

## Position Description

<b>Position</b>	<b>Senior Medical Officer</b>
<b>Team / Service</b>	Infectious Diseases
<b>Group</b>	Sub Specialty Medicine
<b>District</b>	Capital, Coast & Hutt Valley and Wairarapa Districts
<b>Responsible to</b>	Clinical Leader – Infectious Diseases
<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

## 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.

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.

Te Wao Nui, the Child Health Service for the Wellington Region and Central New Zealand based in the new purpose built children's hospital on the Wellington Regional Hospital campus, supports babies to adolescents with medical conditions or who may need paediatric surgery. It provides both hospital and outpatient services.

Women's Health Services provide tertiary level maternity care in Wellington and Hutt Regional Hospitals and a Primary Birthing Unit in Kenepuru. The provision of services from Women's Health encompass community-based primary LMC care and breastfeeding support, and tertiary level obstetrics, gynaecology, and other specialist services.

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. Rātonga 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:

<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

---

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

#### Value

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.

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.

## Service Perspective

---

Infection Services provides comprehensive and integrated clinical infectious diseases and Infection Prevention and Control expertise at a tertiary level for community and hospitals within the central region. This includes providing support and advice for CCHV, Wairarapa, Wanganui and Mid Central where necessary.

Infection Services includes five major components of cohesive infection care for Te Whatu Ora – Capital, Coast and Hutt Valley:

- Clinical infectious diseases (ID)
- HIV medicine (HIV), Complex Outpatient Antimicrobial Therapy (COPAT)
- Antimicrobial stewardship (AMS)
- Infection Prevention and Control (IPC)
- There is close integration with Microbiology and Molecular Diagnostics laboratory services.

Whilst placed within the Sub Specialty Medicine Group, Infection Services supports all Groups and services within CCHV District.

Infection services provides clinical leadership and expertise for quality activities, demand management, service improvements across the whole organisation.

Infection Services is an integral service for patient safety across the District, contributing to certification and accreditation processes for the organisation, and to infection-related quality improvement initiatives in other services. Infection services must maintain the flexibility to respond to organisational needs.

## Purpose of the role

---

The purpose of this role is to provide clinical leadership and have clinical responsibility for Infection Services.

Infection Services SMOs are expected to provide expert level advice regarding the investigation, diagnosis, treatment and prevention of infection. The position holder will work as a physician in Infectious Diseases and/or Infection Prevention and Control at Wellington Hospital.

Core responsibilities will be the provision of acute inpatient care which is largely consultation based, outpatient clinics and cooperative leadership for initiatives aimed at improving antimicrobial use, infection prevention and infection management.

The SMO contributes to an after-hours roster providing advice for hospital and community services at CCHV, Wairarapa, Whanganui and Palmerston North hospitals.

The SMO actively contributes to research and/or quality activities that improve patient safety and outcomes relating to infection, provides facilitative leadership for initiatives within other services that aim to reduce infection or improve infection management, and commits to maintaining a collaborative and collegial professional environment.

The SMO participates in routine departmental activities, including service meetings and teaching. The SMO provides training and mentoring Registrars and Clinical Nurse specialists working within Infection Services in accordance with requirements of the Royal Australasian College of Physicians and the New Zealand Medical Council, and according to the multi-disciplinary model.

All Infection Services SMOs are clinically active and appropriately credentialed. The SMO is committed to their own continuous professional development and to the education of others within the organisation on infection related issues.

