**The West Coast District Health Board is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.**

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| **Position Title:** | **Physician, General Medicine** | |
| **Reports to:** | **Operations Manager Hospital Services** | |
| **Professional Accountability:** | **HOD/ Chief Medical Officer** | |
| **Key Relationships:** | Internal:   * HOD’s * Senior and Junior Medical Staff * Clinical Nurse Managers * Nurse Practitioners * Rural Nurse Specialists * Central Booking Unit and Outpatient Department Coordinators * General Practitioners and Primary Care Nurses | External:   * Patients * Family/significant others/Whanau * PHO * Maori Health Providers * NGO’s Eg St John * Regional DHB’s |
| **Professional Support:** | * Physician Colleagues (locally) * Chief Medical Officer WCDHB * Department of Medicine CDHB | |
| **Role Purpose:** | This Position Description describes a Physician role scoped in General Medicine, providing high quality and effective services for the community of the West Coast, based at Grey Base Hospital/ IFHC. This Position Description outlines this role.  **PRIMARY OBJECTIVES**  To provide high quality and effective, emergency care for the community of the West Coast, based at Grey Base Hospital.  Provide rostered duties and on call cover in an on-site senior Generalist Physician role at Grey Base Hospital, within their capabilities, with specialty services support from Canterbury DHB. Additional Generalist support for other services, within their scope, may also be required.  Provide clinical support to primary care colleagues including RNS, NP’s, and Midwives colleagues throughout the West Coast.  Plan, develop, and facilitate service provision for patients with a focus on service integration, quality care and clinical improvement, emphasising patient safety, equity of access, consumer participation, effectiveness, appropriateness and efficiency. | |
| **Complexity:** | The most challenging duties typically undertaken or most complex problems solved would be practicing at or above the level of a vocationally registered Medical Officer. | |

