



# POSITION DESCRIPTION

## Rata Poumatua Medical Officer

### Taumata Korero | Hauora Hokianga Vision and Values

#### Tirohanga Matua – Our Vision

Whānau Oranga

Kia eke rawa te taumata manaaki tāngata, manaaki whānau, manaaki kainga

*achieved through collaboration and service excellence*

#### Ngā Pou Matua – Guiding Principles

To achieve our vision, we are committed to:

- Te Tiriti o Waitangi, the founding covenant of Aotearoa New Zealand,
- Equitable health and wellbeing outcomes,
- Provision of high-quality, integrated, and holistic health and wellbeing services,
- Offering a service with no cost at the point of need.

#### Ngā Whaingā Matua – Our Values

##### Rangatiratanga

leadership role modelled at all levels that supports self determination over one's health and wellbeing

##### Manaakitanga

expressed by extending respect, humility, kindness and honesty

##### Whanaungatanga

created through shared experiences and working together, demonstrated by effective relationships and collaboration

##### Wairuatanga

enhanced by celebrating identity and uniqueness that promotes a culture of holistic wellbeing

### Turanga Mahi | The Position

**Reports to:** Clinical Director

**Department/Team:** Medical

**Job Status:** Full-Time

**Direct reports (if applicable):** n/a

**Delegated Financial Authority (if applicable):** n/a

**Last updated:** 05 June 2024

#### Position Purpose

The purpose of the Medical Officer position is to provide medical services for general medicine, emergency patients and inpatients.

### Kawenga Tikanga | Key Accountabilities

Key Result Area	Expected Outcomes
Clinical Services	<ul style="list-style-type: none"> <li>• Diagnose and treat a wide range of health problems, adopting an incremental and evidence-based approach to investigation, and assessment, responding to patient risk safely and effectively</li> <li>• Provide safe, competent and respectful service to patients in the management of their conditions and according to their clinical priority</li> <li>• Implement treatment plans for patients, including ordering appropriate investigations, acknowledging results and acting upon abnormal results in a timely fashion</li> <li>• Assist nursing staff with unfamiliar procedures</li> <li>• Assist in the teaching of GTP registrars and other medical trainees, including trainee interns, as applicable within scope of MCNZ registration</li> <li>• Delegate tasks and responsibilities appropriately to clinical support staff assessing task complexity against assessed skill levels of individuals</li> <li>• Arrange transfer of patients from clinics, urgent care and/or acute ward to other secondary/ tertiary care facilities, after appropriate telephone consultation with the facility. Transfer documentation is to include appropriately detailed clinical information, and a record of investigations and treatment</li> </ul>

	<ul style="list-style-type: none"> <li>• Integrate a psychological, social, cultural and holistic knowledge of the patient and apply this understanding to practical care planning through patient-centered approaches, including shared decision making</li> <li>• Communicate adequately with patients on their condition and treatment, ensuring at all times patient's rights are protected and all consents required are acquired before treatment</li> <li>• Provide comprehensive and appropriate records for patients who are seen and be responsible for ensuring that such records are available in accordance with normally accepted procedures</li> <li>• Report promptly any usual incidents</li> <li>• Keep informed of developments in area of practice and maintain own skills and knowledge</li> <li>• Assist with the development of clinical policy in conjunction and collaboration with colleagues</li> <li>• Actively participate in processes regulating performance and accountability, including quality assurance measures, medical audit and medical peer review</li> <li>• Ensure that reporting requirements for agencies such as Department of Social Welfare, ACC, Health New Zealand/ Te Whatu Ora and New Zealand Police are fulfilled, and the accurate and timely completion of death certificates.</li> </ul>
<b>Professional and Patient Responsibility</b>	<ul style="list-style-type: none"> <li>• Responsible and accountable to the statutory authorities such as the Medical Council, including relevant policy statement and guidelines</li> <li>• Responsible and accountable to the ethical codes and standards of relevant professional associations</li> <li>• Apply empathetic manner to users of health services, including being culturally sensitive to all decisions and actions</li> <li>• Ensure patients receive appropriate and clearly explained information regarding their clinical condition and its management</li> <li>• Attend promptly to patient complaints and observe Hauora Hokianga procedures to resolve their concerns, including offering the services of a Patient Advocate if required</li> <li>• External communications (representing the Trust) are in keeping with the Trust's philosophies, goals, policies and strategies.</li> </ul>
<b>Communication / Teamwork</b>	<ul style="list-style-type: none"> <li>• Foster a team environment with other medical and nursing staff so that together you provide patients with care which is patient centered, coordinated, proactive and planned</li> <li>• Ensure clear communication with nursing staff for changes and updates in medical orders</li> <li>• Inform patients and when necessary relative / caregivers of treatment and procedures and provide the opportunity to ask questions relevant to their particular needs</li> <li>• Be willing to provide advice and assistance to other doctors and health professionals within the organisation when required</li> <li>• Maintain effective interpersonal relationships with staff, patients and relatives / caregivers</li> <li>• Be willing to provide teaching for health professionals, including both undergraduate and postgraduate</li> <li>• To co-operate with management and other staff in achieving the performance and financial objectives of Hauora Hokianga</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Participate in regular clinical meetings with other clinical staff</li> <li>• Ongoing CME is maintained at least at the level required to maintain ongoing accreditation through the maintenance of professional standards of the New Zealand Medical Council</li> <li>• Participates in mandatory training as appropriate within the organisation</li> <li>• Performance objectives reviewed at agreed intervals</li> </ul>

