

# POSITION DESCRIPTION

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| <b>Position</b>                        | Geriatrician   |
| <b>Department</b>                      | General Medicine   |
| <b>Responsible To</b>                  | Operational - Service Manager<br>Professional – Clinical Head of Department  |
| <b>Financial Delegations</b>           | Nil  |
| <b>Relationships Internal</b>          | Clinical Director,<br>Medical Colleagues<br>Quality Co-ordinator<br>CNM<br>Nursing Staff<br>Allied Health Staff<br>Administration Team<br>Laboratory Staff<br>Radiology Staff<br>ART |
| <b>Section One – Employment Status</b> | Full time – Permanent<br>40 hours per week   |

|                               |   |
|-------------------------------|---|
| <b>Location</b>               | Rotorua and Taupō Hospitals                 |
| <b>Direct Reports</b>         | Nil   |
| <b>Relationships External</b> | General Practitioners<br>External Providers |
| <b>Date</b>                   | September 2022                              |

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## Primary Purpose(s) of the Position

- The physician in this role provides care to patients in the Medical Services and a Consult role for other services.
- Is to provide safe and efficient Geriatric Care, including Stroke and Rehabilitation.to patients in Lakes District
- Will include outpatient sessions, community visits in Rotorua & Taupo, inpatient Will ensure professional clinical leadership and supervision to junior medical staff.
- Will include maintenance of effective interpersonal relationships with colleagues, staff and patients, with the objective of improving hospital services and handling sensitively any problems which may arise in this respect.
- Will also include to active participation in peer review, clinical audits quality improvement programmes and clinical governance.
- Will include provision of local specialist services in designated sub-specialty interest area.
- Will include development of specialist services to meet local population needs consistent with Lakes District objects and NZ Health Strategy goals.

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## Weekly Timetable

Scheduled shifts as per published roster.

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## Variation to Job Descriptions

Job descriptions shall be varied from time to time to record any agreed changes to rosters and staffing levels.

## Key Objectives

## Expected Outcomes

### Clinical Service

Delivery of quality evidenced based Geriatric management within service contracts and budget.

- Responsibility for overseeing, coordinating and personally providing effective patient and family focused care in the secondary care setting and in accordance with standards documented by professional bodies and Lakes District.
- The consultant will undertake all necessary ward rounds and direct the assessment, investigation and treatment appropriate to each patient.
- The consultant will provide inpatient consultation to other departments of the hospital including routine ward rounds in the Orthopaedic Unit
- The consultant will liaise closely with and supervise junior medical staff
- The consultant will participate in outpatient sessions as per the weekly schedule Manages outpatient waiting times within the Ministry of Health Elective Services Policy criteria.
- Effective communication, referrals and liaisons with other hospital staff or community medical and nursing staff to arrange ongoing investigation, treatment or care of patients.
- Clinical research is encouraged. Approved projects will be supported including time for development, review and reading of relevant literature, the collection, compilation and processing of data.
- Participation in the activities of both morning handovers with the junior medical staff and also the multidisciplinary inpatient teams is expected

### Training

Provides clinical supervision and training to junior medical and other clinical staff.

- Teaching of Junior medical staff to occur as part of daily activities and as opportunities arise: To include bedside teaching and other formal teaching sessions including a mixture of didactic and evidenced based case presentations, audit and morbidity and mortality review
- Attendance and participation at weekly radiology review meeting is expected
- Attendance at monthly meetings with medical registrars is expected where clinical problems of mutual interest, journal club, quality assurance activities and audit are discussed
- Submits required reports on practice of junior medical staff
- Reviews and assesses the learning/teaching experience for trainee interns.
- Leads and encourages the use of evidenced based practice.
- Upholds the mission statement and values of Lakes District and Medical Services.
- Works closely with the development of the specialist nurse role and is involved in the teaching of other clinical staff as able.

### Specialty Practice

Provision of and coordination of Geriatric services within the Lakes District.