**KEY ACCOUNTABILITIES:**

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| **The Doctor is responsible for:** | **The Doctor will be successful when:** |
| 1. **Health and Safety**   Maintaining a high quality, safe and secure work environment by following relevant West Coast DHB and divisional policies, protocols and standards. | * The Doctor will be responsible for their own safety and will ensure that no action or inaction on their part will cause harm to any other person. * The Doctor will abide by the Organisation’s Health and Safety Plan and will participate in plan development and Health and Safety Training as appropriate. The Doctor will bring health and safety issues to the attention of the Service Manager in a timely fashion. |
| 1. **Quality**   Ensure a quality service is provided in your area of expertise by taking an active role in quality activities, identifying areas of improvement. | * The Doctor will be expected to partake in credentialing and audit processes and to assist in the development of these and other quality assurance processes and quality activities. * The Doctor will be expected to contribute to the clinical governance and clinical leadership of the organisation. * The Doctor is required to undertake their clinical responsibilities and 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 Association’s code of ethics * The Royal Australasian College of Physicians * The New Zealand Medical Council * The Health and Disability Commissioner * The WCDHB’s policies and procedures providing these are consistent with other provisions in this agreement |
| 1. **Clinical Practice**   Providing quality health care | * Being a member of the appropriate clinical team, providing safe, competent and respectful management of patient conditions according to clinical priority, both within and outside the hospital. * Responding immediately and appropriately to any life-threatening situation, summoning assistance as required. * Conduct regular Outpatients sessions in General Medicine to see new referrals and review patients from those referred to the service by General Practitioners and other hospital specialist colleagues. Clinics will be provided at: * Westport * Reefton * Greymouth * Hokitika * Undertake care of medical inpatients and outpatients, and other aspects as outlined in Clinical Duties. * Participate in regular planned patient care related activities at CDHB. * Assessing and diagnosing patients using clinical skill and investigative procedures available within the hospital, and clinical support from CDHB. * Perform duties in a timely manner and in accordance with agreed work schedules and rosters. * Be readily contactable when on call and able to attend within an acceptable time frame (15 minutes). * Supervision and teaching of Junior Doctors and Medical Students, as well as Nursing, Allied Health students and recent graduates as appropriate. * Regular participation in CME activities at WCDHB and CDHB. * Participation in a continuing professional development program that satisfies the Medical Council of New Zealand. * Maintenance of resuscitation skills. * Planning, ordering and reviewing treatment as appropriate, in collaboration with clinical colleagues. * Reviewing formal radiology and laboratory reports generated by the Emergency Department in a timely manner and ensures those patients who need a change of treatment receive it. * Providing Telehealth support (via telephone and videoconference) to General Practitioners and rural nursing colleagues around the West Coast when required by discussing clinical conditions and providing advice and support. * Providing Rural Hospital Medicine services to other areas on the West Coast from time to time as required. * When necessary, arranging transfer of patients to Christchurch hospital or other hospital as required, ensuring that the receiving team are aware of the pending transfer and appropriate handover information is provided. * Being part of the handover between the health care teams ensuring high quality continuity of care at the completion of a rostered duty. * Providing quality health care in other areas of the West Coast health system, dependant on the skill set and interests of the Doctor, and the requirements of the organisation, in collaboration with the health team of Specialists, Junior Doctors, Nursing and Allied Health colleagues. This may include (but is not limited to) General Practice, Health Care of the Elderly, Anaesthetics, General Medicine and Mental Health. |
| 1. **Non-Clinical Practice** | * Non-clinical duties must include 2/3 of time spent on portfolio based work for the WCDHB. There is an expectation that this output will contribute to the department in a positive way. |
| 1. **Administration** | * Liaising with police, Oranga Tamariki (CYPS), TACT, CAMHS and other statutory services including appearing in court if required. * Being familiar with the West Coast District Health Board’s Disaster Plan as it relates to the accident and emergency department. |
| 1. **Patient Communication** | * Ensure the effective communication with patients, families, whanau, significant others and caregivers in a sensitive manner. * Obtaining informed consent prior to treatment when appropriate. * Awareness of the role of the patient advocate, and of cultural concerns and patient rights as outlined in the Health and Disability Services Consumers’ Rights. * Informing patients, and when necessary their relatives or caregivers, of the proposed treatment and providing the opportunity for questions to be asked. |
| 1. **Management** | * Reporting promptly to the General Manager Hospital Services any unusual incidents or occurrences, especially those which may give rise to complaints or legal action against the West Coast District Health Board. * Providing advice as requested by the General Manager Hospital Services or Chief Medical Officer. * Providing reports to any lawful agency or hospital department when appropriate and requested. * Communicating with General Practitioners, community providers and other hospital staff where required. * Making comprehensive and appropriate records of patients seen, and being responsible for ensuring that such records are available in accordance with normally acceptable procedures and hospital policy. * Attending and contributing to West Coast District Health Board Senior Medical Staffing meetings. * Developing and maintaining a close working relationship with other neighbouring District Health Boards, Accident & Emergency Department, Primary Practices and Rural Clinics. |
| 1. **Staff** | * Liaising with hospital medical staff, both at Grey Base Hospital and Christchurch Hospital as required providing high quality safe patient care. * Instructing, monitoring, advising and supervising the clinical work of junior medical staff/ medical students/Nurse Practitioner interns who may be in attendance in the service or within specific Rural Medicine or General Practice training programmes. * Work in partnership with Nursing staff, Midwives and Junior Doctors to establish thorough teaching and support to co-workers, in turn, providing high quality patient care. |
| 1. **Continuing Professional Education and Research** | * The Doctor will be responsible for keeping abreast of relevant literature, not only on clinical matters, but also on clinical governance topics such as auditing, performance appraisals and quality assurance and avail of opportunities to attend relevant conferences. * The Doctor will respond positively to requests to provide education for members of the health care team. * The doctor will be encouraged to undertake research during regular hours as time permits within the policies of the West Coast DHB. * A sound understanding of the legal framework surrounding medical practice in New Zealand is required. * Knowledge of factors impacting on the health status of Maori and other cultures is required. * With approval, the Doctor will attend post-graduate medical meetings, report back to colleagues on conferences attended, and ensure that their area of clinical expertise/ knowledge is up to date. |
| 1. **General Considerations** | * The Doctor shall be aware of the financial constraints that the West Coast DHB works under, and at no time will they authorise idiosyncratic spending. * Situations which have financial and resource implications will be discussed with the Chief Medical Officer and/or the General Manager, hospital Services. * All documentation relating to hospital and general matters should be dealt with promptly. * The Doctor will take an active role in health promotion and disease prevention. * The Doctor will participate in formulating policies that will direct the organisation’s activities in this area and advise other professionals accordingly, in order to reduce reliance on hospitalisation and improve the overall health of people on the West Coast. * This job description gives a general outline of the duties and is not intended to be an inflexible or finite list of duties. It may therefore be amended from time to time. * This will be variably based on the applicants sub specialty interests and the needs of the hospital. This may encompass one or more of the following: inpatient/outpatients duties, research, laboratory/diagnostic activities. It is envisaged that time will be allotted for such visits in discussion with the Department and the Physician. |
| 1. **Workplace Responsibilities** | * Actively participate in the on call roster, which is indicatively a 1:4 on call roster, but may vary from time to time. * Be readily contactable when on call and able to attend within an acceptable time frame (15 minutes). * Assess patients and initiate appropriate treatment within recognised national/ international best practice guidelines. * Practicing in a culturally safe manner as per the principles of the Treaty of Waitangi. Demonstrating commitment to the principles of health care delivery as described by the Health and Disability strategies. |
| 1. **Shift Responsibilities** | **Daytime duties:**   * Ward work, outpatient work, attendance at departmental professional development meetings at both WCDHB and CDHB (via videoconference if appropriate) and participating in organisational meetings.   **On call duties:**   * Participation in on call roster, covering weekdays, weeknights, weekends and public holidays at a frequency of 1:4. On site Resident Doctors support at PGY2 level (2nd post graduate year) and above. * For each 24-hour period of acute on call, the Physician will be available at all times for consultation. Patients whose condition warrants may need to be seen by the consultant at any time during the 24-hour period. * Daily contact made with Registered Medical Officers (RMOs) to review any problems. * Routine ward rounds are to be carried out at 0800 hours daily with the relevant Clinical Nurse Management and Physician team. * Patients admitted under the Physician’s care to the Critical Care Unit should be visited frequently to ensure continuity of care. * Ensure that a weekly ward meeting takes place with the nursing and appropriate allied health staff (i.e. OT, Physio etc) to discuss patient management. * Ensure patients are discharged appropriately and promptly during the week. Arrangements to be made for weekend discharge where appropriate. Ensure arrangements are made for monitoring of any seriously ill patients over the weekends or public holidays. * A discharge summary is required to be sent to the patient’s GP within 2 working days of discharge (and preferably given to the patient prior to discharge). The RMO may do this but the consultant is responsible for ensuring that all necessary information is provided in these summaries. |

