

POSITION DESCRIPTION

Position:	Emergency Medicine Specialist	
Responsible to:	Operational – Service Manager, Emergency, Medical Management Professional – Clinical Lead, Taupo	
Location:	Rotorua & Taupo (based at Taupo Hospital)	
Functional Relationships:	Internal	External
	Clinical Directors	General Practitioners
	Medical Colleagues	St John Ambulance
	Manager Taupo Hospital	External Providers
	Quality Coordinator Taupo	
	CNM	
	Nursing Staff	
	Allied Health Staff	
	Administration Team	
	Laboratory Staff	
	Radiology Staff	
	ART	
LEVEL OF AUTHORITY		
Financial Delegations	Nil	
Direct Reports/Staff Delegations	Nil	
Date	September 2024	

WEEKLY TIMETABLE

Scheduled shifts as per published roster.

VARIATION TO JOB DESCRIPTIONS

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

PRIMARY OBJECTIVE(S) OF THE POSITION

1. Providing Emergency Medicine services to the local population and visitors
2. Participation in the 24/7 roster for Taupo Hospital SMOs
3. Inpatient cover as required – inpatient ward at Taupo Hospital
4. Supervision and teaching of medical students, house officers, registrars, nursing and allied staff
5. Peer reviews and clinical audits
6. Continuous quality improvement programs
7. Self-improvement and Continuous Medical Education (CPD)

Key Objectives	Description	Expected Outcomes
Clinical Service	The Emergency Physician will join the team of Senior Medical Officers (SMOs) at Taupo Hospital to deliver Emergency Medical services.	The Emergency Physician will deliver Emergency Medical services to the population of Taupo/Turangi.
Emergency Medicine	Provide a comprehensive emergency medicine service.	<ul style="list-style-type: none"> • The Taupo SMOs, supported by Rotorua based specialists, will provide a comprehensive emergency medicine service as per published schedule. This will include providing emergency services to the Birthing Unit at Taupo hospital as required. Complex medical, paediatric, obstetric, psychiatric and surgical patients are referred on to Rotorua Hospital as required, after stabilisation. There are no acute admissions to Taupo in these specialities. • The SMO will implement clinical guidelines where clinically appropriate. • The SMO will provide medical reports to the Coroner, Police, Ministry of Transport and legal profession as required and to attend to other requirements when requested by appropriate officers working in accordance with appropriate legislation. • The SMO will regularly review his clinical performances as part of the maintenance of professional standards. This activity will be performed with other colleagues through mortality and morbidity conferences, patient reviews and presentation.
Inpatient	Provide afterhours medical care to the patients in the inpatient unit.	<ul style="list-style-type: none"> • Medical patients will be admitted under the direct care of the SMO. The SMO will undertake out of hours and week-end ward rounds and direct the assessment, investigation and treatment appropriate to each patient. Close liaison with multidisciplinary team is required to ensure continuity of care. • The SMO will discuss the patients with the Physician as required and attend ward rounds as defined in the schedule. • The SMO will ensure that criteria set for admission and discharge are met.
Documentation		<ul style="list-style-type: none"> • The SMO will complete clinical documentation and record data as required and in the manner expected of a senior medical practitioner. Patient

summaries will be completed and made available promptly to general practitioners.

Networking and Liaison

Expected Outcomes:

- The SMO will participate in a collaborative health service and cooperate in the co-ordination and education of health programs, participate in appropriate meetings important for the identification of health issues.
- The SMO agrees to work both the fixed and flexible sessions required to meet certain meeting agendas and will co-operate through the Clinical Director in achieving these.
- The SMO will be aware of relevant Health Targets and work to achieve these particularly the Shorter Stays in ED Target of 6 hours.
- As appropriate the SMO will consult with other health professionals in respect of the care of patients, and will encourage and participate in multidisciplinary team meetings discussing the care and treatment of patients.
- The SMO will, in the event of a civil emergency carry out such other duties as the Employer may require

Professional Development

Expected Outcomes:

- Facilitates the professional development of personnel within Lakes DHB in a manner that is appropriate to the needs of each professional group.

Resource Advice

The SMO will provide local clinical leadership for Emergency Medicine and provide professional advice to other professionals and managers to improve services.

- Promote best practices for Emergency Medicine.
- In keeping with their primary objective of providing high quality patient care and aware of being a user of finite resources, the SMO will attempt at all times to work in a cost efficient manner.

Own Professional Development and Research

Assumes responsibility for own professional development

- In addition to his/her role in the continuing medical education of colleagues, the MO will keep up to date with relevant literature in respect of clinical matters, medical management topics, including quality assurance and medical audit.
- 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.