- Provides clinical leadership within the sub-specialty area across the Lakes DHB region.
- Participates in business and strategic planning processes.
- Advises on trends and developments that are likely to influence service requirements and their funding
- Provides consultation and advice to hospital colleagues, General Practitioners, NGO, and other Community Groups.

| Key Objectives  | Expected Outcomes   |
|---|---|
| <p><b>Education &amp; Professional Development</b><br/>Supports and facilitates education and professional development to provide quality medical patient management.</p> | <ul style="list-style-type: none"> <li>• Service is provided acknowledging guidelines from specialist societies.</li> <li>• Attends, local and international meetings and conferences on specialist interest when possible.</li> <li>• Is responsible for own continued medical education programme and maintenance and development of clinical skills and knowledge to the standard required by the appropriate College and/or Medical Council (with the support of management as per the Senior Medical Staff Employment Agreement).</li> <li>• Has input to orientation Programmes for new medical staff.</li> <li>• Links with the local continuing medical education meetings.</li> <li>• Discusses, reviews and establishes key performance indicators and advancement criteria at least annually, as part of the performance review with Clinical Head of Department.</li> </ul> |
| <p><b>Communication</b><br/>Regular communication with Head of Department and Service Manger is maintained.</p>   | <ul style="list-style-type: none"> <li>• Liaising with other health professionals to ensure efficient interservice patient management with emphasis on continuity of care.</li> <li>• Participation in the physician meetings.</li> <li>• Regular communication with Service Manager and Head of Department is maintained.</li> <li>• Reports completed for ACC, Police, Insurance companies and the Health &amp; Disability Commissioner, as required.</li> <li>• Promotes transmission of accurate, relevant information through the correct lines of communication.</li> <li>• Leads and promotes open and effective teamwork.</li> </ul>  |
| <p><b>Management of Resources</b><br/>Manages controllable expenditure in such a way to provide a quality, cost effective service.</p>                                    | <ul style="list-style-type: none"> <li>• In conjunction with the rest of the physician team, business plan and budget objectives are set and met for the service with assistance from the service manager and management accountant.</li> <li>• Encourages cost-effective clinical practice.</li> <li>• Has involvement in product/equipment trials with the purchasing department and CAPEX proposals.</li> </ul>  |
| <p><b>Professional Development and Research</b><br/>Assumes responsibility for own professional development.</p>  | <ul style="list-style-type: none"> <li>• In addition to his/her role in the continuing medical education of colleagues, the SMO will keep up to date with relevant literature in respect of clinical matters, medical management topics, including quality assurance and medical audit.</li> <li>• As appropriate, and as approved by the Clinical Director, the SMO will attend Conferences on relevant topics both in New Zealand and overseas, and will attend local post-graduate medical meetings; in respect of such meetings and Conferences, the SMO will report to his colleagues and thereby share – with them the information and knowledge obtained.</li> <li>• The SMO will develop with appropriate management support to the best of their ability computer literacy to enable the SMO to best utilise modern technology.</li> </ul>                                     |

## Key Objectives

### Utilisation of Telehealth

Provision of patient centric care which will give patients the option of telephone or video appointments where there is no need for an in-person appointment

## Expected Outcomes

- Service provision is in line with the New Zealand Health Strategy and the NZ Medical Council guidelines to provide care “closer to home”
- Advise patients in the use of tele monitoring devices (where appropriate) and provide follow-up care to prevent unnecessary hospital admissions

## Key Objectives

### Communication and Personal Interaction

#### Te Ringa Hora



*the open hand (denoting someone who is sociable)*

## Description

Openly communicates and cooperates with all levels of Health New Zealand – Lakes (Lakes) employees, patients and visitors.

## Expected Outcomes

- Listens actively, absorbs message and responds appropriately.
- Builds effective working relationships.
- Establishes rapport with others and gains their respect while being adaptive in relating to different types of people and situation.
- Openly and constructively participates in conversations with md team, patients, managers and visitors.
- Patients and visitors are appropriately welcomed and treated while within Health New Zealand – Lakes.
- Collegiality with team mates and multi-disciplinary teams.
- Accepts differences of opinion can occur but these happen respectfully and without any continued animosity

### Strategy & Performance

#### Te Ringa Raupā



*the roughened hand (symbolising a hard worker)*

Spends energy on delivering role requirements and meeting objectives.

Organises own time to deliver on required tasks and duties.

- Has an energetic approach to work and is self-motivated.
- Accepts direction and instruction of manager but is able to work effectively without direction or guidance.
- Organises time and resources effectively.
- Understands and work towards achievement of the organisation’s goals.
- On shift is busy completing shift duties.
- Utilises effective time management strategies to meet shift duties and works towards achieving objectives in any spare moments.

