

Position Description | Te whakaturanga ō mahi

Health New Zealand | Te Whatu Ora

This position description is intended as an insight to the main tasks and responsibilities required in the role and is not intended to be exhaustive. It may be subject to change, in consultation with the job holder.

Title	Senior Medical Officer (SMO) – Urgent Care
Reports to	Clinical Leader – Kenepuru Accident and Medical Clinic (Clinical) Operations Manager (Outpatients) Community, Allied Health and Older Adults (Operational)
District	Capital, Coast and Hutt Valley
Location	Kenepuru Hospital, Porirua
Department	Kenepuru Accident and Medical Clinic
Date	17/07/2026
Salary band (indicative)ⁱ	As per ASMS SECA
Children's Worker roleⁱⁱ	Yes

Better Health, Better Care, Every Day.

Health New Zealand | Te Whatu Ora is committed to providing high-quality healthcare for all New Zealanders. We are focused on improving access to care, delivering better health outcomes, achieving national health targets, and ensuring the long-term sustainability of our health system.

We know that great healthcare starts with great people. That's why we are committed to building a high-performing, inclusive workplace where our people are supported to grow, contribute, and make a real difference for patients, whānau, and communities across Aotearoa.

About the role

The primary purpose of the role is to:

Provide consistently high standards of medical care to patients presenting to Kenepuru Accident and Medical Clinic (KAMC).

The Senior Medical Officer (SMO) role/ Urgent Care Fellow (Vocationally registered in Urgent Care with the Medical Council of New Zealand (MCNZ) & Urgent Care Physician (FRNZCUC) is based at KAMC, in Kenepuru Hospital, Porirua.

The SMO 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

KAMC sits within the Community, Allied Health and Older Adults Group. This Group is district wide across Capital, Coast & Hutt Valley.

KAMC sees approximately 36,000 patients per annum and serves the community and population of the Porirua basin. It is an RNZCUC accredited clinic, employs Urgent Care Physicians, and contracts with independent medical staff as well as linking with local GPs to cover the roster.

KAMC provides a 24/7 service for assessment and management of injury or medical problems that are sudden, unexpected or unplanned, which are non-life or limb threatening, but which require urgent clinical care. It is expected the post holder will participate in day, evening and weekend shifts across the roster. KAMC provides primary urgent after hours care and provides a supportive link between community primary health services and tertiary hospital services.

KAMC is staffed by Capital, Coast & Hutt Valley employed nurses and administrative staff and being able to work collaboratively with the multidisciplinary team is essential. The post holder will educate and mentor Registrars and House Officers in accordance with requirements of the New Zealand Medical Council. The team will assess and triage and appropriately onward refer to Wellington or Hutt Emergency Departments any patients that are requiring a greater complexity of care.

Key Result Area	Expected Outcomes / Performance Indicators
1. Clinical practice	Deliverables/Outcomes: - Assesses, diagnoses and manages appropriately patients within the clinical setting in which the Consultant is working by; - Consulting and liaising with other professionals involved with the patient. - Participating in the education of the patient and relevant others about his/her illness and treatment. - Obtaining informed consent for proposed treatment/procedures. - Taking part in relevant multidisciplinary team meetings and discussing the care of patients. - Providing the level of service as specified in the yearly output targets. - Adhering to the protocols, guidelines and practice standards pertaining to the area of clinical practice. - Practicing in a manner consistent with established ethical standards as provided by the Medical Council of New Zealand. - 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. - Providing a quality service in accordance with Service objectives and within the available resources. - Participating with other Medical Staff in providing equitable sharing of the clinical service load, both inpatient, community and outpatient - Acting as a consultant to other health professionals.

	- Ensuring that Statutory and Regulatory requirements are adhered to in practice and documentation. - Maintaining and participating in the roster Measures: - Assessment and management plans are clearly documented and implemented. - Practical expertise is demonstrated in diagnostic and therapeutic procedures undertaken. - The benefit to the patient from joint management of appropriate professionals is demonstrated. - It is demonstrated that the patient understands appropriately the management or intervention of the illness. - Helpful communications and explanations are given in ensuring patients are aware of and in agreement with proposed treatment. - The dignity and humanitarian needs of the patient, the patient's family and cultural background are taken into account. - The yearly output targets are met. - All such protocols and practice standards are adhered to. - That the appropriate and established ethical standards of practice are met. - Patient case notes, documentation and diagnosis accuracy is of a high standard - Work is performed in collaboration with medical colleagues, nurses, and other health professionals involved in ongoing management of the patient. - Harmonious working relationships are maintained with staff and individuals within and outside the service. - 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. - Assists with the provision of statistics, reports and service data. - Roster obligations are fulfilled. - Professional advice is given when requested to other health professionals about patient care. - An active role is taken in teaching sessions/courses for registrars, house surgeons & nursing staff. - All such legal and statutory duties are undertaken and performed appropriately e.g., Medical Practitioners Act, ACC, Coroners Act, Drugs Act.
2. Leadership	Deliverables/Outcomes: - Provides advice as requested relevant to the development of an annual service plan - Participates in teaching sessions for Registrars - Participates in teaching sessions for other RMO, Junior House Officers and Medical students, when requested - Participates in staff training at all levels when requested - Participates in educating and training undergraduate and graduate, medical and paramedical staff.

