li> <li>All such protocols and practice standards are adhered to.</li> <li>That the appropriate and established ethical standards of practice are met.</li> <li>Patient case notes, documentation and diagnosis accuracy is of a high standard</li> <li>Work is performed in collaboration with medical colleagues, nurses, and other health professionals involved in ongoing management of the patient.</li> <li>Allocated sessions, clinics, reporting times are used efficiently and effectively to reach output targets and objectives of the annual business plan.</li> <li>Patients are assigned to and selected from waiting lists in accordance with their clinical requirements.</li> <li>Harmonious working relationships are maintained with staff and individuals within and outside the service.</li> <li>Timely advice is provided to Head of Department on trends in the specialty, predicted needs and future developments to provide input to strategic and operational plans.</li> <li>Assists with the provision of statistics, reports and service data.</li> <li>Roster obligations are fulfilled.</li> <li>Professional advice is given when</li> </ul>

<b>Key Accountability</b>	<b>Deliverables / Outcomes</b>	<b>Key Performance Indicators / Measures</b>
		<ul style="list-style-type: none"> <li>• An active role is taken in teaching sessions/courses for registrars, house surgeons, nurses and allied health staff.</li> <li>• All such legal and statutory duties are undertaken and performed appropriately e.g., Medical</li> <li>• Practitioners Act, ACC, Coroners Act, Drugs Act.</li> <li>• Services of a high standard are available out of hours.</li> <li>• That there is regular contact of junior staff with senior staff out of hours.</li> </ul>
<b>NON – CLINICAL Leadership</b>	<ul style="list-style-type: none"> <li>• Provides advice as requested relevant to the development of an annual service plan</li> <li>• Participates in teaching sessions for Registrars</li> <li>• Participates in teaching sessions for other RMO and Medical students, when requested</li> <li>• Participates in staff training at all levels when requested</li> <li>• Participates in educating and training undergraduate and graduate, medical and paramedical staff.</li> <li>• Assists Clinical Leader to establish and maintain clinical engagement in the service.</li> <li>• Understands strategic goals and assists Clinical Leader to maintain and promote Service &amp; C&amp;CDHB organisational goals</li> </ul>	<ul style="list-style-type: none"> <li>• There is evidence of attendance at forums that should lead to engagement and involvement in solving problems</li> <li>• There is evidence of active engagement with and developmental conversations and performance reviews of RMOs and other staff Feedback from Clinical Leader</li> <li>• Evidence of an understanding of the services long-term goals and plans Harmonious working relationships are maintained with staff and individuals within and outside the service. Timely advice is provided to Clinical Leader on trends in the specialty, predicted needs and future developments to provide input to strategic and operational plans. Assists with the provision of statistics, reports and service data</li> <li>• Roster obligations are fulfilled.</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Is enrolled in recognised</li> <li>• Continuing Professional</li> <li>• Development (CPD) program and</li> <li>• keeps up to date with requirements of the program Maintains membership of appropriate professional College Participates in an annual personal performance and development review</li> <li>• Initiates and participates when appropriate in clinical research approved by the Research Ethics Committee and as requested by or negotiated with the Clinical Leader or Service Leader</li> </ul>	<ul style="list-style-type: none"> <li>• Supplies a copy of yearly CME record from that program for Service personal record</li> <li>• Supplies an updated personal CV for Service personal record</li> <li>• Undergoes annual appraisal</li> <li>• College membership maintained There is an annual performance assessment done.</li> <li>• Clinical research is completed and ethical guidelines followed</li> </ul>

<b>Key Accountability</b>	<b>Deliverables / Outcomes</b>	<b>Key Performance Indicators / Measures</b>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• Performs required administrative functions when required</li> <li>• Performs other service delegated administrative functions promptly, as requested</li> <li>• Attends Service and other meetings as required</li> </ul>	<ul style="list-style-type: none"> <li>• Letter responses, Coroner's, policy, ACC and other similar reports are done within time frames.</li> <li>• Attendance is recorded, apologies for non-attendance sent in time</li> </ul>
<b>Maori Health</b>	<ul style="list-style-type: none"> <li>• Develops ORA Service Strategies to support the DHB's initiatives to improve health outcomes for Maori</li> </ul>	<ul style="list-style-type: none"> <li>• ORA Service planning and service delivery is responsive to the health needs of Maori and consistent with the DHB's strategy to reduce disparities.</li> </ul>
	<ul style="list-style-type: none"> <li>• Ensures that risk is minimised in the service</li> </ul>	<ul style="list-style-type: none"> <li>• Risks are identified and communicated.</li> <li>• Risk minimisation plans are implemented.</li> <li>• The Reportable Events Policy and other policies and procedures are complied with.</li> <li>• Audits are undertaken.</li> </ul>
<b>Occupational Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• Complies with responsibilities under the Health &amp; Safety in Employment Act 1992</li> </ul>	<ul style="list-style-type: none"> <li>• Has read and understood the Health &amp; Safety policy and procedures.</li> <li>• Actively supports and complies with Health &amp; Safety policy and procedures.</li> <li>• Evidence of support and compliance with health and safety policy and procedures including use of protective clothing and equipment as required, active participation in hazard management and identification process, and proactive reporting and remedying of any unsafe work condition, accident or injury.</li> </ul>

## Key Relationships & Authorities





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## Capability Profile

### Competencies

Solid performance in the role requires demonstration of the following competencies. These competencies provide a framework for selection and development.