## Key Objectives

## Description

## Expected Outcomes

### Development and Change Te Ringa Ahuahu



*the hand that shapes or fashions something (refers to someone who is innovative)*

Accepts change in day to day practices and contributes to decision making of the team.

Makes suggestions to increase efficiency of the unit.

- Can adjust behaviour to the demands of the work environment in order to remain productive through periods of transition, ambiguity, uncertainty and stress.

- Works with managers and team to make any changes within practices work.
- Contributes to change processes, offering solution based ideas.
- Constructively makes suggestions to improve process or practices and gain efficiencies.
- Accepts when ideas are not accepted for implementation.

### Personal Accountability Te Ringa Tōmau



*the hand that is trustworthy*

Is open with manager and colleagues and open to accepting feedback and critique to improve upon practice.

Looks for and undertakes development activities appropriate for role and career development.

- Offers constructive criticism and accepts feedback.
- Establishes rapport with others and gains their respect while being adaptive in relating to different types of people and situations, to allow improvements to be made.
- Accepts all feedback and participates in feedback discussions appropriately.
- Responds and queries how improvements can be made.
- Advises manager wherever issues may be impacting on performance.

- Recognises areas that could be improved in own practice.
- Requests learning and development opportunities to enhance practice in role and/ or to assist where improvements can be made.
- Recognises and facilitates the rights of Māori clients and their whanau to participate in cultural activities.
- Has a working knowledge of Health New Zealand – Lakes Māori communities.

## Key Objectives

### Culture and Values

#### Te Ringa Taurima



*the hand that nurtures,  
encourages, supports*

## Description

Operates in line with Lakes values and expectations and professional codes of conduct.

## Expected Outcomes

- Demonstrates a commitment to cultural safety by meeting and exceeding the cultural needs of clients/ customers/ colleagues.
- Incorporates the Lakes Way into day to day business activities.
- Shows respect for patients, colleagues, managers, multi-disciplinary teams.
- Utilises the Lakes Way philosophy to engage with patients, visitors and multi-disciplinary teams.

## Compulsory Requirements Expected Outcomes

### Māori Health

Māori philosophies and values of health are demonstrated in work practice.

- Meaningful relationships are established with Te Aka Matua (Rotorua and Taupo Hospitals) and Lakes Maori Health division in the planning and delivery of services.
- Practices are consistent with Te Tiriti o Waitangi /The Treaty of Waitangi when working with Māori.
- Delivery of safe services for Māori are facilitated by ensuring they can access treatment options and are involved in the planning and delivery of their care.
- Māori are enabled to access and participate in cultural activities provided by the Lakes.
- A commitment to improving the wellbeing of Māori by increasing cultural knowledge in the Lakes is shown.

### Te Iti Kahurangi

The Lakes Way, Our Place Our Culture.

- Works within the Te Iti Kahurangi framework and supporting guide document.

### Record Keeping

- Complies with the Lakes Corporate Records Management policy to create and maintain full and accurate records.

**Compulsory Requirements    Expected Outcomes**

**Quality & Risk**

Patient safety is paramount to the service we deliver at Lakes. This is to be achieved in a clinical governance framework that is culturally responsive and identifies and manages risk and opportunities to improve.

- Employees are supported to lead by example and implement a culture of continuous quality improvement.
- Risks that may prevent Lakes from achieving their goals are identified, reported, and managed.
- Māori patients are provided patient-centred care to achieve positive Māori health outcomes.
- Needs of Māori are reviewed and reported in the further development of practice, process and or policy.
- Evidence-based methodologies are used to support improvements, e.g. kaupapa Māori methodology.
- Quality care is provided to certification standards.

**Health & Safety**

Each individual is responsible for ensuring the safety of themselves, their colleagues, patients and their visitors and to comply with all organisational health and safety policies, procedures and guidelines.

- Implementation and reinforcement of a proactive healthy work place culture which reflects relevant Lakes policy and legislative requirements.
- Healthy lifestyles are actively promoted and participated in, within the work area.
- Employees participate in Health and Safety within areas of work.
- Health and Safety activities are appropriately documented within specified timeframes.
- Health and Safety policies have been read and understood and are applied in the workplace.
- Health and Safety policies are appropriately documented within specified timeframes and incidents are reported immediately.
- Any opportunities for improving Health and Safety are reported and acted upon in a timely manner.
- All near misses/incident/accidents are reported to the appropriate line manager within 24 hours.

