POSITION DESCRIPTION – General Practitioner/Senior Medical Officer

Position Details

Title: General Practitioner / Medical Officer

Department: Auckland Regional Public Health Service (ARPHS)

Reports to: Medical Operations Manager

Professional Accountability: ARPHS’ Clinical Director

Position Purpose and Main Duties

The General Practitioner / Medical Officer is expected to:

- Meet ARPHS’ core competencies as outlined in the *ARPHS’ Core Competencies for MOs/GPs* document.
- Contribute to meeting the *Scope of Practice for ARPHS’ Public Health Medicine Specialists* as outlined in the document.

The main objectives of the position are:

- Provision of public health and clinical care services in assigned areas in support of ARPHS’ activities in the control of communicable disease. (For example, Legionellosis, Tuberculosis, Gastroenteric diseases)
- Provide a public health response to disease notifications; provide clinical advice to clinicians and support nurses and health protection officers while working within ARPHS multi-disciplinary Assessment and Management Team (AMT triages all incoming health protection work)
- Contribute to the provision of Refugee Health Screening services including medical screening and follow up of refugees and asylum seekers. [GP only] May assist with primary care services to quota refugees and detained asylum seekers while they are resident at the Refugee Resettlement Centre (MRRC).

Service Description

ARPHS delivers public health services on behalf of the three district health boards in the Auckland region.

ARPHS is a fully integrated public health unit delivering promotion, protection and screening programmes designed to improve the health and wellbeing of the populations of the Auckland region.

Ethical and Professional Standards

The GP/MO is required to undertake their clinical responsibilities and conduct themselves in accordance with best practice and relevant ethical and professional standards and guidelines in all matters relating to their employment, including involvement in a re-accreditation process, as determined from time to time by the:

- New Zealand Medical Association’s Code of Ethics
- [GP only] Royal New Zealand College of General Practitioners
- New Zealand Medical Council
- ADHB policies and procedures.
## Cover for Colleagues

All medical staff are expected to contribute in providing service cover for absent colleagues to ensure that processes, systems and workflow are maintained and that support for other staff remains in place, when colleagues are away on leave.

This may involve working in a different roster pattern within normal working hours

## Emergency Response

Should a public health or civil defence emergency arise, the GP/MO is expected to:

- Protect the health of the affected population in a civil defence emergency.
- Contribute to the implementing of emergency and pandemic incident response plans.
- Contribute to the implementation of ARPHS’ business continuity plan.
- Participate in emergency rosters to ensure work coverage during significant events

In anticipation of such events, the GP/MO is expected to:

- Participate in training and practise exercises to ensure familiarity with incident management processes

## Teaching and Supervision

The GP/MO is expected to:

- Contribute to registrar training as required from time to time
- Contribute to the training, mentoring and support of medical colleagues

## Professional Development and Education

The GP/MO is obliged to remain competent and knowledgeable in areas that impact on his or her areas of work. In consultation with the Clinical Director, attend educational opportunities/conferences relevant to their role and scope of practice.

- Undertake CME to be fully informed and where possible, practised in developments within the profession
- Attend ARPHS in–house medical Continuing Professional Development sessions as time and workload permits.

In general the GP/MO is expected to be responsible for their own professional development by:

- Attending educational opportunities relevant to the role.
- Participating in continuous improvement activities such as peer review.
- Actively maintaining competencies relevant to professional standards /accreditation
## Work Performance

The GP/MO is expected to

- Demonstrate leadership appropriate to their level of professional practice
- Contribute to the development of ARPHS' workforce within your area of influence

Fulfil your own responsibilities within ARPHS' performance review process by:

- Completing an annual personal development plan.
- Establishing annual goals, objectives, performance targets and strategies to meet these.

## Research

- Participate in relevant research activities, as agreed with the Clinical Director and the Medical Operations Manager.

## Departmental Meetings

- Attend regular team meetings
- Attend planning or other departmental meetings as required

## Quality Assurance, Quality Improvement and Risk Management

ARPHS is committed to the concept of quality improvement. As an employee you are expected to actively participate in quality improvement and risk management, both at a professional level and at a service level, as an integral part of your position. As the need arises, the MO/GP will be expected to:

- Participate in service audits
- Participate in service credentialing
- Participate in the development of clinical pathways, protocols and standard operating procedures
- Participate in quality improvement deliberations and processes to continually improve the delivery of the service
- Actively identify and assist in mitigating, risks to the service

## Treaty of Waitangi and Cultural Responsiveness

The Auckland Regional Public Health Service is committed to its obligations under the Treaty of Waitangi. As an employee you are required to give effect to the principles of the Treaty of Waitangi – Partnership, Participation and Protection

## Health & Safety

ARPHS is committed to achieving the highest standard of health and safety for its staff. All employees are expected to take initiative, identify, report and resolve issues that may cause harm to themselves or others in the organisation. As an employee of ARPHS, the health and safety of clients and colleagues, as well as your own, are your responsibility. You are expected to work safely at all times, to actively participate in health and safety programs in your area. It is expected that you will report all accidents and potential hazards to your manager.
Authorities - This position has delegated authority as per the ADHB Policy Manual.

| Professional Reports (if applicable): N/A | Budget Accountability (if applicable): N/A |