## Key Accountabilities

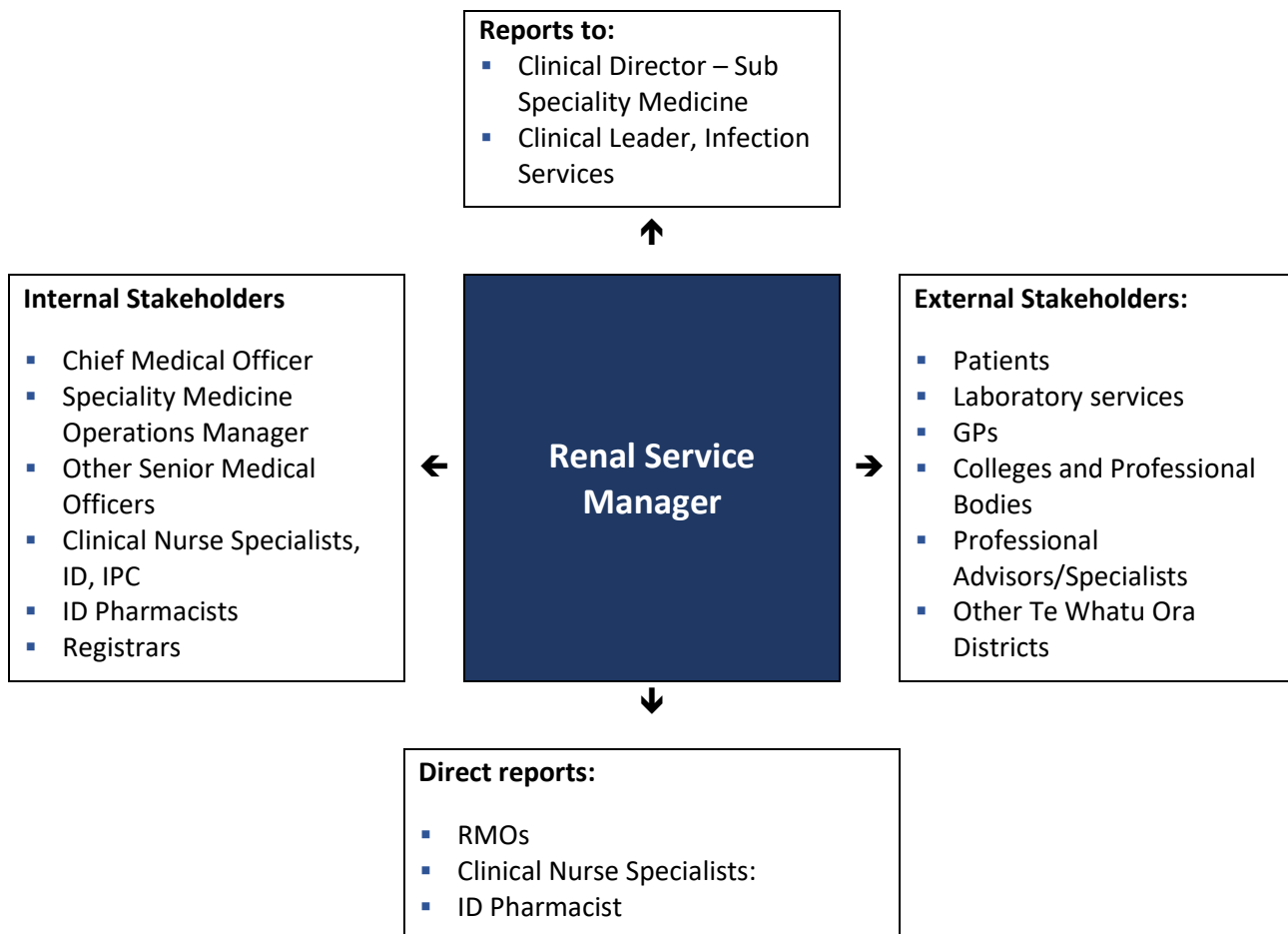
The following role accountabilities may evolve with organisational change and there may be additional duties, relevant to this position that will be required to be performed from time to time.

<b>Key Accountability</b>	<b>Deliverables / Outcomes</b>	<b>Key Performance Indicators / Measures</b>
<b>CLINICAL DUTIES</b>		
<b>Leadership</b>	<ul style="list-style-type: none"> <li>Clinical engagement in Department and Service</li> <li>Clinicians understand context in which Department and Service operates, their role, what is expected and have individual development plans</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of forums that should lead to engagement and involvement of clinicians in solving problems</li> <li>Evidence of developmental conversations \ performance reviews with all medical staff</li> <li>Feedback from Senior Medical Officers</li> <li>Feedback from clinicians</li> <li>Feedback from SubSpeciality Medicine Group Manager</li> </ul>
<b>Resource and Activity Management</b>	<ul style="list-style-type: none"> <li>Delivers activity targets</li> <li>Manages clinical resources</li> </ul>	<ul style="list-style-type: none"> <li>Activity targets met</li> <li>Effective management of clinical resources</li> </ul>
<b>Service Development and strategic planning</b>	<ul style="list-style-type: none"> <li>Active participation and shared responsibility with the Clinical Leader for the development of annual and strategic planning</li> <li>(Shared responsibility for operational and capital expenditure)</li> </ul>	<ul style="list-style-type: none"> <li>Operational plan aligned to the strategic plan</li> <li>(Infection Services is operating within budget both operating and capital expenditure)</li> </ul>
<b>Provision of services</b>	<ul style="list-style-type: none"> <li>Provide tertiary level expertise in the investigation, diagnosis, treatment and prevention of infections</li> <li>Provide clinical leadership of Infection services across sites</li> <li>Provides support to Clinical Nurse Specialists within Infection Services</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of staff support and clinical supervision across sites</li> </ul>

