Senior Medical Officer Palliative Medicine: Waitemata District Health Board Hospital Specialist Palliative Care Service

Position Description

Date: October 2014

Job Title: Senior Medical Officer, Palliative Medicine, Waitemata District Health Board (WDHB) Hospital Specialist Palliative Care Service (HSPCS)

Department: Medicine and Health of Older People Services

Location: North Shore Hospital and Waitakere Hospital

Reporting To: Clinical Director, Hospital Palliative Care Service for Clinical Matters Head of Department (Medicine and Health of Older People Services) Operations Manager (Medicine and Health of Older People Services)

Direct Reports: Clinical responsibility for registrar in WDHB HSPCS if supervising consultant not available

Functional Relationships with:

Internal
- Patients, their family/caregivers and whānau
- Clinical Director of WDHB HSPCS
- Other members of WDHB HSPCS
- Operations Manager, WDHB HSPCS
- Other hospital based clinicians and clinical teams including nursing, medical, allied health, chaplains, cultural support staff and cancer care co-ordinators
- Managers and support staff

External
- WDHB Hospices: North Shore, West Auckland, Hibiscus Coast, Warkworth
- Other regional or national hospital or hospice based Specialist Palliative Care Services as necessary
- Other community based clinicians when appropriate including general practice doctors/nurses, district nursing services, consumer groups e.g. MNDA, Cancer Society, Canteen

Professional Groups
- Hospital Palliative Care New Zealand
- Australian and New Zealand Society of Palliative Medicine (ANZSPM)
- Australasian Chapter of Palliative Medicine (AChPM); Royal Australian College of Physicians (RACP)
- Hospice New Zealand
- University of Auckland
Purpose:

The key roles of the position include:

- To provide specialist palliative medicine/care consult services to adult inpatients and other patients on North Shore or Waitakere hospital campuses (e.g. those being assessed in the emergency department, patients resident Taharoto unit, outpatients) and their family, caregivers and whānau.
- To work as an integrated member of the bidisciplinary WDHB HSPCS.
- To work collaboratively with the lead clinical team under whom the patient has been admitted or is being assessed.
- To mainstream palliative care/medicine culture and approach into acute hospital care in order to improve quality of care and life for adults with life-limiting illnesses.
- To participate in the other roles of a palliative medicine consultant including provision of clinical support, guidance and advice to team members, fulfillment of clinical, support and educational commitments made by the HSPCS and supervision of the palliative medicine registrar.
Senior Medical Officer Palliative Medicine: Waitemata District Health Board Hospital Specialist Palliative Care Service

Position Description

Background

- The WDHB HSPCS is a consultative service based in North Shore Hospital. It also provides services to a satellite, Waitakere Hospital, approximately 25km away.
- It is a bidisciplinary (medical and nursing) service.
- It provides:
  - specialist palliative medicine and palliative care consult services to in-patients as well as patients on North Shore and Waitakere Hospital campuses who, whilst not formally admitted to hospital, may be attending an outpatient appointment, being assessed in the emergency department or are resident in Taharoto unit
  - specialist palliative support and advice to staff caring for hospital patients, including opportunities for review, discussion and debriefing when required for complex cases
  - education and resources for staff, nursing, medical and allied health and students
- Patients eligible for referral to the HSPCS include those with active, progressive advanced disease for whom the prognosis is limited, and where the complexity of palliative needs warrants involvement of a specialist palliative care service whilst the patient is on one of the hospital campuses.
- Eligibility is based on need not diagnosis, and patients with either malignant or non-malignant disease may qualify for involvement of the HSPCS. Referral to the HSPCS does not preclude the possibility of the patient continuing to receive active management for their condition
- Referrals to the service are accepted from hospital health professionals overseeing the care of that patient
- Consent of the patient/proxy and medical/surgical team under whom the patient has been admitted is a prerequisite before the HSPCS reviews the patient
- Team members interface closely with other members of hospital wide multidisciplinary teams in order to ensure that patients receive a multi-dimensional approach to meet their current palliative needs. These may include elements within physical (tinana), psychological (hinengaro), social (whānau) or spiritual (wairua) domains.
- The service has close links with community services (hospices, cancer society, district nursing services). Regular liaison with these services and the patient’s general practice are routine.
### Key Tasks

**Clinical Practice**

Provide clinical expertise within the hospital

<table>
<thead>
<tr>
<th>Expected Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical service and conduct in all matters relating to employment will be in accordance with best practice and relevant ethical and professional standards and guidelines, as determined from time to time by:</td>
</tr>
<tr>
<td>▪ The New Zealand Medical Council (NZMC)</td>
</tr>
<tr>
<td>▪ The Australasian Chapter of Palliative Medicine (RACP)</td>
</tr>
<tr>
<td>▪ The Health and Disability Commissioner</td>
</tr>
<tr>
<td>▪ Waitemata District Health Board protocols and policies</td>
</tr>
</tbody>
</table>