Relationships

<table>
<thead>
<tr>
<th>Internal Relationships</th>
<th>External Relationships</th>
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<tbody>
<tr>
<td>Clinical Director</td>
<td>External agencies on site at MRRC</td>
</tr>
<tr>
<td>ARPHS Service Manager</td>
<td>General Practice and Hospital-based Medical Practitioners</td>
</tr>
<tr>
<td>Medical Operations Manager</td>
<td>Other public health staff</td>
</tr>
<tr>
<td>Level Four Managers</td>
<td>Primary Health Organisations</td>
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<tr>
<td>Medical Officers</td>
<td>District Health Boards</td>
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<tr>
<td>Public Health Medicine Specialists</td>
<td>Relevant NGOs</td>
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<tr>
<td>Programme Supervisors</td>
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<td>ARPHS Staff</td>
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Person Specification

<table>
<thead>
<tr>
<th>Education and Qualifications</th>
<th>Essential</th>
<th>Desired</th>
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<tbody>
<tr>
<td>Professional</td>
<td>• Qualified health professional</td>
<td>• Post graduate study</td>
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<tr>
<td></td>
<td>• Registered Medical Practitioner with MCNZ</td>
<td>• Vocationally registered with Medical Council of NZ in the field of General Practice</td>
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<tr>
<td>Work Experience</td>
<td>• Experience in a multidisciplinary, multicultural environment</td>
<td>• Knowledge of New Zealand health sector</td>
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<td></td>
<td>• Five years experience in diagnostic medicine</td>
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Critical ADHB Competencies

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<tr>
<th>Competency</th>
<th>Description</th>
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| 1. Professional/Operational Performance | • Understands the importance of the public health service and actively seeks service improvements  
• Clearly articulates rationale for service delivery justifies prescribed actions and facilitates understanding by relevant parties that hold key relationships.  
• Demonstrates accountability for actions and responsibilities.  
• Demonstrates excellent time management skills.  
• Able to develop health promotion/community development initiatives.  
• Ability to work independently as well as in collaboration with individuals from the same profession as well as other members of a multidisciplinary team.  
• Ability to critically review own performance and continually improve service delivery  
• Ability to work with equilibrium under pressure and effectively assess their own (and team members) stress levels and identify coping strategies.  
• Is results oriented  
• Actively implements strategic guidelines                                                                                     |
|                                     | Weighting 5                                                                                                                                   |
### 2. People / Teamwork
- Collaborates with fellow team members and other work groups to achieve service objectives.
- Actively contributes to and accepts consensus decisions.
- Seeks opportunities to support others in achieving goals.
- Recognises and respects individual differences.
- Leads, communicates expectations, provides ongoing feedback and objectively evaluates performance.
- Demonstrated competence in performance management and conflict management.
- Ability to work as part of a team, participating actively and supportive of team objectives.
- Active listener
- Has the ability to manage and delegate tasks Demonstrates attributes of self motivation, flexibility and adaptability.

### 3. Leadership
- Operates and facilitates change by constantly building knowledge and skills to improve outcomes.
- Demonstrates an aptitude and willingness to think and work at a strategic level, developing an understanding of current health issues as it affects their discipline/profession.
- Utilises both innovation and analytical process to develop creative effective service delivery and workload action plans.
- Supports and encourages staff to continually improve service delivery in line with operational and strategic goals.
- Advocates and promotes the profession and professional practice.
- Supports and encourages staff to continually improve service delivery in line with operational and strategic goals.

### 4. Communication
- Actively listens, drawing out information and checking understanding.
- Expresses information effectively, both orally and in writing, adjusts language and style to the recipients and considers their frame of reference.
- Empathises with others and considers their needs and feelings.
- Understands complex issues
- Encourages others to develop and implement new ideas
- Ability to work with a variety of ethnic groups, and with people under stress
- Ability to communicate with speakers of English as a second language

### 5. Organisation
- Establishes a plan of action and achieves priority goals in conjunction with the Clinical Director.
- Manages workload/flow/conflicting demands, recognises and addresses barriers and appropriately manages changing priorities.
### 6. Value Diversity

- Displays cultural sensitivity
- Appreciates insights and ideas of all individuals and work effectively with these differences
- Provider of opportunities where differences and diversity of individuals can be celebrated.
- Ability to communicate with all people of different cultural groups in particular refugee and migrant populations
- Understands significance of Treaty of Waitangi
- Is able to demonstrate in practice the principles of the Treaty of Waitangi of partnership, protection and participation.
- Displays cultural knowledge and respect.
- Appreciates insights and ideas of all individuals and work effectively with these differences.

### 7. Change / Business Management

- Leads change and coaches staff to have ownership of the process
- Coaches staff to adapt and move through changes
- Demonstrated ability to translate strategic goals into service business plans
- Ability to achieve service delivery objectives within the strategic guidelines
- Experience working at regional level

### 8. Supervision and Coaching Skills

- Has the ability to implement supervision processes in line with the ADHB policy.
- Communicates expectations and agreed goals.
- Provides ongoing feedback, mentoring and/or coaching.
- Objectively evaluates performance.
- Actively recognises achievements.

### Performance Measures

The General Practitioner/Senior Medical Officer will have an agreed work plan with the Medical Operations Manager, ARPHS.

The General Practitioner/ Medical Officer will be expected to be work towards relevant competencies in the Auckland Regional Public Health Service Whole-of-Service Core Competencies Workbook once in the role.

### Variations to Position Description

This position description describes the accountabilities and requirements of the position and is intended as a guide to the main elements of the role and should not be considered as a complete listing of all duties and tasks that may be undertaken. This position description is not intended to be restrictive and may change as a result of consultation with the post holder or changes internally or externally to the organisation. This position description is subject to review dependent on the needs of the service; any amendments will be discussed with the post holder.