



C O U N T I E S
M A N U K A U
H E A L T H



POSITION DESCRIPTION

Endocrinology/Internal Medicine Senior Medical Officer

Please delete whichever statement is untrue

This position is considered a children's worker under the Vulnerable Children Act 2014

Position Holder's Name:

Position Holder's Signature:

Manager/Supervisor's Name:

Manager/Supervisor's Signature:

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Counties Manukau Health			



Healthy Together

Our Strategic Goal

We care about achieving health equity for our community.

Together, the Counties Manukau health system will work with others to achieve equity in key health indicators for Maaori, Pacific and communities with health disparities by 2020.

We will measure the impact we have on healthy life years every year. This is our commitment to act and be deliberate in our choices and priorities.

This means that people will live longer healthier lives in the community.

Our Shared Values

Kind

Care for other people's wellbeing.

Excellent

Safe, professional, always improving.

Valuing everyone

Make everyone feel welcome and valued.

Together

Include everyone as part of the team.



COUNTIES
MANUKAU
HEALTH



PURPOSE OF THE POSITION

This Senior Medical Officer role will be working in Endocrinology and General Medicine with responsibility for inpatient care, teaching junior staff, outpatient care and acute care.

NATURE AND SCOPE OF RESPONSIBILITIES

Key Accountabilities	Standards / Achievements
Inpatient Care/Ward Rounds	<ul style="list-style-type: none"> • During ward rounds the primary responsibility will be to review the clinical history and findings, to review the management plan, to ensure that this is being actioned by relevant staff (investigations and treatment), to ensure effective education and communication (with patients, their families, and other health professionals), and to supervise the discharge summaries. • The consultant will be accountable for attendance at the ward rounds, supervision of the activities of the junior medical staff, rational use of resources (within agreed protocols and guidelines where they exist), regular review of the medication chart and problem plan. • Formal ward rounds each week are undertaken (actual days to be confirmed) during which all new patients will be seen and the progress of all patients reviewed. • The activities included and associated with these ward rounds will not necessarily be undertaken consecutively or sequentially include: <ul style="list-style-type: none"> ➤ Supervision of discharge summaries ➤ Teaching and supervision of trainees ➤ Attending the ward based multidisciplinary team meeting ➤ Attending and actively supporting the ward based teaching meeting for junior staff <p>The role involves both Inpatient Endocrinology and Inpatient General Medicine teams.</p>
Outpatient Care/Clinics/Integrated Care	<ul style="list-style-type: none"> • The primary responsibility will be accountable for providing such an opinion, attending the clinic at the appointed times, communicating effectively with the patient and referring general practitioner or specialist, using resources (investigations, treatments, and the clinic time itself) in a rational way within agreed protocols and guidelines (where they

Key Accountabilities	Standards / Achievements
	<p>exist), and being available to sign letters.</p> <ul style="list-style-type: none"> • Each clinic includes the following activities: <ul style="list-style-type: none"> ➤ Patient contact time ➤ Contact with families and caregivers ➤ Grading new referrals using agreed prioritisation criteria ➤ Liaising with referring GP's to discuss new referrals ➤ Checking and reviewing results of investigations ➤ Following up discharged patients to monitor progress ➤ General administration time ➤ Consulting with other specialists ➤ Obtaining informed consent in accordance with guidelines ➤ Teaching and supervision of trainees • Successful performance will be measured by meeting relevant key performance indicators of the medical services business plan, and including regular attendance, patient and referring clinician satisfaction, audit of clinic letters (with particular reference to the problem list and management plan), audit of management of waiting times against agreed targets, audit of management of DNA rates against agreed targets.
<p>Consultations/Referrals</p>	<ul style="list-style-type: none"> • The Consultant receives referrals or requests for opinions and advice from other specialists concerning their patients. The consultant is primarily responsible for the provision of this advice following assessment of the patients. • The consultant is accountable for responding to such requests, supervision of Registrar where the Registrar has conducted initial investigations, and overseeing any actions taken. • Activities included in this are: <ul style="list-style-type: none"> ➤ Patient contact time ➤ Contact with families and caregivers ➤ Checking and reviewing management and problem plans

