Date: August 2017

Job Title: Senior Medical Officer and Clinical Leader – Hyperbaric Medicine
Department: Medicine and Health of Older People Services, Waitemata District Health Board
Location: Stark Hyperbaric Unit and North Shore Hospital
Reporting To: Clinical Head of Department and General Manager, Medicine and Health of Older People (MHOP) / Operations Manager, Hyperbaric Medicine.
Direct Reports: N/A

Functional Relationships with:
Internal
- HOD MHOP
- General Manager MHOP
- Operations Manager Hyperbaric Medicine
- As required with the Medical Staff Association and other medical groups, Medical, Nursing, Allied health professionals, HR Manager and other staff of health facility.

Directly Supervising:
- Hyperbaric Unit Staff including Technicians, Nurses and Attendants

External
- As required with patients, general practitioners, PHOs, other medical specialists, purchasers, industry representatives, Government agencies, statutory authorities, education / research authorities and other professional bodies

Our Purpose, Values and Standards

At the heart of Waitemata DHB is our promise of ‘best care for everyone’. This promise statement is the articulation of our three-fold purpose to:

1. promote wellness,
2. prevent, cure and ameliorate ill health and
3. relieve the suffering of those entrusted to our care.

At the heart of our values is the need for all of us to reflect on the intrinsic dignity of every single person that enters our care. It is a privilege to be able to care for patients, whânau and our community, a privilege that is sometimes overlooked in our day to day work.

Our standards and behaviours serve as a reminder to us all about how we are with our patients and with each other.
**Purpose of the role**

Senior Medical Officers contribute to service goals and strategies by delivering consistent, high quality, patient centred care to the population of the Waitemata District Health Board.

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**KEY ACCOUNTABILITIES**

<table>
<thead>
<tr>
<th>Duties: The Senior Medical Officer’s duties will be mutually agreed with Head of Department and General Manager for Medicine and Health of Older People, with regard to the requirements of the service and the location(s) the clinician works at.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Part-time/locum positions:</strong> This job description describes a typical fulltime appointment, for part-time or locum appointees some of the described duties may not apply – this will be decided by negotiation with individuals.</td>
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<tr>
<td><strong>Location of employment:</strong> As an employee of Waitemata District Health Board the Senior Medical Officer is potentially expected to work anywhere within the Board area i.e. appointments are not made to a specific site.</td>
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<tr>
<td><strong>Employment Contract:</strong> This job description is subject to the provisions of the relevant Collective Employment Agreement for Senior Medical Officers.</td>
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**Credentiaing**

The Senior Medical Officer will either have been credentialed for his/her scope of clinical activities within Hyperbaric Medicine or will undergo credentialing at the time of appointment. The Senior Medical Officer will take part in the credentialing process.

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**Clinical vs. Non-clinical time**

i) Senior Medical Officers are required to engage in a number of activities that are not directly related to the care of specific patients. Examples include maintaining a program of continuing professional development, engagement in clinical audit and research, training and teaching of other staff, and activities that contribute to service development. Such activities (i.e. those that are not directed towards the care of individual patients) are termed “non-clinical” and an allocation of time in the Senior Medical Officer’s usual weekly schedule will be made to allow for them.

ii) Generally, the activities listed in section “3” and “4” of this document which relate to care of individual patients in the outpatient, ward, consultation and out-of-hours call context are “clinical duties” and activities in sections 4 – 6 are “non clinical” duties.

iii) The balance of clinical versus non-clinical time will be as per the relevant employment agreement, or as discussed and agreed with the clinical director.
Provision of Support

The Senior Medical Officer will be provided with the necessary support and resources to achieve the goals specified in this document. Details of the support and resources available, and particularly any proposed changes in support and resources, will be discussed and agreed between Senior Medical Officer and management.

Document Review

i) This job description should be reviewed by HOD, and General Manager (MHOP) and Operations Manager for Hyperbaric Medicine on at least a two-year basis. This can also be done at any other time at the request of any Senior Medical Officer or management; it is particularly important that this happens if a significant change in employment expectations or job size has occurred or is anticipated.

ii) Changes to job description: Changes in the nature or location of a clinician’s duties will occur by general agreement after discussions between the Senior Medical Officer and the HOD and General Manager for MHOP.