<b>Key Accountability</b>	<b>Deliverables / Outcomes</b>	<b>Key Performance Indicators / Measures</b>
<b>Managing Clinical Quality</b>	<ul style="list-style-type: none"> <li>• Participates in ongoing quality activities</li> <li>• Participates in the review of procedures and protocols</li> <li>• Leads or supports the development of departmental and organisational clinical guidelines and policies</li> </ul>	<ul style="list-style-type: none"> <li>• Policies and Guidelines are current</li> </ul>
<b>Clinical Staff Training</b>	<ul style="list-style-type: none"> <li>• Training and supervision of RMOs</li> </ul>	<ul style="list-style-type: none"> <li>• Satisfactory progress and training reports for registrar trainees under direct supervision</li> </ul>
<b>Clinical On Call</b>	<ul style="list-style-type: none"> <li>• Participates in the on call roster as applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Advice out of hours is available by telephone within 60 minutes</li> </ul>
<b>NON-CLINICAL DUTIES</b>		
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Maintains membership of appropriate professional College</li> </ul>	<ul style="list-style-type: none"> <li>• Annual Practising Certificate is maintained</li> <li>• Participates in annual appraisal process</li> <li>• College membership maintained</li> </ul>
<b>Audit and research</b>	<ul style="list-style-type: none"> <li>• Runs and participates in regular departmental and sub speciality audit</li> <li>• Participates in department research, as able and applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of Department Audit activities</li> <li>• Evidence of provision of teaching/feedback sessions to colleagues and direct reports</li> </ul>
<b>Quality Assurance</b>	<ul style="list-style-type: none"> <li>• Strives to maintain high standard of personal and departmental work</li> <li>• Adheres to organisational and departmental policies, procedures and guidelines</li> </ul>	<ul style="list-style-type: none"> <li>• All work is done in compliance with organisational and departmental policies, procedures and guidelines</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• Performs required administrative functions, such as responding to letters, OIA requests etc.</li> <li>• Performs other organisational delegated administrative functions promptly, as requested and required</li> </ul>	<ul style="list-style-type: none"> <li>• Administrative functions completed in a timely manner</li> <li>• Departmental and organisational standards and requirements are met</li> </ul>
<b>Department meetings</b>	<ul style="list-style-type: none"> <li>• Attends and actively participates in managerial meetings as required</li> </ul>	
<b>Teaching</b>	<ul style="list-style-type: none"> <li>• Participates in teaching sessions for RMO, SMO, nurses and other healthcare workers when requested</li> </ul>	<ul style="list-style-type: none"> <li>• Teaching sessions provided as applicable</li> </ul>
<b>Performance Review</b>	<ul style="list-style-type: none"> <li>• Participates in an annual personal performance and development review</li> </ul>	<ul style="list-style-type: none"> <li>• Annual performance review and new development plan completed</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> </ul>

Key Accountability	Deliverables / Outcomes	Key Performance Indicators / Measures
		<ul style="list-style-type: none"> <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



## 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>Strategic Agility</b>	<ul style="list-style-type: none"> <li>• Sees ahead clearly</li> <li>• Can anticipate future consequences and trends accurately</li> <li>• Has broad knowledge and perspective</li> <li>• Is future oriented</li> <li>• Can articulate visions of possibilities and likelihoods</li> <li>• Can create competitive strategies and plans</li> </ul>
<b>Motivating Others</b>	<ul style="list-style-type: none"> <li>• Communicates a compelling and inspired vision</li> <li>• Creates a climate in which people want to do their best</li> <li>• Can motivate many kinds of direct reports and team or project members</li> <li>• Empowers others</li> <li>• Invites input from each person and shares ownership and visibility</li> <li>• Makes each individual feel his/her work is important</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>Total Work Systems</b>	<ul style="list-style-type: none"> <li>• Is dedicated to providing organisation-wide common systems for designing and measuring work processes</li> <li>• Seeks to reduce variances in organisation processes</li> <li>• Delivers the highest quality products and services which meet the needs and requirements of internal and external customers</li> <li>• Is committed to continuous improvement</li> <li>• Leverages technology to positively impact quality</li> <li>• Is willing to re-engineer processes from scratch</li> <li>• Is open to suggestions and experimentation</li> <li>• Creates a learning environment leading to the most efficient and effective work processes</li> </ul>
<b>Building Effective Teams</b>	<ul style="list-style-type: none"> <li>• Blends people into teams when needed</li> <li>• Creates strong morale and spirit in her/his team</li> <li>• Shares wins and successes</li> <li>• Fosters open dialogue</li> <li>• Lets people finish and be responsible for their work</li> <li>• Defines success in terms of the whole team</li> <li>• Creates a feeling of belonging in the team</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>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>



Competency	Behaviours
Planning	<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>

## Experience and Capability

Essential qualifications, skills and experience

### A. Knowledge, Skills & Experience:

- Experience in the delivery of Infection services to comply with all regulations (NZ) and International Best Practise (HGSA)
- Knowledge of Infection Prevention and Control standards and regulatory requirements
- Knowledge of training requirements for Infectious Diseases and/or Infection Prevention and Control
- Experience in financial management within the health sector.

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

- FRACP (or equivalent) in Infectious Diseases
- Vocational Registration, Infectious Diseases with the MCNZ

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

- Communication at all levels
- Honesty and integrity
- Professional standards

**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.