Key Accountabilities	Standards / Achievements
	<ul style="list-style-type: none"> ➤ Checking and reviewing medication charts ➤ Consulting with other specialists ➤ Correspondence • Successful performance will be measured by meeting relevant key performance indicators from the medical services business plan, and including patient satisfaction, referring clinician satisfaction. • Participating with primary and community care in the Integrated Care model of care as appropriate.
<p>Liaison and Co-ordination Activities</p>	<ul style="list-style-type: none"> • During the following liaison and co-ordination activities, the consultant is primarily responsible for facilitating the successful co-ordination of patient care and associated support activities through effective participation. <ul style="list-style-type: none"> ➤ The consultant is accountable for regular and timely attendance at all such scheduled activities, full participation in these, and effective use of the time available. • Activities included within this section include: <ul style="list-style-type: none"> ➤ Clinical meetings (to review and discuss cases) ➤ Departmental quality improvement, peer review, and clinical audit programs ➤ Personal literature review – including active participation in-house journal review meetings • Preparation of materials for and provision of formal teaching
<p>General Medical Roster Cover</p>	<ul style="list-style-type: none"> • The SMO will rostered to provide tbc months of general medicine ward cover during which time they will be responsible for the patients under the Koromiko General Medicine team. • When they are on Koromiko ward cover they will be required to attend patient handover; lead the post-acute ward rounds (two per week) as well as at least one other ward round. • They will also be required to support the teams

Key Accountabilities	Standards / Achievements
	<p>junior staff and other miscellaneous ward duties – a total of tbc clinical hours per week (tbc FTE) and in addition they will have tbc hours of non-clinical time.</p> <ul style="list-style-type: none"> • During ward rounds the primary responsibility will be to review the clinical history and findings, to review the management plan, to ensure that this is being actioned by relevant staff (investigations and treatment), to ensure effective education and communication (with patients, their families, and other health professionals), and to supervise the discharge summaries. • The consultant will be accountable for attendance at the ward rounds, supervision of the activities of the junior medical staff, rational use of resources (within agreed protocols and guidelines where they exist), regular review of the medication chart and problem plan. • Formal ward rounds each week are undertaken (actual days to be confirmed) during which all new patients will be seen and the progress of all patients reviewed. • The activities included and associated with these ward rounds will not necessarily be undertaken consecutively or sequentially include: <ul style="list-style-type: none"> ➢ Supervision of discharge summaries ➢ Teaching and supervision of trainees ➢ Attending the ward based multidisciplinary team meeting ➢ Attending and actively supporting the ward based teaching meeting for junior staff • Successful performance will be measured by meeting relevant key performance indicators from the medical services business plan, and including timely attendance at the ward rounds, patient satisfaction, at least 95% of new patients being seen within 24 hours of admission, and the remainder within 48 hours (except in exceptional circumstances, or where protocols have been met), consultant assessment recorded in the notes of each ward

Key Accountabilities	Standards / Achievements
	<p>round and effective supervision of house surgeon and registrar discharge notes.</p>
<p>Cultural Safety & Diversity</p> <p>Commitment to the principles of Treaty of Waitangi</p> <p>Honouring Diversity</p>	<ul style="list-style-type: none"> • Respect, sensitivity, cultural awareness is evident in interpersonal relationships. • Our differences are acknowledged by respecting spiritual beliefs, cultural practices and lifestyle choices.
<p>Utilise Information Technology</p>	<ul style="list-style-type: none"> • Demonstrate ability to access and use available clinical information systems. • Demonstrate ability to access and use the IT systems within the Renal Service, i.e. Clinical Vision. • Is conversant with applications required for specific discipline/role. For example, i.PM, Concerto, Outlook, etc. • Maintains own professional development by attending relevant IT educational programmes.

COMMUNICATION AND INTERPERSONAL SKILLS

Will be required to interact on a regular basis with a range of Counties Manukau Health staff members including:

- Junior medical staff
- Charge Nurse Managers and Nurse Specialists
- Clerical staff
- Nursing staff
- Allied Health staff
- Clinical Heads of General Medicine and the Subspecialties
- Service Manager/Management

Externally there will be contact with:

- Referring General Practitioners
- CMDHB Community
- Primary and Community Care

Situations may often call for tact, diplomacy and will require information to be handled in a discreet and sensitive manner.