**Clinical Tasks**

- Consult, liaise with and assist other professionals involved in the care of palliative patients.
- Clinically assess, diagnose and manage adult patients who are accepted by the service for review (and their family/caregivers and whānau).
- Provide specialist palliative medicine services/expertise as an integrated member of the HSPCS and wider hospital multidisciplinary teams.
- Ensure patient care is safe, clinical practice is appropriate and is evidence based.
- Support patients, family, whānau, and clinical colleagues with challenging or complex decision-making, advance care planning, ethical, psychosocial or professional issues.
- Initiate and/or contribute to clinical review/case conference meetings as appropriate.
- Maintain accurate records at all times using the appropriate electronic templates if available; provide relevant information for data collection by the HSPCS; attend relevant team meetings and paper rounds.
- Provide patients, family/caregivers and whānau with information regarding palliative care service provision within the hospital and community setting.
- Promote and support an interdisciplinary team approach to patient care and discharge planning.
- Facilitate patient referrals to local and regional primary and specialist palliative care providers to enable continuity of palliative care, care co-ordination and a seamless continuum of palliative care provision.
- Develop and foster close links to community services including general practices, district nurses, and hospice organizations.
- Develop and maintain effective teamwork and collaborative relationships within multi and interdisciplinary teams.
# Senior Medical Officer Palliative Medicine: Waitemata District Health Board Hospital Specialist Palliative Care Service

## Position Description

<table>
<thead>
<tr>
<th>Key Tasks</th>
<th>Expected Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Support general hospital palliative care provision to facilitate integration of a palliative care approach to the care of patients who are in hospital with a life-limiting illness.</td>
</tr>
<tr>
<td></td>
<td>Ensure culturally appropriate patient care by assisting staff to understand the diverse needs of the Maori population and other cultural groups and by liaising with the relevant cultural advisers to provide the appropriate care.</td>
</tr>
<tr>
<td></td>
<td>Adhere to the protocols, guidelines and practice standards pertaining to the area of clinical practice in a manner consistent with established ethical and professional standards as provided by the Waitemata District Health Board, the Medical Council of New Zealand, AChPM, and RACP.</td>
</tr>
<tr>
<td></td>
<td>Ensure that national and organizational statutory and regulatory requirements are adhered to in practice and documentation.</td>
</tr>
<tr>
<td></td>
<td>Deal with conflict, working to achieve a win-win outcome.</td>
</tr>
</tbody>
</table>

### Teaching, Education, Research and Quality improvement

- Fulfill undergraduate and postgraduate teaching commitments agreed to by the HSPCS.
- Provide support and teaching as required for HSPCS members including registrars and Advanced Trainees in Palliative Medicine.
- Educate, upskill, and support hospital clinical staff in primary palliative care provision.
- Support continuing education programs within the department.
- Support audit and research activities undertaken by the HSPCS.
- Support and if requested assist with the development of palliative care pathways, protocols, guidelines and other resources where appropriate.
- Ensure teaching, learning and audit/research skills are maintained and continuously developed in line with best practice and lifelong learning principles.

### Professional Development: Be responsible for aspects of own professional development

- Engage in a recognized Continuing Professional Development (CPD) program. Keep up to date with requirements of the program, and ensure that the requirements for ongoing vocational registration with the NZMC as a Specialist in Palliative Medicine are met.
- Maintain membership/fellowship of appropriate professional College.
- Maintain Palliative Medicine knowledge and clinical competence through continuing self-education including attendance at relevant courses/seminars/conferences and review of relevant literature.
- Participate in teaching activities consistent with the strategy of...
### Key Tasks

**Expected Outcomes**

- the department and in discussion with the Clinical Director; provide evidence based and best practice approach to palliative care education
  - Participate in research activities and clinical development projects consistent with the strategy of the service

#### Team work and quality improvement

- Engage constructively and collaboratively as a member of the clinical team, supporting the strategic direction of team and contributing to its development
- Support the effective use of resources to meet priorities
- Participate in formal and informal palliative care quality activities (e.g. Morbidity and Mortality meetings, journal club, paper rounds and peer review),
- Undertake clinical review and audit as agreed with the Clinical Director HSPCS and Operations Manager HSPCS.
- Participate in research activities and clinical development projects consistent with the strategy of the service and in discussion with the Clinical Director HSPCS and Operations Manager HSPCS.
- Identify and address clinical governance issues pertaining to the hospital palliative care service
- Advocate for and adopt local, national and international palliative care standards and best practice
- Educate, up-skill, empower and support clinical staff in general palliative care provision
- Commit to quality improvement in clinical and management practice through participation in audit, research, professional development, benchmarking, credentialing, and accreditation

#### Statutory & Treaty of Waitangi obligations

- Ensure the professional and political integrity of WDHB by carrying out all functions in compliance with the Treaty of Waitangi and by demonstrating a serious commitment to keeping the treaty alive.
- Show sensitivity to cultural complexity in the workforce and patient population