Clinical Duties

• Assess patients referred for HBOT regarding appropriateness of referral and fitness to undergo HBOT
• Provide advice to referring clinicians
• Liaise with ACC regarding assessments of elective patients for whom ACC is applicable, and produce formal Assessment Report and Treatment Plan to assist ACC with decisions regarding funding of treatment.
• Devise personalised management plans and discuss these with other HBU staff
• Assess patient progress and supervise ongoing clinical treatment such as wound debridement and topical care. Supervise pre-treatment transcutaneous oxygen determinations.
• Be available on-site during all HBOT sessions in case of emergency in the chamber
• Liaise with medical staff at other sites such as NSH or the Spinal Unit when care of patient is shared (such as with acute patients with decompression illness or carbon monoxide poisoning)
• Provide clinical updates to referrers when indicated, and at completion of treatment provide a discharge letter summarising outcome of treatment and advice for ongoing management.

Acute Roster

• Ensure that the acute hyperbaric service operates effectively 24/7/365.
• Receive and manage all urgent telephone referrals during normal working hours by providing advice to patients, emergency medical staff and GPs about immediate and optimum ongoing management of patients.
• Be available to provide after-hours on-call service on 1:3 roster and also provide ‘second on call’ service.
• Coordinate hyperbaric team when acute treatment is required.

Conduct and Ethics

The Senior Medical Officer will, to the best of his/her ability, undertake his/her clinical responsibilities and conduct himself/herself in matters relating to his/her employment in accordance with relevant professional standards, guidelines and ethics, as determined from time to time by:

• The New Zealand Medical Association;
• The Senior Medical Officer’s medical college(s) and/or professional association(s);
• The New Zealand Medical Council;
• The Health and Disability Commissioner;
• RACP regulations;
• Statutory requirements;
• Waitemata District Health Board Policy.
The Senior Medical Officer should maintain a punctual approach to scheduled activities, particularly to patient contacts, and will inform the Clinical Director/Assessment Treatment and Rehabilitation Service Manager if absent from or unable to perform his/her duties.

The SMO should conduct him/herself in such a way as to provide an example for juniors to follow.

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**Clinical Leadership in Hyperbaric Medicine**

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**Clinical Leadership in Hyperbaric Medicine**

| General Responsibilities | • In partnership with the Operations Manager translate and implement the relevant national, regional and Waitemata DHB priorities as specified in the Regional Health Plan and DHB Annual Plan  
| | • Promote an environment of clinical and training excellence, and ensure that research is encouraged  
| | • Models high standards of professional conduct  
| | • Ensures that policies, guidelines and processes are in place to support the delivery of excellent health care  
| | • Ensures communication processes within the service are planned and effective so that staff are consulted and informed about decisions made/or to be made within the service  
| | • Ensures that clinical issues of concern are addressed with the Operations Manager, General Manager and/or HOD to achieve timely and positive resolution  
| | • Participates in strategic planning activities to support the development of robust business cases, and has shared responsibility (with designated management partner) for the sign off and implementation of business cases  
| Operational | • In collaboration with Operations Manager develop an agreed budget and contract volumes and is jointly responsible for ensuring their achievement  
| | • With the Operations Manager ensure the maintenance of overall efficiency of the service  
| | • ESPI compliance  
| | • Contract volumes  
| | • Management of triaging of new referrals  
| | • Medical staff leave management  
| Quality | • Quality assurance  
| | • Ensures that complaints and reportable events are investigated, responded to as per the Complaints and incident management policies  
| | • Ensure that corrective actions are developed, monitored and implemented  
| | • Ensures that regular morbidity and mortality undertaken in the department  
| | • Clinical Audit  
| | • Ensure clinic audit activity undertaken and reported  
| | • Compliance with Health and Disability standards  
| | • Ensures that credentialing of staff and service is appropriate and up to date  
| | • Professional development  
| | • Facilitates and encourages SMO peer review  
| | Plans and leads the implementation of quality improvement activities, and actively collaborates with management in improving quality and improvement of outcome  

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**Position Description**

### Other Professional Duties

<table>
<thead>
<tr>
<th>General Responsibilities</th>
<th>The Senior Medical Officer is accountable for regular and timely attendance at all such scheduled activities, full participation in these, and effective use of the time available.</th>
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</thead>
</table>
|                          | • Activities included within this section include:  
|                          |   • consultants clinical meetings  
|                          |   • departmental quality improvement, peer review, and clinical audit programs  
|                          |   • personal literature review - including active participation in in-house journal review meetings.  
|                          |   • preparation of materials for and provision of formal teaching.  
|                          |   • liaison meetings  
|                          |   • management meetings  
|                          |   • special education service meetings |

