

Position Description | Te whakaturanga ō mahi Health New Zealand | Te Whatu Ora

Title	General Medicine Physician with a subspecialty in Endocrinology and Diabetes		
Reports to	Clinical Head of Medicine Department (Professional) Service Manager, Medical Services (Operational)		
Location	Rotorua & Taupo Hospitals		
Department	Medicine		
TOTAL FTE	1.19		
Delegated Authority	HR	Finance	Nil
Date	November 2024		
Job band (indicative)	As per ASMS		

The Health System in Aotearoa is entering a period of transformation as we implement the Pae Ora/Healthy Futures vision of a reformed system where people live longer in good health, have improved quality of life, and there is equity between all groups.

We want to build a healthcare system that works collectively and cohesively around a shared set of values and a culture that enables everyone to bring their best to work and feel proud when they go home to their whānau, friends and community. The reforms are expected to achieve five system shifts. These are:

1. The health system will reinforce Te Tiriti principles and obligations.
2. All people will be able to access a comprehensive range of support in their local communities to help them stay well.
3. Everyone will have equal access to high quality emergency and specialist care when they need it.
4. Digital services will provide more people the care they need in their homes and communities.
5. Health and care workers will be valued and well-trained for the future health system.

Te Mauri o Rongo – The New Zealand Health Charter

The foundation for how we ensure our people are empowered, safe and supported while working to deliver a successful healthcare system, is Te Mauri o Rongo – the New Zealand Health Charter. It guides all of us as we work towards a healthcare system that is more responsive to the needs of, and accessible to all people in Aotearoa New Zealand.

It applies to everyone in our organisation and sits alongside our code of conduct as our guiding document.

Te Mauri o Rongo consists of four pou (pillars) within it, including:

Wairuatanga – working with heart, the strong sense of purpose and commitment to service that health workers bring to their mahi.

Rangatiratanga – as organisations we support our people to lead. We will know our people; we will grow those around us and be accountable with them in contributing to Pae Ora for all.

Whanaungatanga – we are a team, and together a team of teams. Regardless of our role, we work together for a common purpose. We look out for each other and keep each other safe.

Te Korowai Āhuru – a cloak which seeks to provide safety and comfort to the workforce.

These values underpin how we relate to each other as we serve our whānau and communities.

Together we will do this by:

- caring for the people
- recognising, supporting and valuing our people and the work we all do
- working together to design and deliver services, and
- defining the competencies and behaviours we expect from everyone.

About the role

The primary purpose of the role is to:

The role is a dual in Endocrinology and Diabetes/General Medicine appointment with the primary focus on the following:

- To provide a high standard of clinical practice and expertise that contributes to the provision of efficient and effective Endocrinology and Diabetes and general internal medical services to the community and region serviced by Health New Zealand – Lakes. This will involve the following:
- To be a member of the Endocrinology and Diabetes and internal medicine teams based at Rotorua in providing in-patient and out-patient services to the Lakes community.
- To link with Regional and National Endocrinology and Diabetes Services
- These duties will include outpatient sessions, (Rotorua & Taupo) inpatient care, Endocrinology and Diabetes investigations/procedures and on-call duties as per the physician's roster
- To provide professional clinical leadership and supervision to junior medical staff and nursing staff as required.

- To maintain effective interpersonal relationships with colleagues, staff and patients, with the objective of improving hospital services, and handle sensitively any problems which may arise in this respect
- To actively participate in peer review, clinical audits quality improvement programmes and clinical governance
- To provide local Endocrinology and Diabetes services in combination with local and regional services
- To develop the Endocrinology and Diabetes services to meet local population needs consistent with Lakes objectives and Health NZ Strategy goals.

