

## Position Description

<b>Position</b>	<b>Respiratory and Sleep Medicine Physician</b>
<b>Service / Directorate</b>	Respiratory
<b>Directorate</b>	Sub Speciality Medicine
<b>District</b>	Capital, Coast & Hutt Valley
<b>Responsible to</b>	Clinical Leader, Respiratory
<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 multiple locations across the district including Wellington Regional Hospital, Kenepuru and Hutt Valley Hospital.

## Health New Zealand 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 490,000 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. 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

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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:

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| <b>Mana whakahaere</b> | Effective and appropriate stewardship or kaitiakitanga over the health and disability system. This goes beyond the management of assets or resources.  |
| <b>Mana motuhake</b>   | 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.       |
| <b>Mana tāngata</b>    | Achieving equity in health and disability outcomes for Māori across the life course and contributing to Māori wellness.  |
| <b>Mana Māori</b>      | 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.

## Unit Perspective

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Respiratory Medicine is based in the Clinical Measurement Unit at Wellington Regional Hospital. It provides outpatient services at Wellington and Kenepuru hospitals and inpatient services at Wellington Regional Hospital. The service is supported by a fully equipped pulmonary function laboratory with core and complex testing. Outreach clinics are provided at Hutt and Masterton hospitals and community clinics are in development.

Respiratory Medicine provide a range of services across the district. Core and sub-specialty services include:

- Inpatient services to appropriate patients as per the Respiratory "Inpatient service referral guidelines"
- Interstitial lung disease (ILD) multi-disciplinary meetings are provided to the district
- Endobronchial ultrasound (EBUS) services are provided to Capital and Coast, Hutt Valley, Wairarapa Mid Central, Whanganui and Hawkes Bay with a target referral to procedure of seven days
- Non-invasive ventilation clinic to 3DHB, and services to across the district and wider

- Sleep Clinic services to district populations, with clinics held in the department, community clinic in Porirua and visiting clinics in Hutt Valley. Overnight investigations are carried out in the University of Otago Sleep Investigation unit at an off-campus facility.
- Cystic fibrosis multi-disciplinary clinic available to the district
- Complex pleural disease services are provided (by way of referral) within the district
- Complex airways disease and Severe Asthma to the district populations (by way of referral and by provision of a monthly outreach clinic in Masterton)
- Lung cancer/Thoracic Cancer multi-disciplinary meeting is provided to the district population
- Fast Track clinic, predominantly lung cancer services are provided to the Capital & Coast population
- The Rapid Access Clinic, referrals with a smaller number of patients who need urgent OP appointments, TB or urgent ILD referrals
- Transplant clinic to Capital, Coast and Hutt Valley and Wairarapa population

Additionally, general respiratory clinics provide care to patients with airways disease, bronchiectasis, interstitial lung disease and other respiratory conditions. Patients with pulmonary vascular disease are reviewed in joint clinic in collaboration with the Cardiology service.

Current medical staffing totals 9.85 FTE, split among 10 individuals. There are 4 full time registrars in respiratory medicine; two respiratory and one sleep registrar advanced trainee posts, one basic trainee post and a house physician.

## Purpose of the role

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The role of the respiratory and sleep specialist is to provide diagnosis and management of people referred with respiratory and sleep disorders, provide training and take part in teaching of students and junior medical staff and other health groups and to provide services within the available resources.

Broadly, the work is diagnosis and management of people referred with respiratory and sleep disorders. A general respiratory background is required with ability to deal with a range of problems. The successful candidate(s) will participate in the sleep service.

They will also join the existing respiratory on-call roster and provide ward cover 1 week in 8, looking after patients admitted under the specialist respiratory service and providing consult services to general medicine, intensive care and other services as required. They will participate in the consultation service for other departments in the hospital. They will join with other respiratory physicians in managing patients admitted to the Medical Service with acute respiratory failure, cystic fibrosis, pleural disease, and complex airways disease. Job-plans include approximately 30% non-clinical time for continuing medical education, quality improvement and service development.

They will carry out bronchoscopies and other interventional procedures, and will provide appropriate supervision, including pleural ultrasound.

