

# POSITION DESCRIPTION

<b>Position:</b>	Specialist Palliative Care	
<b>Responsible to:</b>	Operational – Service Manager, Medicine Professional – Clinical Lead – General Medicine	
<b>Location:</b>	Rotorua & Taupo	
<b>Functional Relationships:</b>	<b>Internal</b>	<b>External</b>
	Clinical Directors	General Practitioners
	Medical Colleagues	St John Ambulance
	Manager Taupo Hospital	External Providers
	Quality Coordinator Taupo	Waikato Specialist
	CNM	Services
	Nursing Staff	
	Allied Health Staff	
	Administration Team	
	Laboratory Staff	
	Radiology Staff	
	ART	
<b>Financial Delegations</b>	Nil	
<b>Direct Reports/Staff Delegations</b>	Nil	
<b>Date</b>	September 2023	

## 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

The incumbent shall carry out the duties of a Specialist Palliative Care Physician providing quality care to patients and ensuring that the services provision is provided in an efficient and cost-effective manner.

This position description will be used in conjunction with Health New Zealand Lakes Hospitals and Specialist Services Senior Medical and Dental Officers agreed work schedules and output targets.

Participates in service leadership and development activities.

Supervise, support and mentor Resident Medical Officers (RMOs), and where appropriate other Senior Medical Officers (SMOs) and multidisciplinary team members.

Provide Education within and external to secondary services.

Key Objectives	Description	Expected Outcomes
<b>Clinical Practice</b>	Delivery of quality evidenced based medical management within service contracts and budget.	<ul style="list-style-type: none"> <li>• The incumbent shall carry out the duties of a Specialist Palliative Care Physician providing quality care to patients and ensuring that the services provision is provided in an efficient and cost-effective manner.</li> <li>• This position description will be used in conjunction with the Lakes District Hospitals and Specialist Services Senior Medical and Dental Officers agreed work schedules and output targets.</li> <li>• Participates in service leadership and development activities.</li> <li>• Supervise, support and mentor Resident Medical Officers (RMOs), and where appropriate other Senior Medical Officers (SMOs) and multidisciplinary team members.</li> <li>• Supervise, support and mentor Clinical Nurse Specialist/s</li> <li>• Provide advice to primary care and Hospice services</li> <li>• Develop multidisciplinary palliative care education</li> <li>• Support MDTs as appropriate e.g. MND</li> </ul>
<b>Training</b>	Provides clinical supervision and training to junior medical and other clinical staff.	<ul style="list-style-type: none"> <li>• Is seen by the multidisciplinary team as keen and available for support and mentoring</li> <li>• Is involved in the training and education of RMOs and multidisciplinary team members</li> <li>• Has presented at training sessions or seminars</li> <li>• Agreed achievements within annual performance review.</li> </ul>
	Supervisor	<ul style="list-style-type: none"> <li>• Maintain competence and credentialing as a registrar supervisor as applicable to the position.</li> <li>• Complete supervisor requirements, including documentation.</li> <li>• Quality assurance, peer review, audit</li> <li>• Provides support for and leadership with the services clinical governance framework and/or forum.</li> <li>• Fulfils requirements for quality assurance, peer review, audit, and undertakes at least one quality assurance/ clinical audit activity per year.</li> <li>• Regularly attends established Senior Medical Officer clinical review forums and meetings.</li> </ul>