SECTION ONE

Endocrinologist

OFF WARD - 27 weeks

Handover/Decanting	2.50	1/2 hour each morning
3x clinics	10.50	3.5 hours per clinic
SMO Meeting	1.00	Every Monday E.g. Scheduled organisation time, service improvement, teaching, reading
Non-Clinical	10.50	E.g. Clinic admin, meetings
Other Clinical	<u>20.00</u>	
Hours per week off ward	44.50	
Total Off Ward hours per annum	1,183.70	

	Average
Total	
Clinics	7.73
Ward Rounds	7.91
Non Clinical	10.31
Other Clinical	18.55
Oncall	3.16
Total	47.66
	1.19

ON WARD - 17 weeks

Handover/Decanting	2.50	1/2 hour each morning
1x clinic	3.50	
SMO Meeting	1.00	Every Monday
Ward Rounds	20.00	
Non-Clinical	7.50	E.g. Scheduled organisation time, service

		improvement, teaching, reading
Other Clinical	<u>10.00</u>	E.g. Clinic admin, meetings
Hours per week on ward	44.50	
Total On Ward hours per annum	774.30	
Total Hours per annum	1,958.00	
Average (based on a 44 week year)	44.50	
On call	<u>3.16</u>	
Total hours per week	47.66	
FTE	1.19	

SECTION TWO

Outpatient Clinic

It is the responsibility of the Consultant to undertake clinic sessions as per the agreed clinic schedule and ensure that he/she is available to commence on time. 6 weeks' advance notice of planned leave must be given to the to the service administration

The Consultant shall cancel or shorten any scheduled clinic session only with the agreement of the Service Manager. The Service Manager will make alternative arrangements when clinics are cancelled due to unexpected illness on the part of the clinician.

SECTION THREE

Non clinical duties

Include the following: however, these duties should not replace or jeopardise clinical care of patients:

- Departmental administration not primarily done by the HOD – by mutual consent
- Consultation with colleagues and peer review
- Clinical pathway and protocol development
- Accumulation and management of current practice guidelines and standards
- Quality assurance and improvement activities
- Audit and research.
- Credentialing
- Reading of non-clinical e-mails
- Teaching
- Preparation for teaching and presentations.
- Grand round and mortality and other meeting
- Journal and other clinical reading for professional self-development.
- Journal club
- Feedback from any recently attended courses / updates

- Involvement in DHB committees: There is an expectation that each SMO will be involved in at least one such committee.
- Certain activities that are infrequent, but time consuming like specific projects or major patient complaints might have to be brought to the Service Manager's and Clinical Director's attention as it is not addressed in the average weekly job sizing.

Key Result Area	Expected Outcomes / Performance Indicators
Clinical Practice	<p>Delivery of quality evidenced based medical management within service contracts and budget:</p> <ul style="list-style-type: none"> • The consultant will conduct outpatient clinics, and other duties. • The consultant will liaise closely with junior medical staff, and advise on the assessment, investigation and treatment approach to each patient. • 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. • Membership of and contribution of an organization wide Committee. <p>The employee will provide Endocrinology, Diabetes and General Medicine services and clinical leadership which is evidence based and meets competent medical standards of care for Lakes:</p> <ul style="list-style-type: none"> • All clinical practices comply with statutory requirements and accepted standards of best practice. • The Practitioner complies with the maintenance of professional standards and competencies as required by the NZ Medical Council for registration. • Delivers clinical care which complies with health and safety guidelines and infection control protocols. • Works collaboratively with other staff to ensure the efficient, effective and harmonious treatment of patients and running of the services. • Provides telephone advice and consultation from within and outside the organisation • Provides clinical direction and leadership to colleagues within the Endocrinology Service and Diabetes. • Liaises with other members of the multidisciplinary team to ensure clients have access to services which support them to attain health goals. • Participates in the development of integrated care across primary and secondary and specialist services. • Responsibility for clinical policies, protocols and standing orders utilised within the Endocrinology and Diabetes clinics at Rotorua and Taupo funded facilities.
Endocrinology & Diabetes Training	<p>Provides Endocrinology and Diabetes clinical supervision and training to students, junior medical and other clinical staff, both in-service and as formal teaching for other health professionals.</p> <ul style="list-style-type: none"> • Teaching of medical staff to occur as part of daily activities as opportunities arise: to include bedside teaching and formal teaching sessions attendance and participation at radiology review meeting is expected