In conflict situations will be required to exercise sound judgement, negotiation and persuasiveness skills, toward facilitating a workable outcome.

PROBLEM COMPLEXITY

Will be regularly challenged by a wide range of issues both clinical and non-clinical. There will be a requirement to be able to prioritise issues and negotiate time frames, while still providing a quality customer service.

The range of problems will be diverse and require solutions customised to meet the circumstances of the client. Therefore opportunities will arise to provide innovative options to the client based on proven outcomes.

There will be demands to meet deadlines, maintain accuracy and quality of information. Failure to do so could impact on the organisation in terms of clinical care and long term planning for the service and organisation.

SCOPE FOR ACTION

You are empowered to make decisions or recommendations relating to patient care, planning and coordinating resources. You are encouraged to use initiative and problem solving skills to develop innovative approaches to issues.

Discretion is required to be exercised in releasing confidential information to the appropriate parties.

DIMENSION OF THE POSITION

Will be responsible to the Service Manager Medicine and Clinical Head of Endocrinology and Diabetes, and Clinical Head of General Medicine for the achievement of agreed objectives and operates within the confines of CM Health.

POSITIONS REPORTING IN THIS ROLE (numbers)

Directly (numbers): (Clinical) – Clinical Head, Endocrinology and Diabetes
(Managerial) – Service Manager, Division of Medicine

Indirectly (numbers): Junior medical staff

PERSON SPECIFICATIONS (requirements for the role)

	Minimum	Preferred
Qualifications	<ul style="list-style-type: none"> • Holds a recognised qualification from the Royal Australasian College of Physicians at time of commencing position. • Holds a current annual practising certificate 	<ul style="list-style-type: none"> • Current and relevant work experience in New Zealand or a similar environment
Experience (including years)	<ul style="list-style-type: none"> • Recent experience in an acute care setting and other relevant areas • Knowledge of the Treaty of Waitangi and its application to practice • Committed to own ongoing professional memberships and networks • Demonstrates a good understanding of adult learning principles 	
Personal Qualities	<ul style="list-style-type: none"> • Patient focus provided by displaying personal qualities of; respect, politeness and 	<ul style="list-style-type: none"> •

	<p>empathy when interacting with patients and their family/whanau.</p> <ul style="list-style-type: none">• Good interpersonal skills to support junior staff by setting clear expectations, by encouraging and providing constructive feedback, and demonstrating solid leadership skills• Ability to promote a safe and quality focused work environment by demonstrating safe work practices, reviewing practice, identifying areas of improvement and acting accordingly, and initiating and participating in quality audits and risk management activities.	
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HEALTH AND SAFETY ACCOUNTABILITIES (non-management roles)

Health and Safety (H&S) is a key accountability of all Counties Manukau Health (CM Health) staff.

All CM Health Employees are responsible to:

Zero Harm

- Engage in safe workplace practices and take care of the health and safety of themselves, other employees and people in the workplace

Risk Management

- Identify, evaluate and report all hazards and incidents they are aware of in the workplace
- Adhere to apply risk controls, identified in risk assessments, such as 'Safe Operating Procedures'
- Follow safety instructions
- Stop work when there is an immediate risk of serious harm and notify the appropriate manager
- Ensure nothing they do or don't do will cause harm to themselves or others

Safety Management System Requirements

- Understand and follow CM Health's Occupational Health and Safety policies, Health and Safety regulations, and personal responsibilities as outlined by these policies
- Follow all Occupational Health and Safety policies and procedures

Work Safely

- Report for duty in a fit state, free from the influence of alcohol or other drugs
 - Participate in consultation activities regarding matters affecting your health, safety and wellbeing
 - Wear the required Personal Protective Equipment when undertaking specific activities, or when in nominated areas
 - Operate clinical or plant equipment safely
 - Participate in relevant safety training, and maintain safety related competencies
 - If relevant to your position, be in possession of required and current Certificates of Competency
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