	- Assists Clinical Leader to establish and maintain clinical engagement in the service. - Understands strategic goals and assists Clinical Leader to maintain and promote Service & organisational goals - Role models effective and efficient administrative functions Measures: - There is evidence of attendance at forums that should lead to engagement and involvement in solving problems - There is evidence of active engagement with and developmental conversations and performance reviews of RMOs and other staff - Feedback from Clinical Leader - Evidence of an understanding of the services long-term goals and plans - Harmonious working relationships are maintained with staff and individuals within and outside the service. - Timely advice is provided to Clinical Leader on trends in the specialty, predicted needs and future developments to provide input to strategic and operational plans. - Assists with the provision of statistics, reports and service data. - Roster obligations are fulfilled - Prompt responses as required e.g. Coroners Reports, HDC responses, ACC paperwork
3. Professional development	Deliverables/Outcomes: - Is enrolled in recognised Continuing Professional Development (CPD) program and keeps up to date with requirements of the program - Maintains membership of appropriate professional College - Participates in an annual personal performance and development review - Initiates and participates when appropriate in clinical research approved by the Research Ethics Committee and as requested by or negotiated with the Clinical Leader or operational leader Measures: - Supplies a copy of yearly CME record from that program for Service personal record - Supplies an updated personal CV for Service personal record - Undergoes annual appraisal - College membership maintained - There is an annual performance assessment done. - Clinical research is completed and ethical guidelines followed
4. Continuous improvement and innovation	Establish a culture of continuous improvement, ensuring linked and cohesive organisational 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.

Key Result Area	Expected Outcomes / Performance Indicators
Access and Outcomes	• Supports efforts to improve access to services and achieve better outcomes for the communities we serve. • Uses evidence and insights to identify barriers and opportunities for improvement. • Contributes to inclusive, responsive, and effective service delivery.
Te Tiriti o Waitangi	• Demonstrates a commitment to understanding and applying Te Tiriti o Waitangi in a practical and appropriate way. • Supports initiatives that improve outcomes for Māori and strengthen relationships with Māori partners and stakeholders. • Contributes to an inclusive workplace that values diversity and supports the attraction, development and retention of Māori employees.
Health & safety	• Exercises leadership and due diligence in Health and Safety matters and ensures the successful implementation of Health and Safety strategy and initiatives. • Takes all reasonably practicable steps to eliminate and mitigate risks and hazards in the workplace that could cause harm, placing employee, contractor and others' health, safety, and wellbeing centrally, alongside high-quality patient outcomes. • Leads, champions, and promotes continual improvement in health and wellbeing to create a healthy and safe culture.
Compliance and Risk	• Takes responsibility to ensure appropriate risk reporting, management and mitigation activities are in place. • Ensures compliance with all relevant statutory, safety and regulatory requirements applicable to the Business Unit. • Understands, and operates within, the financial & operational delegations of their role, ensuring peers and team members are also similarly aware.

Matters which must be referred to your manager

- Employees are expected to escalate matters early to ensure patient safety, service, continuity and compliance with organisational and legislative requirements.

Relationships

External	Internal
• Contractors • Porirua After Hours Medical Centre • GPs • PHOs • Wellington & Hutt ED • Other urgent care clinical networks & groups	• Clinical Director – Hospital Operations • Clinical Leader - KAMC • Group Manager – Community, Allied Health & Older Adults Directorate • Operations Manager - Community, Allied Health & Older Adults Directorate

- KAMC Charge Nurse Manager
- KAMC Practice Administrator
- Nursing team
- Nurse Director
- Nurse Practitioners
- RMOs

About you – to succeed in this role

You will have

Essential:

- Vocationally registered in Urgent Care by the Medical Council of New Zealand, with a current APC, or be able to register for vocational registration with the MCNZ
- Member of the Royal New Zealand College of Urgent Care (RNZCUC)
- Advanced cardiac life support (ACLS) certification, as defined by the RNZCUC as mandatory
- Able to provide consistently high standards of medical care
- Work in collaboration with multidisciplinary team
- Commitment to clinical and communication excellence

You will be able to

Essential:

- Deliver results through effective planning, sound judgement, and personal accountability.
- Build trusted relationships and works collaboratively to achieve shared goals.
- Communicate clearly and adapts their approach to different audiences and situations.
- Demonstrate curiosity, adaptability, and a commitment to continuous improvement.
- Maintain high standards of professionalism, integrity, and ethical behaviour.
- Contribute to a positive, inclusive, and safe working environment.
- Take responsibility for their own development and supports the development of others where appropriate.

ⁱ Salary band reference is for internal benchmarking and role sizing purposes only. The salary band designation is not a term or condition of employment and may be changed by the HNZ. Changes to the salary band will not affect an employee's current salary or remuneration.

ⁱⁱ The Children's Act 2014 makes provisions for the protection of children and helping them thrive, achieve and belong. At Health New Zealand, we safety check every children's worker. The purpose of this safety check is to reduce the risk of harm to young people and is a legal requirement for those employed in work that involves contact with children and young people including face-to-face, over the phone, or email contact. It is part of our commitment to ensuring the wellbeing and safety of children and young people. Your continued employment with Health NZ is conditional on a satisfactory safety check.