Additional sleep medicine related employment, may be available by mutual agreement through WellSleep, a NATA accredited sleep laboratory, run by the University of Otago Sleep Investigation Centre based at Bowen Hospital. There is a range of home sleep apnoea testing and in-laboratory polysomnography including PAP titration, MSLT and MWT testing. There is also availability for daytime NIV acclimatisation's and community based PAP trials.

For the right candidate with a strong research background, additional employment may be available by mutual agreement through the Medical Research Institute of New Zealand, based at Wellington Hospital.

For the right candidate with an academic background and teaching interest an honorary appointment employment may be available by mutual agreement through the University of Otago's Wellington School of Medicine & Health Science.

## Key Accountabilities

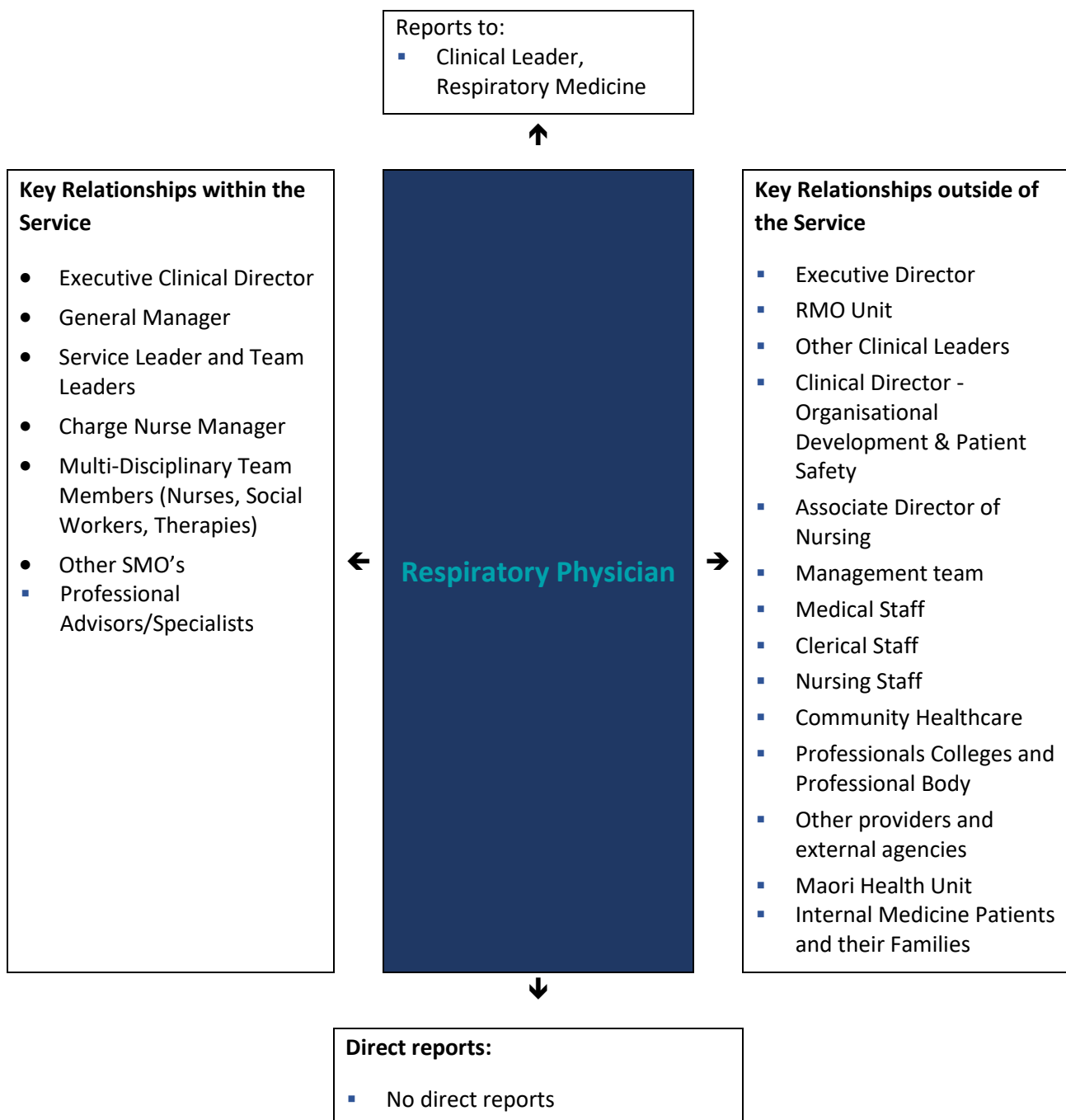
The following role accountabilities may evolve with organisational change and there may be additional duties, relevant to this position that will be required to be performed from time to time.

