

Position Description

Position	Consultant General Medicine
Team / Service	General Medicine Service
Directorate	Hospital Flow Group
District	Capital, Coast & Hutt Valley
Responsible to	Clinical Leader, General Medicine
Children's Act 2014	This position is classified as a children's worker, requiring a safety check including police vetting before commencing and every three years
Location	This position is expected to work from Wellington hospital

Te Whatu Ora

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

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.
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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. Kapiti 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 Kapiti Health Centre provide secondary and community services based in Porirua and the Kapiti 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

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:

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| 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

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

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.

Unit Perspective

General Medicine is the largest inpatient service and provides assessment, diagnosis, and treatment of patients who present acutely. This patient group is increasing in number and complexity in tandem with the ageing population and the increase in consumer expectations with regard to healthcare. The average age of the inpatient population is greater than 75 years.

Services provided include:

Acute medical care and assessment

Infectious diseases: general and HIV medicine

Diabetes and endocrine, dermatology, rheumatology, neurology and oncology (acute presenting)

Respiratory (inpatients)

Elderly services (older adult rehabilitation and allied health services)

Alcohol and drug detoxification

Consultation to surgical, orthopaedic and ICU patients

Medical presentations (are the most common group of patients) in the Emergency Department (ED).

The service also sees patients as outpatients at both Wellington and Kenepuru

Purpose of the role

As consultant General Physician, you will be involved in both admitting and overseeing the inpatient care of a cohort of patients.

You will provide supervision to the registrar and House officer on the team, as well as trainee interns and medical students as required.

The General Medical Service is a consultant lead service, with appropriate delegation of tasks to other members of the team.

One third of your time is for non-clinical time and there is an expectation that a component of that will be in supporting quality improvement etc for the wider Gen Med team.

Key Accountabilities

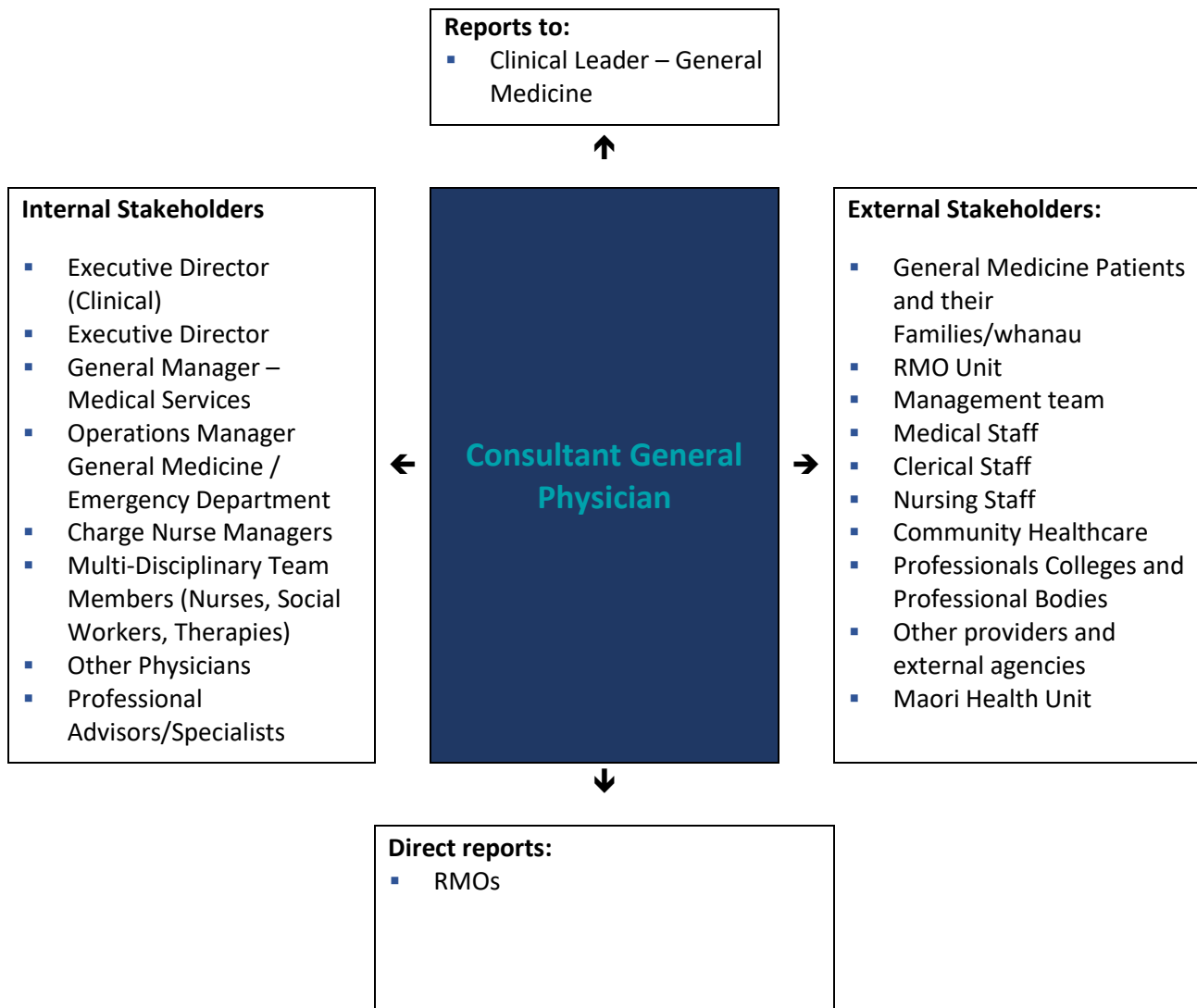
The following role accountabilities may evolve with organisational change and there may be additional duties, relevant to this position that will be required to be performed from time to time.