	<ul style="list-style-type: none"> <li>• Be committed to maintaining and updating your own knowledge and skills</li> </ul>
<b>Clinical Governance</b>	<ul style="list-style-type: none"> <li>• Support the organisational clinical strategic direction</li> <li>• Participate in forums for the purpose of providing clinical background and guidance for innovative programmes</li> </ul>
<b>Quality and Continuous Improvement</b>	<ul style="list-style-type: none"> <li>• Promote and maintain a quality improvement approach to your work</li> <li>• Participate in regular clinical audit and service development meetings including case reviews and critical incidents</li> <li>• Participate in complaints processes to enable effective resolution of complaints</li> <li>• Demonstrate a positive personal commitment to the culture of continuous quality improvement by ensuring quality values are integrated into personal daily practice</li> <li>• Actively contribute to the implementation and ongoing maintenance of continuous quality improvement processes to meet accreditation and certification requirements</li> <li>• Provide a high standard of care for the community of Hokianga</li> <li>• Identify and manage risks to the quality of care</li> <li>• Practice within the requirements of the Code of Patients Rights, The Privacy Act and the Treaty of Waitangi</li> <li>• Research undertaken is robust and well considered</li> </ul>
<b>Health, Safety and Wellbeing</b>	<ul style="list-style-type: none"> <li>• Demonstrate a good understanding of Health and Safety in the healthcare environment.</li> <li>• Manage own personal health and safety, and takes appropriate action to deal with workplace hazards, accidents and incidents.</li> <li>• Comply with relevant safety legislation, policies, procedures, safe systems of work and event reporting.</li> <li>• Seeks to prevent potential hazards in the work environment.</li> <li>• Report all incidents/accidents, including near misses in a timely fashion. Actively encourage you peers to work in a safe manner</li> <li>• Work towards creating an atmosphere where staff support each other and workplace violence and bullying is not tolerated</li> <li>• Knows locations and current functioning of emergency equipment.</li> <li>• Makes prompt arrangements for structural and equipment defects to be repaired.</li> </ul>

## Kawenga Matauranga | Knowledge, Skills and Experience

### Qualifications

#### Essential

- Appropriate clinical qualifications, eligible for registration in New Zealand
- Current annual practicing certificate from the Medical Council of New Zealand in the relevant scope of practice
- Current driver's license

#### Desirable

- Fellowship of the Royal New Zealand College of General Practitioners or similar, and/or
- Fellowship of the Division of Rural Hospital Medicine or similar