- Ensure company health and safety policies are read and understood and relevant procedures applied to own work activities
- Identify and report workplace hazards; self manage hazards where appropriate
Senior Medical Officer Palliative Medicine: Waitemata District Health Board Hospital Specialist Palliative Care Service

*Position Description*

<table>
<thead>
<tr>
<th>KEY TASKS</th>
<th>EXPECTED OUTCOMES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>▪ Be able to identify health and safety representative for area</td>
</tr>
<tr>
<td></td>
<td>▪ Maintain individual and team psychological health in order to ensure sustainability of workforce and avoid burnout.</td>
</tr>
</tbody>
</table>
Senior Medical Officer Palliative Medicine: Waitemata District Health Board Hospital Specialist Palliative Care Service

Position Description

Behavioural Competencies

Adheres to Waitemata District Health Boards 4 Organisational Values of:

- **“everyone matters”**
  - Every single person matters, whether a patient / client, family member or a staff member

- **“with compassion”**
  - We see our work in health as a vocation and more than a job, We are aware of the suffering of these entrusted to our care. We are driven by a desire to relieve that suffering. This philosophy drives our caring approach and means we will strive to do everything we can to relieve suffering and promote wellness.

- **“connected”**
  - We need to be connected with our community. We need to be connected within our organisation – across disciplines and teams. This is to ensure care is seamless and integrated to achieve the best possible health outcomes for our patients/clients and their families.

- **“better, best, brilliant”**
  - We seek continuous improvement in everything we do. We will become the national leader in health care delivery.

<table>
<thead>
<tr>
<th>Behavioural Competencies</th>
<th>Behaviour Demonstrated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communicates and Works Co-operatively</td>
<td>• Actively looks for ways to collaborate with and assist others to improve the experience of the healthcare workforce, patients &amp; their families and the community &amp; Iwi.</td>
</tr>
<tr>
<td>Is Committed to Learning</td>
<td>• Proactively follows up development needs and learning opportunities for oneself and direct reports.</td>
</tr>
<tr>
<td>Is Transparent</td>
<td>• Communicates openly and engages widely across the organisation. • Enacts agreed decisions with integrity.</td>
</tr>
<tr>
<td>Is Customer Focused</td>
<td>• Responds to peoples needs appropriately and with effective results • Identifies opportunities for innovation and improvement</td>
</tr>
<tr>
<td>Works in Partnership to Reduce Inequality in Outcomes</td>
<td>Works in a way that: • Demonstrates awareness of partnership obligations under the Treaty of Waitangi. • Shows sensitivity to cultural complexity in the workforce and patient population. • Ensures service provision that does not vary because of peoples’ personal characteristics.</td>
</tr>
<tr>
<td>Improves health</td>
<td>• Work practices show a concern for the promotion of health and well-being for self and others.</td>
</tr>
<tr>
<td>Prevents Harm</td>
<td>• Follows policies and guidelines designed to prevent harm. • Acts to ensure the safety of themselves and others.</td>
</tr>
</tbody>
</table>

VERIFICATION:
Senior Medical Officer Palliative Medicine: Waitemata District Health Board Hospital Specialist Palliative Care Service

Position Description

Employee: __________________________
Manager: __________________________
Date: __________________________
Review Date: ______________________

Note: This job description forms part of an individual's contract of employment with WDHB and must be attached to that contract.
### PERSON SPECIFICATION

**Position Title:** Palliative Medicine Specialist

<table>
<thead>
<tr>
<th>Minimum</th>
<th>Preferred</th>
</tr>
</thead>
</table>
| **Qualification** | • FRACP (Palliative Medicine subspecialty) or FChPM (RACP), or equivalent  
• Eligibility for vocational registration as a Palliative Medicine Specialist with the NZMC  
• Evidence of participation in a suitable continuing professional development programme (e.g., myCPD RACP or similar) | • FRACP (Palliative Medicine) or FChPM (RACP) AND vocationally registration as a specialist in Palliative Medicine with the NZMC |
| **Experience** | • Experience working as a Palliative Medicine Specialist in a hospice or hospital palliative care service  
• Experience supervising registrars in the Clinical Diploma of Palliative Medicine (RACP)  
• Trained in principles of evidence-based medicine | • Experience working as a Palliative Medicine Specialist in a hospital specialist palliative care service for two or more years  
• Experience supervising Advanced trainees in Palliative Medicine and registrars in the Clinical Diploma of Palliative Medicine (RACP) |
| **Skills/Knowledge/Behaviors** | • High standard of written and verbal communication  
• Able to work as an integral member of a multidisciplinary team  
• Able to maintain good professional relationships and be respectful of other team members’ skills  
• A demonstrated belief in, and commitment to, promoting quality of life. | • A commitment to personal professional development  
• A commitment to promoting a consumer focus of care delivery |