Key accountabilities	Deliverables / Outcomes
<p>1. <i>Technical outcomes / accountabilities</i></p> <ul style="list-style-type: none">▪ Clinical Responsibility To assess, diagnose and manage appropriately patients within the clinical setting (both inpatient and outpatient) in which the Consultant is working▪ To be familiar with the application of all appropriate techniques in General Medicine diagnosis, assessment and treatment.▪ To consult and liaise with other professionals involved with the patient.▪ Participate in relevant multidisciplinary team meetings discussing the care of patients.▪ To participate in the education of the patient and relevant others about his/her illness and treatment.▪ Obtain informed consent for proposed treatment/procedures.	<ul style="list-style-type: none">▪ Consultant post-acute ward round record and checklist is completed. Assessment and management plans, clinical criteria for discharge, and estimated date of discharge, are clearly documented and implemented. Follow up clinics are utilised.▪ Practical expertise is demonstrated in diagnostic and therapeutic procedures undertaken.▪ The benefits to the patient from joint management of appropriate professionals are demonstrated.▪ Managing daily board rounds is demonstrated.▪ The patient understands the management and treatment of their illness. Appropriate information is given ensuring patients are aware of and in agreement with proposed treatment.▪ All such protocols and practice standards are adhered to.▪ That the appropriate and established ethical standards of practice are met. Patient case notes,

<ul style="list-style-type: none"> ▪ To adhere to the protocols, guidelines and practice standards pertaining to the area of clinical practice. ▪ To practice in a manner consistent with established ethical standards as provided by the Medical Council of New Zealand. 	<p>documentation and diagnosis accuracy is of a high standard</p> <ul style="list-style-type: none"> ▪ Work is performed in collaboration with medical colleagues, nurses, and other health professionals involved in ongoing management of the patient. ▪ SMOs take responsibility for managing workload equitably including weekends and special attention is taken to plan public holiday workload and clinical care. Allocated sessions, clinics, reporting times are used efficiently and effectively to reach output targets and objectives of the annual business plan.
<p>2. Team responsibility/Consultation, Liaison</p> <ul style="list-style-type: none"> ▪ To act as a consultant to other Health professionals. ▪ To participate with other consultants in providing equitable sharing of the clinical service load, both inpatient and outpatient. 	<ul style="list-style-type: none"> ▪ Work is performed in collaboration with medical colleagues, nurses, and other health professionals involved in ongoing management of the patient. ▪ SMOs take responsibility for managing workload equitably including weekends and special attention is taken to plan public holiday workload and clinical care. Allocated sessions, clinics, reporting times are used efficiently and effectively to reach output targets and objectives of the annual business plan.
<p>3. Teaching Responsibilities Participate in educating and training undergraduate and graduate, medical and paramedical staff.</p>	<ul style="list-style-type: none"> ▪ An active role is taken in teaching sessions/courses for registrars, house surgeons, nurses and paramedical staff
<p>4. Statutory/Legal Responsibilities Statutory and Regulatory requirements are adhered to in practice and documentation</p>	<ul style="list-style-type: none"> ▪ All such legal and statutory duties are undertaken and performed appropriately e.g., Medical Practitioners Act, ACC, Coroners Act, Drugs Act.
<p>5. Participate in Rosters, On Call Requirements</p> <ul style="list-style-type: none"> ▪ To maintain and participate in a satisfactory on call roster. ▪ To supervise and support junior medical staff on call and on duty 	<ul style="list-style-type: none"> ▪ General medical services of a high standard are available out of hours. ▪ Junior staff workload is assessed and coordinated in the afternoon shifts. ▪ There is regular contact of junior staff out of hours
<p>6. Risk Minimisation Actively contributes to risk minimisation activities within the service.</p>	<ul style="list-style-type: none"> ▪ Identifies risks and notifies the manager of these. ▪ Participates in the service's risk minimisation activities. ▪ Complies with C&C DHB Reportable Events policy and other policies and procedures. ▪ Participates in audits.