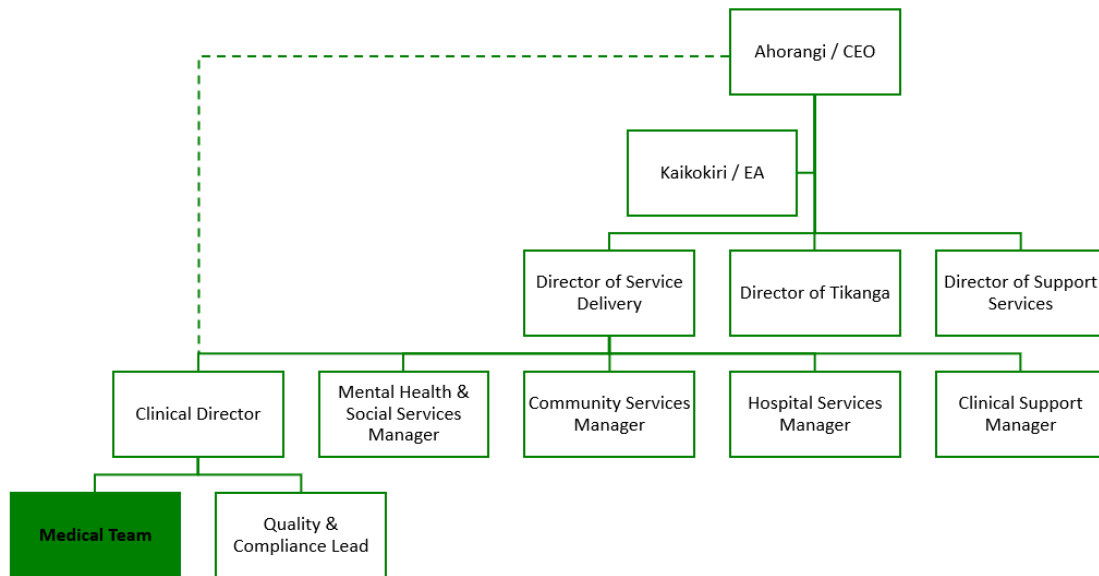
### Knowledge, Skills and Experience

- Understanding of the significance of and obligations under Te Tiriti o Waitangi, including how to apply Te Tiriti principles in a meaningful way in your role.
- Understanding of, or willingness to develop knowledge and engage with Te Ao Māori - Tikanga, Kaupapa, Te Reo and Rongoā.
- Demonstrated knowledge and understanding of Māori culture and issues affecting Māori communities and whanau.

- Knowledge and empathy for bi-culturalism and practices in a manner, which the patient determines, is culturally safe
- 4+ years’ post graduate experience including acute and general practice
- After hours / urgent care experience highly desirable
- Knowledge of quality system and evidence-based practice
- Demonstrated ability to apply clinical skills flexibility, creatively adaptively and autonomously
- Ability to access and interpret relevant research
- Effective verbal and written communication skills including reporting writing
- Excellent time management and organisational skills including ability to balance competing priorities
- Exhibits total commitment to patient-oriented care and quality standards
- High level of relationship building and interpersonal skills including conflict management and de-escalation skills
- Ability to engender confidence, trust, harmony and rapport with patients and patient’s immediate family and social network
- Ability to provide leadership and direction among health professionals
- Demonstrated willingness to work as part of a multi-disciplinary team
- Commitment to continuing education and skill development
- Ability to work flexible hours as required
- Proficiency in Microsoft Office applications i.e.: Word, Excel, PowerPoint, Sharepoint and Outlook
- Recognises patient rights to be treated as an individual and with equity, including a sound understanding of and respect for the social, cultural and spiritual norms of others.
- Ability to act with sensitivity regarding rights to privacy and confidentiality.

## Kawenga Whanaungatanga | Relationships

### Your place in Hauora Hokianga



#### Key Internal Relationships

- CEO and Executive Team
- Trust Board
- Medical team
- Other managers and staff

#### Key External Relationships

- NGOs, PHEs, MoH
- Professional bodies
- Groups, whānau and individuals from the community

## Tuhinga Whakaae | Acknowledgement and Approval

### Organisational Requirements

Employees are expected to support the aims and objectives of Hauora Hokianga through:

- Understanding and implementation of Hauora Hokianga's strategic plan and objectives.
- Being aware of and adhering to Hauora Hokianga's policies and procedures.
- Participating in quality and continuous improvement.
- Demonstrating a commitment to our organisational shared values.

Key responsibilities and accountabilities for this position should not be considered definitive. Accountabilities and outcomes may be added, deleted or modified, in consultation with staff as necessary. Knowledge, skills and experience required will be reviewed in line with performance review and development process unless required earlier.

**Employee Signature:**

**Date:**

**Manager Signature:**

**Date:**

---