	<ul style="list-style-type: none"> Emphasises the importance of evidence based practice. Upholds the mission statement and values of Lakes DHB. Works closely with the development of the specialist nurse role. Instructs guides and supervises the work of other colleagues such as registered nurses. Participates in education delivery for Resident Medical Officers and students in specialist area of practice. Promotes achievement of learning and success and achievement of training goals. Provides education to staff, community groups, GPs and other providers
Endocrinology & Diabetes Service Development	<p>Contributes to strategic planning and development for Endocrinology and Diabetes services within the Lakes District.</p> <ul style="list-style-type: none"> Provides clinical leadership within the sub-specialty area across the Lakes district. Participates in the business and strategic planning processes. Advises on developments that are likely to influence service requirements and their funding Provides consultation and advice to hospital colleagues and General Practitioners
Personal Education & Research	<p>Participates in continuing medical education to provide quality evidence based medical patient management.</p> <ul style="list-style-type: none"> Attends, local and international meetings and conferences on specialist interest when possible. Is responsible for their own continued medical education and the maintenance and development of clinical skills (and knowledge) to the standard required by the appropriate medical college (with the support of management as per the Senior Medical Staff Employment Agreement). Participate in an annual appraisals and multi-source feedback. Participation in quality assurance programs and audit. Clinical research is encouraged. Approved projects will be supported by Lakes by the provision of time
Communication	<p>Regular communication with Head of Department is maintained</p> <ul style="list-style-type: none"> Liaising with other health professionals to ensure efficient inter service patient care with emphasis on continuity of care. Participation in general medicine physician and endocrine and diabetes service meetings. Completion of reports for the requirements of ACC, Insurance companies and the Health & Disability Commissioner Promulgation of relevant information through the correct lines of communication. Leads and promotes open and effective teamwork.
Management of Resources	<p>Manages controllable expenditure in such a way to provide a quality, cost effective service.</p> <ul style="list-style-type: none"> 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. Encourages cost-effective clinical practice incorporating the principles of “Choosing Wisely”.

Te Tiriti o Waitangi	<ul style="list-style-type: none"> Remains focused on the pursuit of Māori health gain as well as achieving equitable health outcomes for Māori. Supports tangata whenua- and mana whenua-led change to deliver mana motuhake and Māori self-determination in the design, delivery and monitoring of health care. Actively supports kaimahi Māori by improving attraction, recruitment, retention, development, and leadership.
Equity	<ul style="list-style-type: none"> Commits to helping all people achieve equitable health outcomes. Demonstrates awareness of colonisation and power relationships. Demonstrates critical consciousness and on-going self-reflection and self-awareness in terms of the impact of their own culture on interactions and service delivery. Shows a willingness to personally take a stand for equity. Supports Māori-led and Pacific-led responses.
Innovation & Improvement	<ul style="list-style-type: none"> Is open to new ideas and create a culture where individuals at all levels bring their ideas on how to 'do it better' to the table. Models an agile approach –tries new approaches, learns quickly, adapts fast. Develops and maintains appropriate external networks to support current knowledge of leading practices.
Collaboration and Relationship Management	<ul style="list-style-type: none"> Models good team player behaviour, working with colleagues to not allow silo thinking and behaviour at decision making level to get in the way of doing our best and collegially supports others to do the same. Works with peers in Hauora Māori Service and Pacific Health Business Unit to ensure the voice of and direct aspirations of Māori and Pacific People are reflected in planning and delivery of services.
Health & safety	<ul style="list-style-type: none"> Exercises leadership and due diligence in Health and Safety matters and ensures the successful implementation of Health and Safety strategy and initiatives. Takes all reasonably practicable steps to eliminate and mitigate risks and hazards in the workplace that could cause harm, placing employee, contractor and others' health, safety, and wellbeing centrally, alongside high-quality patient outcomes. Leads, champions, and promotes continual improvement in health and wellbeing to create a healthy and safe culture.
Compliance and Risk	<ul style="list-style-type: none"> Takes responsibility to ensure appropriate risk reporting, management and mitigation activities are in place. Ensures compliance with all relevant statutory, safety and regulatory requirements applicable to the Business Unit. Understands, and operates within, the financial & operational delegations of their role, ensuring peers and team members are also similarly aware.