<p>7. Leadership Take responsibility for supervising registrars, house officers and medical students where required and for other health professionals involved in the management of the patient.</p>	<ul style="list-style-type: none"> Supervision standards are maintained
<p>8. Stakeholder engagement</p>	<ul style="list-style-type: none"> Actively work in partnership with other directorates and key stakeholders in the value for money design and delivery of effective project management services. Constructive strategic and tactical relationships and partnerships are developed with a range of groups and individuals both internal and external to the DHBs that supports and enables problem solving and the implementation of solutions A partnering approach is implemented to the delivery of services to the DHBs in a way that facilitates and supports shared agenda and objectives.
<p>9. Continuous improvement and innovation</p>	<ul style="list-style-type: none"> Establish a culture of continuous improvement, ensuring linked and cohesive 2DHB 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.
<p>10. Te Tiriti o Waitangi</p>	<ul style="list-style-type: none"> Work in partnership with stakeholders to achieve our equity goals for Māori and ensure Te Tiriti o Waitangi obligations are adhered to Equity outcomes are front and centre in goals, performance monitoring and plans for service and team performance Cultural competence is grown across the team, supporting inclusion and partnership.
<p>11. Health & Safety</p>	<ul style="list-style-type: none"> Ensure all Health & Safety obligations under the legislation are applied and managed to and that a culture of safe practice is second nature Actively support and ensure compliance with Health & Safety policy and procedures; ensuring staff also support and comply. Maintain a proactive culture of Health & Safety supported by systems. Ensure providers are aware of and have processes to comply with their health and safety responsibilities

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
Interpersonal Savvy	<ul style="list-style-type: none"> Relates well to all kinds of people – up, down, and sideways, inside and outside the organisation Builds appropriate rapport Builds constructive and effective relationships Uses diplomacy and tact Can diffuse even high-tension situations comfortably
Organising	<ul style="list-style-type: none"> Can marshal resources (people, funding, material, support) to get things done Can orchestrate multiple activities at once to accomplish a goal Uses resources effectively and efficiently Arranges information and files in a useful manner
Planning	<ul style="list-style-type: none"> Accurately scopes out length and difficulty of tasks and projects Sets objectives and goals Breaks down work into the process steps Develops schedules and task/people assignments Anticipates and adjusts for problems and roadblocks Measures performance against goals Evaluates results
Decision Quality	<ul style="list-style-type: none"> Makes good decisions (without considering how much time it takes) based upon a mixture of analysis, wisdom, experience, and judgement Most of his/her solutions and suggestions turn out to be correct and accurate when judged over time Sought out by others for advice and solutions
Problem Solving	<ul style="list-style-type: none"> Uses rigorous logic and methods to solve difficult problems with effective solutions Probes all fruitful sources for answers Can see hidden problems' Is excellent at honest analysis Looks beyond the obvious and doesn't stop at the first answer
Quality & Innovation	<ul style="list-style-type: none"> Provides quality service to those who rely on one's work. Looks for ways to improve work processes - suggests new ideas and approaches. Explores and trials ideas and suggestions for improvement made by others. Shows commitment to continuous learning and performance development.
Negotiating	<ul style="list-style-type: none"> Can negotiate skilfully in tough situations with both internal and external groups; Can settle differences with minimum noise; Can win concessions without damaging relationships; Can be both direct and forceful as well as diplomatic; Gains trust quickly of other parties to the negotiations; Has a good sense of timing

Experience and Capability

Essential qualifications, skills and experience

A. Knowledge, Skills & Experience:

- Job Holder must be fully qualified to practice in the speciality of General Medicine.
- Registration or eligibility for registration, with the Medical Council of New Zealand, as a General Physician.
- Appropriate membership in Professional Bodies (i.e., Medical indemnity insurance etc)
- Job holder must have extensive experience in relevant clinical settings.
- 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

B. Essential Professional Qualifications / Accreditations / Registrations:

- Applicants must be registered or be eligible for registration as a Medical Specialist with the Medical Council of New Zealand.
- Able to demonstrate a high degree of clinical skills in General Medicine.
- A commitment to ongoing professional and personal learning, with a high degree of commitment to the profession.
- Proven ability to participate in a multi-disciplinary team environment.
- Ability to manage time effectively and meet deadlines.
- Effective listening skills, verbal, non-verbal and written communication skills.
- An ability to accept and delegate responsibility appropriately.
- A commitment to motivating and coordinating staff.
- Ability to participate in the training and development of Registrars.

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

- Building and developing high performing teams
- Promoting a positive & collaborative team environment
- Continuous improvement

**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.