- 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.
- The SMO may undertake research during regular working hours as time permits. Any research undertaken or involvement in therapeutic trials shall first have received the formal approval of the Research Ethical Committee and shall be in accordance with the protocol of that committee. Progress reports will be made to the Lakes DHB Ethics Committee.

GENERAL

- The effectiveness with which the SMO has performed the job functions set out herein shall be measured with reference to:
- The quality of medical services provided by the SMO taking into account:
- The effectiveness with which the Specialist has carried out their regular duties and responsibilities as outlined in this job description.
- The quality of the advice offered and the co-operation given to the Employer and the colleagues of the SMO in achieving high standards of service for the patients of the hospital.
- Professional skills as measured by Special and peer review and quality audits.
- The number of justified complaints (if any) received by the Employer in respect of the performance of the SMO.
- The adherence by the SMO to the policy of the Employer in relation to patient's rights and cultural sensitivity.
- The success of the SMO in adhering to budget constraints where they are clearly shown to be within their control and responsibility.
- The quality of the relationships developed with Specialists, colleagues, management and other staff of the employer taking into account:

		<ul style="list-style-type: none"> • The level of co-operation between the SMO. other SMOs, specialist Senior Medical Staff, other staff of the Employer and management. • Participation by the SMO in the formulation of clinical plans, protocols and guidelines. • Standards achieved by the SMO in the completion of clinical documentation in an accurate and timely manner.
Communication and Personal Interaction	Openly communicates and cooperates with all levels of DHB employees, patients and visitors.	<ul style="list-style-type: none"> • 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 the DHB • Collegiality with team mates and md teams • Accepts differences of opinion can occur but these happen respectfully and without any continued animosity
Strategy & Performance	Spends energy on delivering role requirements and meeting objectives Organises own time to deliver on required tasks and duties	<ul style="list-style-type: none"> • 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.
Development and Change	Accepts change in day to day practices and contributes to decision making of the team.	<ul style="list-style-type: none"> • Can adjust behaviour to the demands of the work environment in order to remain productive through periods of transition, ambiguity, uncertainty and stress

	Makes suggestions to increase efficiency of the unit.	<ul style="list-style-type: none"> • 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	<p>Is open with manager and colleagues and open to accepting feedback and critique to improve upon practice.</p> <p>Looks for and undertakes development activities appropriate for role and career development.</p>	<ul style="list-style-type: none"> • 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
Culture and Values	Operates in line with DHB values and expectations and professional codes of conduct.	<ul style="list-style-type: none"> • 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, md teams • Utilises the Lakes Way philosophy to engage with patients, visitors and md teams
Record Keeping		<ul style="list-style-type: none"> • Complies with the Lakes DHB Corporate Records Management policy to create and maintain full and accurate records.

Quality & Risk	Patient safety is paramount to the service we deliver at Lakes District Health Board. This is achieved in a clinical governance framework identifying and managing risk and opportunities to improve.	<ul style="list-style-type: none"> • Proactively encourage all staff and lead by example implementing a culture of continuous quality. • Identify all risks that will prevent Lakes DHB from achieving their goals. • Report and manage risks appropriately. • Put the patient at the centre of all improvement. • Use evidence based improvement methodologies when appropriate for all improvements. • Promote Certification where appropriate to showcase quality.
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.	<ul style="list-style-type: none"> • Implementation and reinforcement of a proactive healthy work place culture which reflects current Lakes DHB tertiary accreditation status and relevant Lakes DHB 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. • 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.
Maori Health	Maori philosophies and values of health are reflected in work practice.	<ul style="list-style-type: none"> • Relationships are established and maintained with Te Huinga Takiora Maori in the planning and delivery of services. • Demonstrates knowledge of, and practices in a manner that is consistent with, the Treaty of Waitangi in the provision of health care services and support to Maori clients and their whanau. • Assists in the facilitation of safe services to Maori, including access to Maori treatment options and involvement of whanau in planning and delivery of care.

- Recognises and facilitates the rights of Maori clients and their whanau to participate in cultural activities.
- Has a working knowledge of the Lakes DHB Maori communities.