**Signatures:**

**Line Manager:**

**Position Description Approved:** \_\_\_\_\_

**Employee:**

**Acceptance of Position Description:** \_\_\_\_\_

*(Please also initial all other pages to show acceptance of position description.)*



| Person Specification                | Essential   | Desirable  |
|-------------------------------------|---|--|
| <b>Education and Qualifications</b> | <ul style="list-style-type: none"> <li>• A medical practitioner registered or able to obtain general registration with the Medical Council of New Zealand.</li> <li>• Current Practising Certificate.</li> <li>• Member of Medical Protection Society or equivalent</li> <li>• Hold current ACLS level 7 certification (or equivalent)</li> </ul>   | <ul style="list-style-type: none"> <li>• Proven professional and clinical credibility.</li> <li>• Proven commitment to provision of quality medical care.</li> <li>• Ability to function as a multidisciplinary team member.</li> <li>• Role model including being a nonsmoker.</li> <li>• Demonstrates cultural safety in practice.</li> <li>• Demonstrated commitment to own professional development.</li> <li>• Ability to meet defined timeframes and to be self-directed.</li> <li>• Has good command of conversational and written English</li> </ul> |
| <b>Experience</b>                   | <ul style="list-style-type: none"> <li>• Involvement with Quality Assurance or Continuous Improvement</li> <li>• Involvement in programmes including audit programmes and peer review</li> <li>• Has keyboard skills and is computer literate</li> </ul>  |  |
| <b>Knowledge</b>                    | <ul style="list-style-type: none"> <li>• Te Tiriti O Waitangi in the provision of health care services and support to Māori.</li> <li>• Te Tiriti O Waitangi in practice, process, policy development and decision making.</li> </ul>   |  |
| <b>Skills</b>                       | <ul style="list-style-type: none"> <li>• Pronunciation of Te Reo Māori words and names.</li> </ul>  | <ul style="list-style-type: none"> <li>• Te Reo Māori.</li> <li>• Excellent communication and interpersonal skills.</li> </ul>   |
| <b>Personal Attributes</b>          | <ul style="list-style-type: none"> <li>• Self-motivated and uses initiative.</li> <li>• Honest and reliable.</li> <li>• Ability to work in a team environment.</li> <li>• Ability to work under pressure and adapt to changes in a demanding work environment.</li> <li>• Ability to maintain a calm disposition under pressure.</li> <li>• Ability to escalate concerns and seek assistance.</li> <li>• Accepts direction and delegation.</li> </ul> | <ul style="list-style-type: none"> <li>• Non-smoker preferred.</li> </ul>  |



## About Health New Zealand – Lakes

At Lakes we place the highest value on the health and wellbeing of everyone in our community. As such all healthcare workers are expected to play a part in the creation and promotion of an environment which lives the following vision, mission and values:

### ***Vision***

Healthy Communities – Mauriora! In this vision Mauriora refers to the Mauri - being the life essence and the source of well-being, and ora - describing the state of wellness.

### ***Strategic Mission***

- Achieve equity in Māori health.
- Build an integrated health system.
- Strengthen people, whanau and community wellbeing.

