

## Position Description

<b>Position</b>	<b>Senior Medical Officer</b>
<b>Service / Directorate</b>	Neurology
<b>Directorate</b>	Subspecialty Medicine
<b>District</b>	Capital, Coast & Hutt Valley
<b>Responsible to</b>	Clinical Leader – Neurology Service
<b>Children’s Act 2014</b>	This position is classified as a children’s worker, requiring a safety check including police vetting before commencing and every three years
<b>Location</b>	This position is expected to work from Wellington Hospital

## Te Whatu Ora

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The Health System in Aotearoa is entering a period of transformation as we implement the Pae Ora/ Healthy Futures vision of a reformed system where people live longer in good health, have improved quality of life, and there is equity between all groups.

We want to build a healthcare system that works collectively and cohesively around a shared set of values and a culture that enables everyone to bring their best to work and feel proud when they go home to their whānau, friends and community. The reforms are expected to achieve five system shifts. These are:

1. The health system will reinforce Te Tiriti principles and obligations
2. All people will be able to access a comprehensive range of support in their local communities to help them stay well
3. Everyone will have equal access to high quality emergency and specialist care when they need it
4. Digital services will provide more people the care they need in their homes and communities
5. Health and care workers will be valued and well-trained for the future health system

## Context

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Capital, Coast & Hutt Valley district provides hospital and health services in primary, secondary and tertiary healthcare to a total population base of approximately 445,000 citizens.

We are accountable for meeting the needs of and improving health outcomes for all the constituent populations of our district, and the region more broadly. Together we:

- provide secondary and tertiary, medical and surgical hospital services alongside community based health care
- fund local health providers and work collaboratively with the community to create and support multiple health education initiatives and projects within the region

- deliver health services directly as well as contracting external providers
- provide local, sub-regional, regional and national health services as well as community-based health, rehabilitation and support services.

The majority of the district's population live in Wellington and Lower Hutt. The Māori and Pacific populations of Lower Hutt and Wellington are proportionally similar, with the largest Pacific population in the region in Porirua. Kāpiti and Upper Hutt have similar numbers of Māori and Pacific people. Most people are enrolled with a GP near their place of residence, so the increasing focus on community-based healthcare is expected to lead to better health outcomes for these population groups. Hutt Hospital provides secondary and some tertiary, medical and surgical hospital services alongside community based health care from its main facility in Lower Hutt City. In addition to funding local health providers and working collaboratively with the community to create and support multiple health education initiatives and projects, Hutt Hospital is the centre for five tertiary regional and sub-regional services - Plastics, Maxillofacial and Burns Services; Rheumatology; Dental Services; Regional Public Health; and Regional (Breast and Cervical) Screening Services.

Wellington Regional Hospital in Newtown is the region's main tertiary hospital with services such as complex specialist and acute procedures, intensive care, cardiac surgery, cancer care, neurosurgery and renal care. The hospital is the key tertiary referral centre for the lower half of the North Island and the upper half of the South Island.

Kenepuru Community Hospital and Kāpiti Health Centre provide secondary and community services based in Porirua and the Kāpiti Coast

MHAIDS is the mental health, addictions and intellectual disability service for the Wairarapa District and Capital, Coast & Hutt Valley District, with multiple specialist facilities. Ratonga Rua-o- Porirua is our forensic, rehabilitation and intellectual disability inpatient unit.

## Te Tiriti o Waitangi and Māori Health Outcomes

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Māori are the indigenous peoples of Aotearoa. We have particular responsibilities and accountabilities through this founding document of Aotearoa. We value Te Tiriti and have adopted the following four goals, developed by the Ministry of Health, each expressed in terms of mana and the principles of:

- Mana whakahaere** Effective and appropriate stewardship or kaitiakitanga over the health and disability system. This goes beyond the management of assets or resources.
- Mana motuhake** Enabling the right for Māori to be Māori (Māori self-determination); to exercise their authority over their lives, and to live on Māori terms and according to Māori philosophies, values and practices including tikanga Māori.
- Mana tāngata** Achieving equity in health and disability outcomes for Māori across the life course and contributing to Māori wellness.
- Mana Māori** Enabling Ritenga Māori (Māori customary rituals) which are framed by Te Aō Māori (the Māori world), enacted through tikanga Māori (Māori philosophy & customary practices) and encapsulated within mātauranga Māori (Māori knowledge).

We will target, plan and drive our health services to create equity of health care for Māori to attain good health and well-being, while developing partnerships with the wider social sector to support whole of system change.