Person Specification	Essential:	Desirable:
Education and Qualifications:	<ul style="list-style-type: none"> • Basic medical qualifications recognised by Medical Council of New Zealand • Post-graduate qualifications and experience eligible for Emergency Medical Officer. • Hold General Registration with the MCNZ • Current Practising Certificate. • Member of Medical Defence Organisation, eg. Medical Protection Society or Medical Defence Unit. • Hold current ACLS certificate • Hold current Paediatric Life Support • Hold current Neonatal Life Support 	
Experience:	<ul style="list-style-type: none"> • Experience working in a busy emergency department 	<ul style="list-style-type: none"> • Experience working in a rural hospital emergency department. • Ability to work and contribute in terms of fair and equitable workload, particularly in terms of providing cover for scheduled leave. • Proven professional and clinical credibility. • Proven commitment to provision of quality medical care.
Knowledge:	<ul style="list-style-type: none"> • Te Tiriti O Waitangi in the provision of health care services and support to Māori. • Te Tiriti O Waitangi in practice, process, policy development and decision making. • Te Whatu Ora Lakes is a Reorua organisation knowledge and understanding of Te Reo/ Correct pronunciation. 	
Skills:	<ul style="list-style-type: none"> • Pronunciation of Te Reo Māori words and names 	<ul style="list-style-type: none"> • Te Reo Māori • Excellent communication and interpersonal skills. • Ability to function as a multidisciplinary team member. • Proven skills as educator and role model including non-smoker.

- Demonstrates cultural safety in practice.
- Demonstrated commitment to own professional development.
- Ability to meet defined timeframes and to be self-directed.
- Evidence of functioning as a professional leader.
- Leadership skills.
- Innovative and acts as pro-active change agent.
- Has keyboard skills and is computer literate.
- Has good command of conversational and written English. |

Personal Attributes:

- Non-smoker preferred

SIGNATURES

Line Manager:
(position description approved):



Employee:
(acceptance of position description):

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

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.

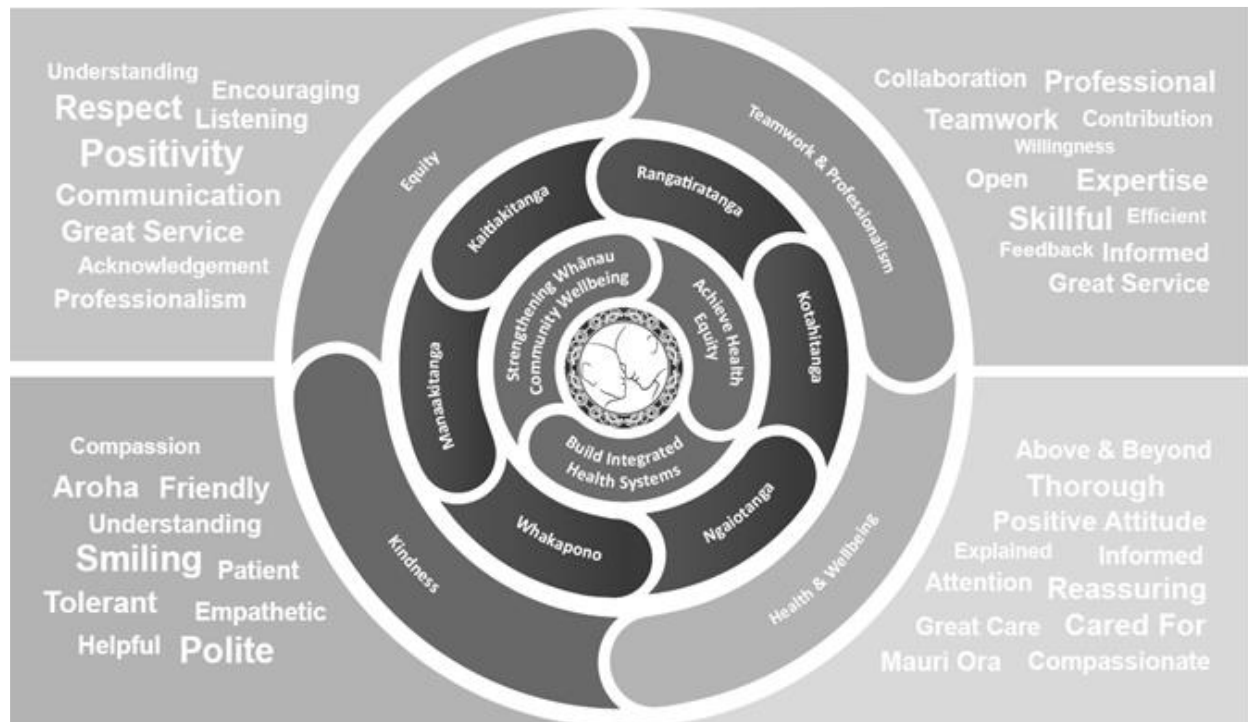
Integrity

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