		<ul style="list-style-type: none"> <li>• Participates in reviews of patient care, mortality and morbidity meeting</li> <li>• Participates in peer review processes.</li> <li>• Results of reviews and audits are communicated to colleagues</li> </ul>
<b>Speciality Practice</b>	Provision of specialist services within the Health New Zealand – Lakes district	<ul style="list-style-type: none"> <li>• Provides clinical leadership within the GIM across the Lakes region in collaboration with colleague.</li> <li>• Participates in business and strategic planning processes.</li> <li>• Advises on trends and developments that are likely to influence service requirements and their funding</li> <li>• Provides consultation and advice to hospital colleagues, General Practitioners, Hospice and community services</li> <li>• Service is provided acknowledging guidelines from specialist societies</li> <li>• Builds positive relationships with the Tertiary Hospital and the wider Te Manawa Taki</li> </ul>
<b>Education and Professional Development</b>	Supports and facilitates education and professional development to provide quality medical patient management.	<ul style="list-style-type: none"> <li>• Up to date CME accreditation with relevant professional body</li> <li>• Participation in quality assurance forums (as appropriate) within scope of practice</li> <li>• Clinical leadership/ management duties</li> <li>• Participates as required in the planning of the service direction (financial and clinical).</li> <li>• Raises issues of concern with professional and managerial staff as they arise to allow for resolution as soon as possible.</li> <li>• Assists in the collection of data relating to the service, and participates in the development and review of policies, procedures and protocols within own area of expertise.</li> <li>• Clinical leadership at an appropriate level evident to unit manager, other SMOs and other health professionals</li> </ul>
	SMO Duties	<ul style="list-style-type: none"> <li>• Acts in a manner befitting a professional leader.</li> <li>• Identifies reports and if possible mitigates any identified service risks.</li> <li>• Attends to patient complaints in a timely manner.</li> <li>• Provides medical reports to external agencies as required by law.</li> <li>• Provides reports on medical officers as reasonably required by management,</li> </ul>

		<p>including performance reviews, and information required for credentialing and privileging processes.</p> <ul style="list-style-type: none"> <li>• Completes required administrative duties.</li> <li>• Positive feedback in annual performance review.</li> <li>• Service risks reported to clinical director and management.</li> </ul>
<b>Communication</b>	Regular communication with Head of Department is maintained.	<ul style="list-style-type: none"> <li>• Liaising with other health professionals to ensure efficient inter-service patient management with emphasis on continuity of care.</li> <li>• Participation in the physician meetings.</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>
<b>Management of Resources</b>	Manages controllable expenditure in such a way to provide a quality, cost effective service.	<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>
<b>Own Professional Development and Research</b>	Assumes responsibility for own professional development	<ul style="list-style-type: none"> <li>• In addition to their 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 their 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>

<b>Utilisation of Telehealth</b>	care which will give patients the option of telephone or video appointments where there is no need for an in-person appointment.	<ul style="list-style-type: none"> <li>• Service provision is in line with the New Zealand Health Strategy and the NZ Medical Council guidelines to provide care “closer to home”</li> <li>• Advise patients in the use of tele monitoring devices (where appropriate) and provide follow-up care to prevent unnecessary hospital admissions</li> </ul>
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<b>Capabilities</b>	<b>Capability Definition</b>	<b>Achievement Indicators</b>
<b>Communication and Personal Interaction</b>	Openly communicates and cooperates with all levels of DHB employees, patients and visitors.	<ul style="list-style-type: none"> <li>• Listens actively, absorbs message and responds appropriately.</li> <li>• Builds effective working relationships.</li> <li>• Establishes rapport with others and gains their respect while being adaptive in relating to different types of people and situation.</li> <li>• Openly and constructively participates in conversations with md team, patients, managers and visitors</li> <li>• Patients and visitors are appropriately welcomed and treated while within the DHB</li> <li>• Collegiality with team mates and md teams</li> <li>• Accepts differences of opinion can occur but these happen respectfully and without any continued animosity</li> </ul>
<b>Strategy &amp; Performance</b>	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"> <li>• Has an energetic approach to work and is self-motivated.</li> <li>• Accepts direction and instruction of manager but is able to work effectively without direction or guidance.</li> <li>• Organises time and resources effectively.</li> <li>• Understands and work towards achievement of the organisation’s goals.</li> <li>• On shift is busy completing shift duties.</li> <li>• Utilises effective time management strategies to meet shift duties and works towards achieving objectives in any spare moments.</li> </ul>
<b>Development and Change</b>	Accepts change in day to day practices and contributes to decision making of the team. Makes suggestions to increase efficiency of the unit.	<ul style="list-style-type: none"> <li>• Can adjust behaviour to the demands of the work environment in order to remain productive through periods of transition, ambiguity, uncertainty and stress</li> <li>• Works with managers and team to make any changes within practices work</li> </ul>