Functional Relationships

Senior Medical Officers/ Endocrinologist	Allied Health teams
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Junior Medical Officers Internal Medicine Clinical teams General Practitioners Nursing Staff Diabetes CNS Obstetrics outpatient services	Diagnostic teams Service Managers Administration Staff Management Accountant Manawa Pou Clinical Support Services Corporate Support Service Staff
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About you – to succeed in this role

You will have

Essential:

- A relevant graduate and post-graduate qualification.
- Experience in implementing Te Tiriti o Waitangi in action.
- Current annual practicing certificate
- Eligible for specialist registration with NZ Medical Council
- Professional Medical Indemnity Insurance

Desired:

- Other medical qualifications
- Management or other graduate level qualifications

You will be able to

Essential:

- Demonstrate an understanding of the significance of and obligations under Te Tiriti o Waitangi, including how to apply Te Tiriti principles in a meaningful way in your role.
- Take care of own physical and mental wellbeing, and have the stamina needed to go the distance.
- Maximise the quality and contributions of individuals and teams to achieve the organisation’s vision, purpose and goals.
- Establish and maintain positive working relationships with people at all levels within the public and private sectors, related industry and community interest groups and the wider national and international communities.
- Demonstrate a strong drive to deliver and take personal responsibility.
- Demonstrate self-awareness of your impact on people and invests in your own leadership practice to continuously grow and improve.
- Demonstrate the highest standards of personal, professional and institutional behaviour through commitment, loyalty and integrity.

This position description is intended as an insight to the main tasks and responsibilities required in the role and is not intended to be exhaustive. It may be subject to change, in consultation with the job holder.

Line Manager:

(position description approved):



Date 28-11-24

Employee:

(acceptance of position description):

Date _____

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.

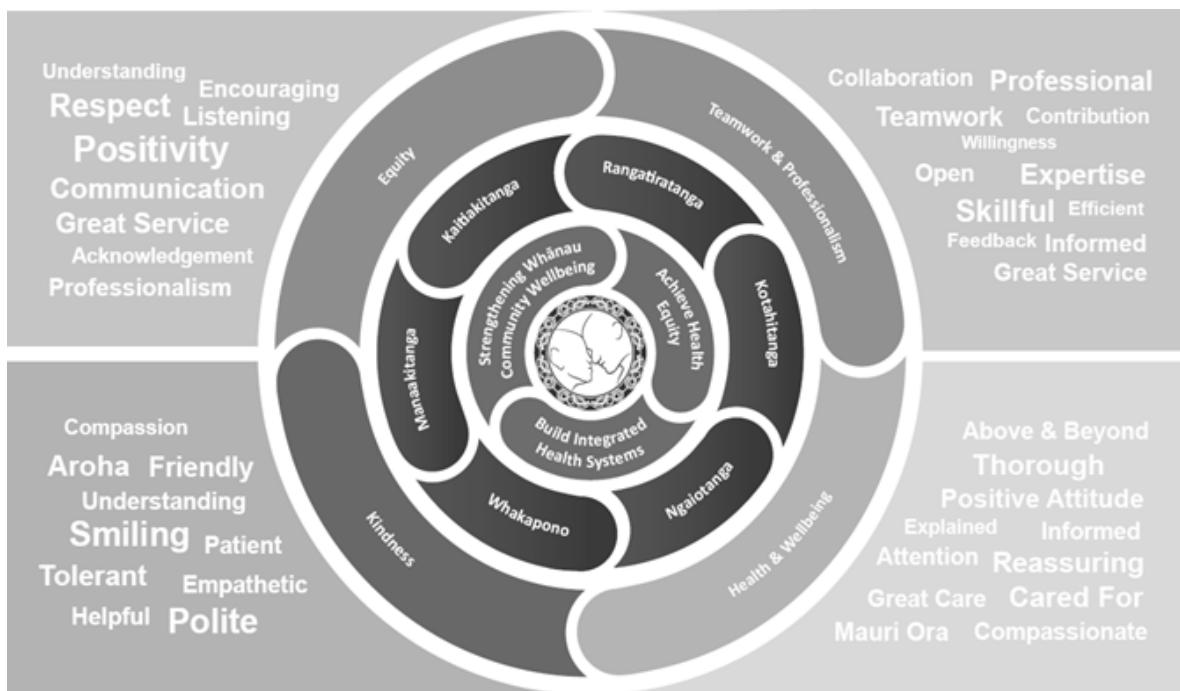
Integrity

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