**PERSON SPECIFIC:**

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| **Qualifications and Experience** *(indicate years of experience required and level of learnings)* | |
| **Qualifications Skills And Experience**   * A minimum of general registration with the Medical Council of New Zealand. * Vocational Registration as Specialist Physician in Internal Medicine, or equivalent. * Competence in independent practice within Rural Generalist context. * Ideally, the following competencies: * Competence within an Emergency Department/ Rural Hospital/ General Practice setting * Competence in acute paediatric diagnostic and procedural skills, and emergency management of the unwell child * Competence in providing orthopaedic first aid, and the emergency department management of non operative orthopaedic injuries * Competence in acute adult medical diagnostic and emergency procedural skills and stabilisation of the unwell adult * Competency in long term condition management * Current EMST, APLS and Level 7 Resuscitation Certificate, STABLE, ALSO and new born life support (or equivalent) recommended. * Experience in working in a small hospital is preferred but not essential. | **Person Specification**   * Respect for, and an ability to co-operate with colleagues, have competence in teamwork and an understanding of the roles of other health professionals and healthcare teams. * The capacity to be a critical thinker, capable of weighing, evaluating and integrating new information into his or her understanding of issues. * An awareness of his or her professional limitations, and a willingness to seek help when these limitations are met. * A willingness to expand their skillset if above range of competencies not currently met. * The ability and willingness to facilitate the learning experience of individuals, groups and communities, both within and beyond the health sector. * A dedication to appropriate ethical behaviour, based on a well developed awareness of their moral values, knowledge and application of their principles of medical ethics. * A commitment to advocate for the health needs of individuals and communities. * A caring and empathetic attitude to others. * Respect for patients and a dedication to work with patients to optimise their health and wellbeing. * A broad range of clinical general medicine skills. |

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed in this job classification. Employees may be requested to perform job related tasks other than those specified.

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| *Signed on behalf of the West Coast District Health Board* |  | *I accept the terms and conditions as outlined in this Position Description* |
| ***Date:*** |  | ***Date:*** |
| ***Name:*** |  | ***Name:*** |
| ***Position:*** |  | ***Position:*** |
| **West Coast District Health Board** |  | **West Coast District Health Board** |
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