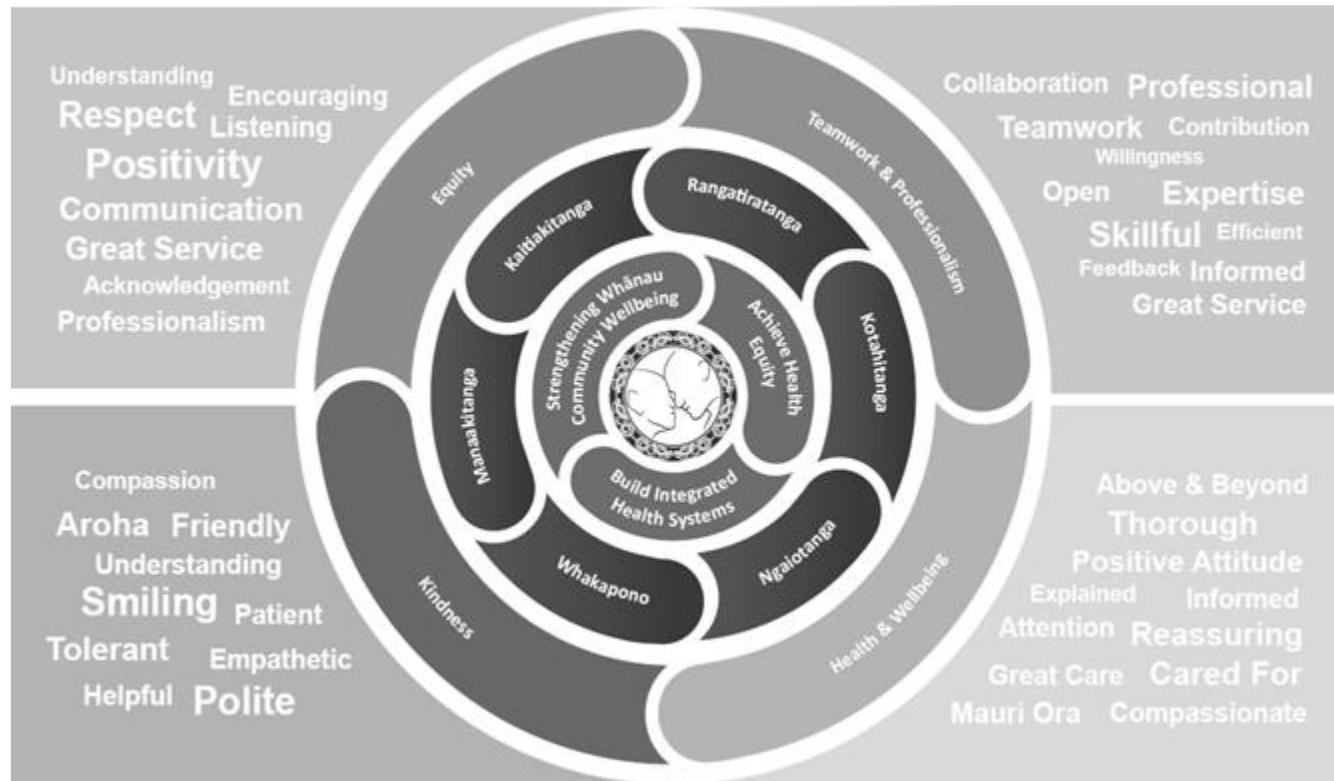
### ***Three Core Values***

**Manaakitanga** Respect and acknowledgment of each other's intrinsic value and contribution.

**Integrity** Truthfully and consistently acting collectively for the common good.

**Accountability** Collective and individual ownership for clinical and financial outcomes and sustainability.

**Te Iti Kahurangi – The Lakes Way, Our Place, Our Culture – We Will**



## Te Tiriti O Waitangi

### *Our expression of Te Tiriti o Waitangi*

The text of Te Tiriti, including the preamble and the three articles, along with the Ritenga Māori declaration, are the enduring foundation of our approach to achieving health and independence. Based on these foundations, we will strive to achieve the following four goals, each expressed in terms of mana.

#### ***Mana whakahaere***

Effective and appropriate kaitiakitanga and stewardship over the health and disability system. Mana whakahaere is the exercise of control in accordance with tikanga, kaupapa and kawa Māori. This goes beyond the management of assets and resources and towards enabling Māori aspirations for health and independence.

#### ***Mana motuhake***

Enabling the right for Māori to be Māori (Māori self-determination); to exercise their authority over their lives and to live on Māori terms and according to Māori philosophies, values and practices, including tikanga Māori.

#### ***Mana tangata***

Achieving equity in health and disability outcomes for Māori, enhancing the mana of people across their life course and contributing to the overall health and wellbeing of Māori.

#### ***Mana Māori***

Enabling Ritenga Māori (Māori customary rituals), which are framed by te ao Māori (the Māori world), enacted through tikanga Māori (Māori philosophy and customary practices) and encapsulated within mātauranga Māori (Māori knowledge).

Lakes is committed within the framework of the New Zealand Public Health and Disability Act (2000) to supporting the Crown's commitment to upholding its Tiriti promises.

## Organisation Structure