Competency	Behaviours
<b>Teamwork</b>	<ul style="list-style-type: none"><li>• Develops constructive working relationships with other team members</li><li>• Has a friendly manner and a positive sense of humour</li><li>• Works cooperatively - willingly sharing knowledge and expertise with colleagues</li><li>• Shows flexibility - is willing to change work arrangements or take on extra tasks in the short term to help the service or team meet its commitments</li><li>• Supports in word and action decisions that have been made by the team</li><li>• Shows an understanding of how one's own role directly or indirectly supports the health and independence of the community</li></ul>
<b>Quality and Innovation</b>	<ul style="list-style-type: none"><li>• Provides quality service to those who rely on one's work</li><li>• Looks for ways to improve work processes - suggests new ideas and approaches</li><li>• Explores and trials ideas and suggestions for improvement made by others</li><li>• Shows commitment to continuous learning and performance development</li></ul>
<b>Integrity and Trust</b>	<ul style="list-style-type: none"><li>• Is widely trusted</li><li>• Is seen as a direct, truthful individual</li><li>• Can present the unvarnished truth in an appropriate and helpful manner</li><li>• Keeps confidences</li><li>• Admits mistakes</li><li>• Doesn't misrepresent her/himself for personal gain</li></ul>
<b>Organising</b>	<ul style="list-style-type: none"><li>• Can marshal resources (people, funding, material, support) to get things done</li><li>• Can orchestrate multiple activities at once to accomplish a goal</li><li>• Uses resources effectively and efficiently</li><li>• Arranges information and files in a useful manner</li></ul>
<b>Planning</b>	<ul style="list-style-type: none"><li>• Accurately scopes out length and difficulty of tasks and projects</li><li>• Sets objectives and goals</li><li>• Breaks down work into the process steps</li><li>• Develops schedules and task/people assignments</li><li>• Anticipates and adjusts for problems and roadblocks</li><li>• Measures performance against goals</li><li>• Evaluates results</li></ul>
<b>Partnership with Maori</b>	<ul style="list-style-type: none"><li>• Understands the principles of Te Tiriti o Waitangi and how these apply within the context of health service provision</li><li>• Applies the notion of partnership and participation with Maori within the workplace and the wider community</li><li>• Promotes and participates in targeting Maori health initiatives by which Maori health gains can be achieved</li><li>• Implements strategies that are responsive to the health needs of Maori</li></ul>

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## Essential Experience and Capability

### a. Knowledge and Experience:

- The individual is required to undertake clinical responsibilities and to conduct themselves in all matters relating to their employment, in accordance with best practice and relevant ethical and professional standards and guidelines, as determined from time to time by:
- The New Zealand Medical Council
- The Health & Disability Commissioner
- The individual must be able to demonstrate a high degree of clinical skill.

### b. Essential Professional Qualifications / Accreditations / Registrations:

- Appropriate registration with the New Zealand Medical Council as a Medical Specialist.
- Appropriate membership in Professional Bodies (i.e., Medical indemnity insurance etcetera, College)

### c. Valuing the work

*Someone well-suited to the role will place a high value on the following:*

- Having a commitment to Health and Independence Improvement goals, the values and goals of C&CDHB and to continuous learning and performance development and personal development.
- Having the motivation to achieve high quality results
- Proven ability to participate in a multi-disciplinary team environment
- Encouraging the development of all team members
- Having a customer and service orientated approach.
- Effective written, verbal and non-verbal communication skills including effective listening skills.
- Good organisational ability.
- Having a flexible in approach.
- Being able to work in pressure situations and prioritise work appropriately to meet deadlines.
- Being willing to be part of a high performance team.

*The role description will be reviewed regularly in order for it to continue to reflect the changing needs of the organisation. Any changes will be discussed with the position holder before being made. Annual objectives and performance measures will be set each year during the annual performance planning and development meeting.*

***Ma tini, ma mano, ka rapa te whai***  
*By joining together we will succeed*

Capital and Coast District Health Board (CCDHB) is committed to supporting the principles of Equal Employment Opportunities (EEO) through the provision and practice of equal access, consideration, and encouragement in the areas of employment, training, career development and promotion for all its employees.

CCDHB is committed to Te Tiriti o Waitangi principles of partnership, participation, equity and protection by ensuring that guidelines for employment policies and procedures are implemented in a way that recognises Maori cultural practices.