## The Vision, Mission and Values from our District

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We bring forward and join our values within our district. These will change as we become a team of teams within Te Whatu Ora.

### Hutt Valley

- Vision:** Whanau Ora ki te Awakairangi: Healthy people, healthy families and healthy communities are so interlinked that it is impossible to identify which one comes first and then leads to another.
- Mission:** Working together for health and wellbeing.
- Ō mātou uara - Values:** Mahi Pai 'Can do': Mahi Tahi in Partnership: Mahi Tahi Te Atawhai Tonu Always caring and Mahi Rangatira being our Best

### Capital and Coast:

- Vision:** Keeping our community healthy and well
- Mission:** Together, Improve the Health and Independence of the People of the District
- Values:** Manaakitanga – Respect, caring, kindness  
Kotahitanga – Connection, unity, equity  
Rangatiratanga – Autonomy, integrity, excellence

## District Responsibility

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The district leadership have collective accountability for leading with integrity and transparency a progressive, high performing organisation, aimed at improving the health and independence of the community we serve and achieving equitable outcomes for all. The leadership team are responsible for achieving this aim, aligned with our Region, within the available resources, through a skilled, empowered, motivated and supported workforce in line with government and HNZ policy.

## Neurology Services

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The Neurology department provides diagnosis and specialist management of diseases of the nervous system for people in the Capital, Coast, Hutt Valley and Wairarapa regions. It comprises a busy outpatient based service with most clinics at Wellington Hospital. There is a focus on Neurology training, and an evolving multidisciplinary team with Clinical Nurse Specialists, training Nurse Practitioners, Neurophysiologists and a Neuropsychologist.

The neurology service manages the inpatient care for stroke, complex neurology and provides a consult neurology service. The department liaises closely with most hospital services including the neurosurgery, general medicine, paediatrics, ophthalmology, orthopaedic and liaison psychiatry departments.

Alongside Wellington acute stroke services, the team support hyperacute stroke care to the mid-central region via telestroke assessments and regional transfers for stroke clot retrieval.

Neurophysiology services provided include EEGs, NCS, EMG, EP and testing of the vestibular system. Neuropsychology services are available for diagnostic support of cognitive disorders.

Outpatient services are provided at Wellington Hospital, and Kenepuru and Hutt Hospitals (both about 30 minutes by car from Wellington Hospital). Clinics are also provided in Masterton, 90 minutes from Wellington.

## Role Perspective

The Neurologist Consultant will be expected to perform and will be accountable for high quality patient care and the Key Performance Indicators listed. The detail of the tasks will be contained in the protocols and guidelines pertaining to the specific area of work. The Consultant Neurologists are involved in the development of these protocols and guidelines.

The position holder will provide consultant services and cooperative SMO leadership for the neurology medical and wider inter-disciplinary 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.

The position holder will educate and mentor medical students, Registrars and House Officers in accordance with requirements of the University of Otago Medical School, Royal Australasian College of Physicians and the New Zealand Medical Council.

From time to time the Consultant will be willing to assist in the education of other health care staff including but not necessarily limited to technicians, nurses and allied health staff.

The position holder will be expected to encourage innovation and quality in the development of services and to contribute to a strategic view of the direction for future service development. To this end Consultant will be willing 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 ethical principles and the ability to work within the inter-disciplinary model.

Clinical duties will include acute and outpatient general neurology, in patient stroke service and hyperacute stroke care alongside oncall duties. Clinical duties may include neurophysiology, botox, speciality clinics as agreed by the team and clinical leader, in accordance with the individual expertise and subspecialty training of the SMO.

## Purpose of the role

To provide medical practice that delivers a sustainable and high quality neurology service.

## Key Accountabilities

<i>Key Accountability</i>	<i>Deliverables / Outcomes</i>	<i>Key Performance Indicators / Measures</i>
<b>CLINICAL</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>▪ Being familiar with the application of all appropriate techniques in neurology diagnosis, assessment and</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</li> </ul>