| Education | The Hyperbaric Medicine Unit has a major educational role of many health professionals including medical staff, community practitioners, students, and nurses. There is also an important educational role for NZ Defence Force staff and affiliated organisations. The Senior Medical Officer will be expected to actively participate in educational programmes.  
Continuing medical education is considered a priority. The department will assist the Senior Medical Officer to achieve the CME requirements set out by their professional body. It is expected that the Senior Medical Officer will attend department academic meetings, and support the academic programme wherever possible. |

| Administration | Efficient administration systems are an important component of a quality service. Time will be allocated for administration for activities such as reviewing results, etc. as per the ASMS CEA. |

| Professional Accountabilities | All Senior Medical Officers, in their specialty, are accountable for their professional standards and conduct at all times. Any breach of professional conduct or clinical standards failures must be recorded and reported to the General Manager. Professional help must be sought as required. Patient confidentiality and security must be maintained at all times.  
The Senior Medical Officer must also recognise individual responsibility for Workplace Health and Safety under the Health and Safety in Employment Act 1992. Company health and safety policies should be read and understood and relevant procedures applied to their own work activities. |
General Provisions

Wherever possible, the maximum number of hours worked consecutively should not exceed 15 (except in emergencies).

Where the Senior Medical Officer is engaged in work other than for Waitemata DHB on the same day as rostered to work for the company, they will not commit to work more than 15 consecutive hours (except in emergencies).

The Senior Medical Officer may engage in other work (i.e. other than for Waitemata DHB) provided they meet availability and rostered work requirements, and agreement from the Clinical Director and General manager MHOP.

Support Services

Staffing levels for support staff will be planned and determined by the General Manager Waitemata DHB Hospitals, in consultation with the Head of Department, Medicine and in accordance with standards and safety levels agreed by the Clinical Board.

Performance Assessment

Each Senior Medical Officer will participate in departmental audit activities, and in the development of departmental and individual performance assessment criteria and tools. These will include both quantitative (where appropriate) and qualitative assessments, and may include a variety of mechanisms including peer review.

Quality and Workplace Health & Safety

It is expected that the Senior Medical Officer will:

- Deliver care in a sensitive and appropriate fashion, taking into account cultural differences and patient rights. This includes ensuring that informed consent is obtained where required in accordance with Waitemata District Health Board policy.
- Ensures the professional and political integrity of WDHB by carrying out all functions in compliance of the Treaty of Waitangi and by demonstrating a serious commitment to keeping the treaty alive.
- Shows sensitivity to cultural complexity in the workforce and patient population
- Deliver care in accordance with the Code of Health and Disability Services Consumer Rights’ 1996, and the organisation’s values. (See also Section 2).
- Allocate and utilise finite health care resources in line with service goals and strategy.
- Participate in quality improvement activities for the service, and audits within the unit as agreed with the Clinical Director and Assessment Treatment and Rehabilitation Service Manager.
- Participate in data collection for the purposes of maintaining unit statistics and quality improvement.
- Participate in the management of referrals as required and ensure patients are considered for entry to the service in an equitable and timely manner.
- Manage waiting lists effectively in accordance with clinical priorities of the patients and acceptable waiting times.

Contribute to a safe and healthy workplace at WDHB by:

- Following & complying with H&S policies & processes & applying them to their own work activities, including using/wearing Personal Protective Equipment as required.
- Participating in activities directed at preventing harm & promoting well-being in the workplace
- Identifying, reporting & self-managing hazards where appropriate
• Early and accurate reporting of incidents at work and raising issues of concern when identified.
PERSON SPECIFICATION

POSITION TITLE:

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Minimum</th>
<th>Preferred</th>
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<tbody>
<tr>
<td></td>
<td>MB.Ch.B. (or approved similar degree) with relevant qualifications</td>
<td>Diploma or Certificate in Diving and Hyperbaric Medicine</td>
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<td></td>
<td>and experience in hyperbaric medicine</td>
<td>Or</td>
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<td></td>
<td>Vocational registration with Medical Council of New Zealand.</td>
<td>Post-graduate degree including research in diving and/or hyperbaric medicine</td>
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<td>Experience</td>
<td>Minimum of 6 months experience working in a medical hyperbaric facility</td>
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<tr>
<td></td>
<td>treating a mixture of elective and acute conditions including diving</td>
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<td></td>
<td>emergencies.</td>
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### Skills/Knowledge/Behaviour

| Skill-set consistent with the above qualifications and experience. The senior hyperbaric physician is able to prescribe hyperbaric therapy and is medically accountable for the patients and staff involved in the treatment. This requires a knowledge of the indications, contraindications, side effects and complications of therapy, and the provision of an environment in which all types of patients can be safely treated. |