### POSITION DESCRIPTION

#### Position Details:

**Title:** Senior Medical Officer (SMO)  
**Department:** Oncology

**Reports to:** Clinical Director  
Department of Medical Oncology  
Auckland City Hospital

**Location:** Building 8,  
Oncology Department  
Auckland City Hospital

**Date:** October 2017

#### Purpose of Position:

The key purpose of this position is to provide clinical care for patients under the care of the Oncology Department.

#### Key Accountabilities:

**Clinical**

1. Supervise planning, management and clinical care of patients undergoing systemic therapy including chemotherapy. Supervise as appropriate supportive care of patients in Oncology.

2. Conduct new patient assessment and follow-up clinics at Auckland City Hospital and at regional sites (Counties Manukau DHB, Waitemata DHB & Northland DHB) as agreed with the Service Manager and Clinical Director.

3. Provide a consulting service on oncology patient management to GPs and other specialists via clinics, letters, telephone and multi-disciplinary meetings.

4. Undertake clinical review and audit as agreed with the Service Manager and Clinical Director.

5. Be available when rostered on call and to attend to patients referred to the service to provide advice and/or care.

6. An area of special expertise which will enhance the scope of the service and the department will need to be developed.

**Teaching**

1. Provide training and in-service education of junior medical officers (JMOs) training in Oncology.

2. Provide teaching in Oncology to junior staff in other departments and undergraduate students on an occasional basis.

3. Provide formal and informal teaching of other health professionals such as Nurses, Oncology Junior Medical Staff and other medical and allied health staff.

**Management/administration**

1. Maintain adequate Oncology records for all patients seen and provide reports to referring Doctors in a timely manner.
2. Provide support to JMOs rostered to Oncology, including regular performance feedback.
4. Contribute to and assist as required with administrative and management issues concerning the Oncology Service through the Consultant’s group meeting.

Personal education and research
1. Maintain oncology knowledge and clinical competence through continuing self-education including attendance at relevant courses/seminars/conferences and review of relevant literature.
2. Participate in research activities and clinical development projects relevant to Oncology and approved by the relevant Ethics Committees of the Auckland District Health Board.

Quality Assurance Peer review
1. Participate in formal and informal Oncology Quality Assurance Programme (eg, Chart Rounds, Audit/Peer Review activities).

Authorities:
This position has the following delegated authority:

| NIL |

Direct Reports (if applicable): | Budget Accountability (if applicable): |
| NIL | NIL |

Relationships:

<table>
<thead>
<tr>
<th>External</th>
<th>Internal</th>
<th>Committees/Groups</th>
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</thead>
</table>
| • Other AHB Departments and staff  
• Undergraduate students rostered to Oncology  
• External suppliers  
• Pharmaceutical companies  
• Ethics Committees | • All Oncology Staff  
• Oncology patients | • Appropriate multi-disciplinary committees |
PERSON SPECIFICATION

<table>
<thead>
<tr>
<th>Education/Achievements</th>
<th>Essential</th>
<th>Desired</th>
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<tbody>
<tr>
<td>Qualified Medical Practitioner eligible for</td>
<td>Medical Oncologist in New Zealand                                         A higher postgraduate medical degree e.g., MD, PhD etc</td>
<td></td>
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<tr>
<td>specialist registration as a Medical</td>
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<tr>
<td>Oncologist</td>
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Critical Competencies

<table>
<thead>
<tr>
<th>Competency</th>
<th>Description</th>
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<tbody>
<tr>
<td>Clinical Medical Oncology</td>
<td>Full range of consultative medical Oncology.</td>
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<tr>
<td>Research experience</td>
<td>Ability to organise and conduct clinical research.</td>
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<td>Special expertise</td>
<td>Expected to develop an area of expertise, which will enhance the scope of the service.</td>
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<tr>
<td>Teaching</td>
<td>Willingness to participate in continuing education of staff at all levels.</td>
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WORKING FOR ADHB – EXPECTATIONS OF EMPLOYEES

CITIZENSHIP
All employees are expected to contribute to the innovation and improvement of Auckland District Health Board as an organisation. This means:

- Using resources responsibly
- Models ADHB values in all interactions
- Maintaining standards of ethical behaviour and practice
- Meeting ADHB’s performance standards
- Participating in organisation development and performance improvement initiatives
- Helping to develop and maintain Maori capability in ADHB, including developing our understanding of the Treaty of Waitangi and ways in which it applies in our work
- Raising and addressing issues of concern promptly
THE EMPLOYER AND EMPLOYEE RELATIONSHIP
We have a shared responsibility for maintaining good employer/employee relationships. This means:

- Acting to ensure a safe and healthy working environment at all times
- Focusing our best efforts on achieving ADHB’s objectives

A performance agreement will be reached between the employee and their direct manager and/or professional leader containing specific expectations.

CONSUMER/CUSTOMER/STAKEHOLDER COMMITMENT
All employees are responsible for striving to continuously improve service quality and performance. This means:

- Taking the initiative to meet the needs of the consumer/customer/stakeholder
- Addressing our obligations under the Treaty of Waitangi
- Involving the consumer/customer/stakeholder in defining expectations around the nature of the services to be delivered and the timeframe
- Keeping the consumer/stakeholder informed of progress
- Following through on actions and queries
- Following up with the consumer/customer/stakeholder on their satisfaction with the services

PROFESSIONAL DEVELOPMENT
As the business of ADHB develops, the responsibilities and functions of positions may change. All staff are expected to contribute and adapt to change by:

- Undertaking professional development
- Applying skills to a number of long and short term projects across different parts of the organisation
- Undertaking such development opportunities as ADHB may reasonably require