Key accountabilities	Deliverables / Outcomes
1. Clinical Responsibility	<ul style="list-style-type: none"> <li>To assess, diagnose and manage appropriately patients within the clinical setting in which the Consultant is working.</li> <li>To be familiar with the application of all appropriate techniques in respiratory medicine diagnosis, assessment and therapy</li> <li>To consult and liaise with other professionals involved with the patient.</li> <li>Participate in relevant multidisciplinary team meetings discussing the care of patients.</li> <li>To participate in the education of the patient and relevant others about his/her illness and treatment.</li> <li>Obtain informed consent for proposed treatment/procedures.</li> <li>To provide the level of service as specified in the yearly output targets.</li> <li>To adhere to the protocols, guidelines and practice standards pertaining to the area of clinical practice.</li> <li>To practice in a manner consistent with established ethical standards as provided by the Medical Council of New Zealand.</li> <li>Take 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.</li> </ul>
2. Team Responsibility/Consultation and Liaison	<ul style="list-style-type: none"> <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>To participate with other consultants in providing equitable sharing of the clinical service load, both inpatient and outpatient</li> </ul>
3. Research	<ul style="list-style-type: none"> <li>Clinical research is completed and ethical guidelines followed. Timely advice is provided to the Clinical Leader on trends in the speciality, predicted needs and future developments to provide input to strategic and operational plans</li> </ul>

	<ul style="list-style-type: none"> <li>Initiate and participate, when appropriate, in clinical research approved by the Research Ethics Committee and as requested by, or negotiated with, the Clinical Leader/Group Manager.</li> </ul>
4. Teaching Responsibilities	<ul style="list-style-type: none"> <li>Assists with the provision of statistics, reports and service data.</li> <li>Participate in educating and training undergraduate and graduate, medical and paramedical staff.</li> </ul>
5. Statutory/Legal Responsibilities	<ul style="list-style-type: none"> <li>Statutory and Regulatory requirements are adhered to in practice and documentation.</li> <li>An active role is taken in teaching sessions/courses for registrars, house surgeons, nurses and paramedical staff.</li> </ul>
6. Participate in Rosters, On Call Requirements	<ul style="list-style-type: none"> <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>There is regular contact of junior staff out of hours.</li> <li>To maintain and participate in a satisfactory on call roster.</li> <li>To supervise and support junior medical staff on call and on duty.</li> </ul>
7. Quality Improvement	<ul style="list-style-type: none"> <li>Identifies improvement opportunities and notifies the manager of these.</li> <li>Participates in the service's quality improvement activities.</li> <li>Provides good patient/client service and is responsive to patient/client requests or complaints.</li> <li>Complies with standards and works to improve patient/client satisfaction.</li> </ul>
8. Risk Minimisation	<ul style="list-style-type: none"> <li>Identifies risks and notifies the manager of these.</li> <li>Participates in the service's risk minimisation activities.</li> <li>Complies with C&amp;C DHB Reportable Events policy and other policies and procedures</li> <li>Participates in audits.</li> </ul>
9. 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>
10. 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>

## Key Relationships & Authorities

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## 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 and Experience:

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:

An applicant for this post must be eligible for registration on the Specialist Register of the Medical Council of NZ. They must have been trained in the specialty through the Royal Australasian College of Physicians / Thoracic Society of Australia & NZ programme or an accepted equivalent.

#### c. Valuing the work

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

- 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 skill, particularly in Respiratory and Sleep Medicine.
- Motivated to achieve high quality results.
- 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.

**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.