	<p>therapy.</p> <ul style="list-style-type: none"> <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 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</li> </ul>	<p>from joint management of appropriate professionals is demonstrated.</p> <ul style="list-style-type: none"> <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</li> <li>▪ 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</li> </ul>
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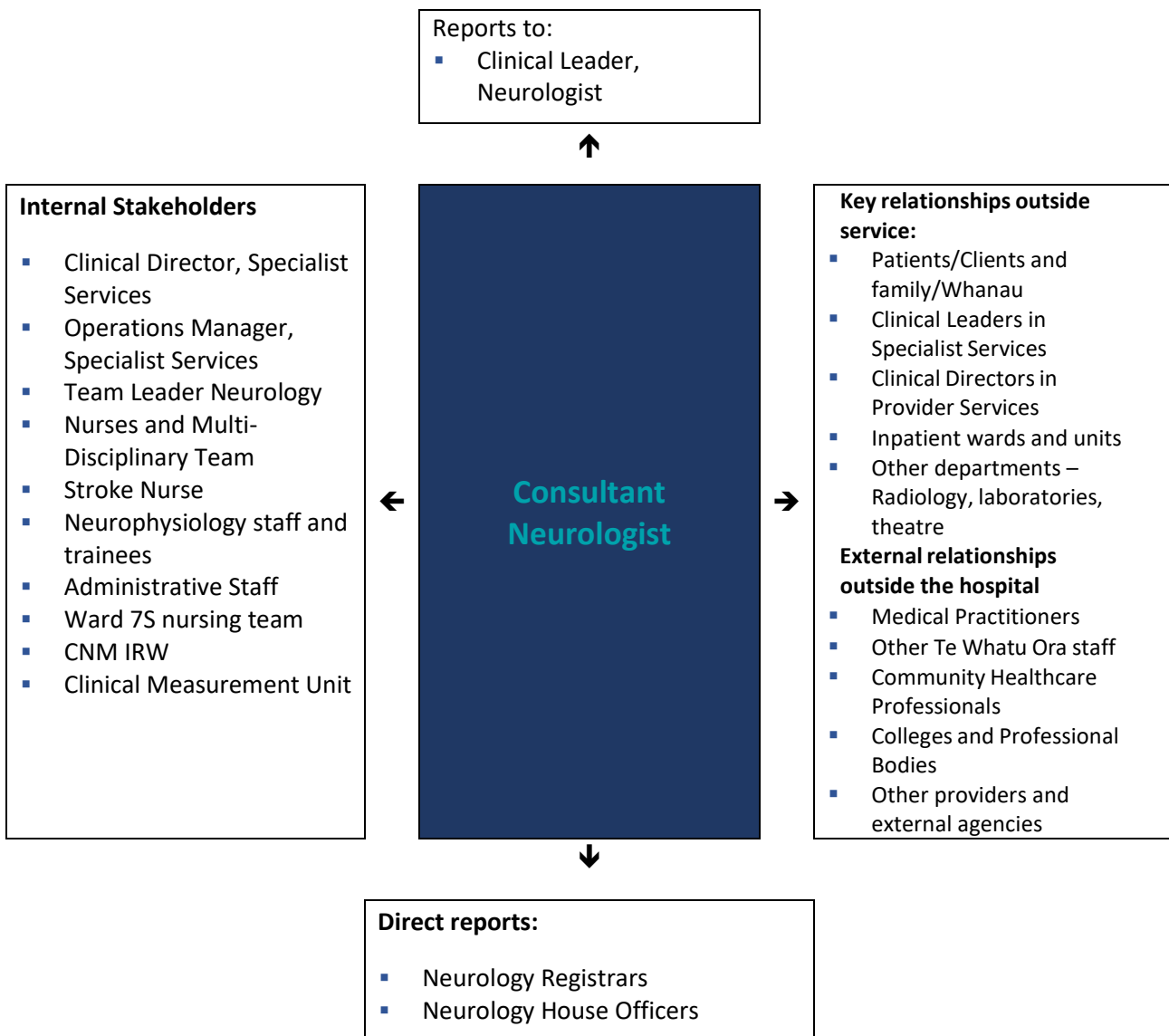
	<p>in a satisfactory on call roster</p>	<p>outside the service.</p> <ul style="list-style-type: none"> <li>▪ Timely advice is provided to Head of Department on trends in the specialty, predicted needs and future developments to provide input to strategic and operational plans.</li> <li>▪ Assists with the provision of statistics, reports and service data.</li> <li>▪ Roster obligations are fulfilled.</li> <li>▪ Professional advice is given when requested to other health professionals about patient care.</li> <li>▪ An active role is taken in teaching sessions/courses for registrars, house surgeons, nurses and paramedical staff.</li> <li>▪ All such legal and statutory duties are undertaken and performed appropriately e.g., Medical 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>
<p>Leadership</p>	<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</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</li> <li>▪ Feedback from Clinical Leader</li> <li>▪ Evidence of an understanding of the services long-term goals and plans</li> <li>▪ Harmonious working relationships are maintained with staff and</li> </ul>

	<p>maintain and promote Service &amp; C&amp;,HV organisational goals</p>	<p>individuals within and outside the service.</p> <ul style="list-style-type: none"> <li>▪ Timely advice is provided to the Clinical Leader 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> </ul>
Professional Development	<ul style="list-style-type: none"> <li>▪ Is enrolled in recognised Continuing Professional Development (CPD) program and keeps up to date with requirements of the program</li> <li>▪ Maintains membership of appropriate professional College</li> <li>▪ 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</li> <li>▪ 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</li> <li>▪ There is an annual performance assessment done.</li> <li>▪ Clinical research is completed and ethical guidelines followed</li> </ul>
Administration	<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>
Stakeholder engagement	<ul style="list-style-type: none"> <li>▪ Actively work in partnership with other directorates and key stakeholders in the value for money design and delivery of effective project management services.</li> <li>▪ Constructive strategic and tactical relationships and partnerships are developed with a range of groups and individuals both internal and</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>

	<p>external to the hospitals that supports and enables problem solving and the implementation of solutions</p> <ul style="list-style-type: none"> <li>▪ A partnering approach is implemented to the delivery of services to our hospitals in a way that facilitates and supports shared agenda and objectives.</li> </ul>	
Continuous improvement and innovation	<ul style="list-style-type: none"> <li>▪ Establish a culture of continuous improvement, ensuring linked and cohesive District-wide view of the support services function that identifies opportunities and co-designs innovative solutions to meet the changing needs, from local customers through to district services or whole sector.</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
Te Tiriti o Waitangi	<ul style="list-style-type: none"> <li>▪ Work in partnership with stakeholders to achieve our equity goals for Māori and ensure Te Tiriti o Waitangi obligations are adhered to</li> <li>▪ Equity outcomes are front and centre in goals, performance monitoring and plans for service and team performance</li> <li>▪ Cultural competence is grown across the team, supporting inclusion and partnership.</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
Health & Safety	<ul style="list-style-type: none"> <li>▪ Ensure all Health &amp; Safety obligations under the legislation are applied and managed to and that a culture of safe practice is second nature</li> <li>▪ Actively support and ensure compliance with Health &amp; Safety policy and procedures; ensuring staff also support and comply.</li> <li>▪ Maintain a proactive culture of Health &amp; Safety supported by systems.</li> <li>▪ Ensure providers are aware of and have processes to comply with their health and safety responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>



## Key Relationships & Authorities



## Capability Profile

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

Competency	Behaviours
<b>Interpersonal Savvy</b>	<ul style="list-style-type: none"> <li>▪ Relates well to all kinds of people – up, down, and sideways, inside and outside the organisation</li> <li>▪ Builds appropriate rapport</li> <li>▪ Builds constructive and effective relationships</li> <li>▪ Uses diplomacy and tact</li> <li>▪ Can diffuse even high-tension situations comfortably</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>Decision Quality</b>	<ul style="list-style-type: none"> <li>▪ Makes good decisions (without considering how much time it takes) based upon a mixture of analysis, wisdom, experience, and judgement</li> <li>▪ Most of his/her solutions and suggestions turn out to be correct and accurate when judged over time</li> <li>▪ Sought out by others for advice and solutions</li> </ul>
<b>Problem Solving</b>	<ul style="list-style-type: none"> <li>▪ Uses rigorous logic and methods to solve difficult problems with effective solutions</li> <li>▪ Probes all fruitful sources for answers</li> <li>▪ Can see hidden problems'</li> <li>▪ Is excellent at honest analysis</li> <li>▪ Looks beyond the obvious and doesn't stop at the first answer</li> </ul>
<b>Quality &amp; 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>Negotiating</b>	<ul style="list-style-type: none"> <li>▪ Can negotiate skilfully in tough situations with both internal and external groups;</li> <li>▪ Can settle differences with minimum noise;</li> <li>▪ Can win concessions without damaging relationships;</li> <li>▪ Can be both direct and forceful as well as diplomatic;</li> <li>▪ Gains trust quickly of other parties to the negotiations;</li> <li>▪ Has a good sense of timing</li> </ul>

## Experience and Capability

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Essential qualifications, skills and experience

### A. Knowledge, Skills & 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, and experience in all aspects Neurology

### 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, The Royal Australasian College of Physicians, and at least one relevant Specialist Neurological organisation)

### C. 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 CCHV 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.

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

Te Whatu Ora 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 Māori cultural practices.

We are 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.