		<ul style="list-style-type: none"> <li>• Contributes to change processes, offering solution based ideas</li> <li>• Constructively makes suggestions to improve process or practices and gain efficiencies</li> <li>• Accepts when ideas are not accepted for implementation</li> </ul>
<b>Personal Accountability</b>	<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"> <li>• Offers constructive criticism and accepts feedback.</li> <li>• 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.</li> <li>• Accepts all feedback and participates in feedback discussions appropriately</li> <li>• Responds and queries how improvements can be made</li> <li>• Advises manager wherever issues may be impacting on performance</li> <li>• Recognises areas that could be improved in own practice</li> <li>• Requests learning and development opportunities to enhance practice in role and/ or to assist where improvements can be made</li> </ul>
<b>Culture and Values</b>	<p>Operates in line with DHB values and expectations and professional codes of conduct.</p>	<ul style="list-style-type: none"> <li>• Demonstrates a commitment to cultural safety by meeting and exceeding the cultural needs of clients/ customers/ colleagues.</li> <li>• Incorporates the Lakes Way into day to day business activities</li> <li>• Shows respect for patients, colleagues, managers, md teams</li> <li>• Utilises the Lakes Way philosophy to engage with patients, visitors and md teams</li> </ul>

<b>Compulsory Requirements</b>	<b>Description</b>	<b>Expected Outcomes</b>
<b>Te Iti Kahurangi</b>	The Lakes Way, Our Place, Our Culture	<ul style="list-style-type: none"> <li>• Works within the Te Iti Kahurangi framework and supporting guide document.</li> </ul>
<b>Record Keeping</b>		<ul style="list-style-type: none"> <li>• Complies with the Health New Zealand - Lakes Corporate Records Management policy to create and maintain full and accurate records.</li> </ul>
<b>Quality &amp; Risk</b>	<p>Patient safety is paramount to the service we deliver at Health New Zealand - Lakes. This is achieved in a clinical governance framework identifying and managing risk and opportunities to improve.</p>	<ul style="list-style-type: none"> <li>• Proactively encourage all staff and lead by example implementing a culture of continuous quality.</li> <li>• Identify all risks that will prevent Health New Zealand - Lakes from achieving their goals.</li> <li>• Report and manage risks appropriately.</li> </ul>

		<ul style="list-style-type: none"> <li>• Put the patient at the centre of all improvement.</li> <li>• Use evidence based improvement methodologies when appropriate for all improvements.</li> <li>• Promote Certification where appropriate to showcase quality.</li> </ul>
<b>Health &amp; Safety</b>	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"> <li>• Implementation and reinforcement of a proactive healthy work place culture which reflects current Health New Zealand - Lakes tertiary accreditation status and relevant Health New Zealand - Lakes and legislative requirements.</li> <li>• Healthy lifestyles are actively promoted and participated in, within the work area.</li> <li>• Employees participate in Health and Safety within areas of work.</li> <li>• Health and Safety activities are appropriately documented within specified timeframes.</li> <li>• Any opportunities for improving Health and Safety are reported and acted upon in a timely manner.</li> <li>• All near misses/incident/accidents are reported to the appropriate line manager within 24 hours.</li> </ul>
<b>Maori Health</b>	Maori philosophies and values of health are reflected in work practice.	<ul style="list-style-type: none"> <li>• Relationships are established and maintained with Te Huinga Takiora Maori in the planning and delivery of services.</li> <li>• 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.</li> <li>• 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.</li> <li>• Recognises and facilitates the rights of Maori clients and their whanau to participate in cultural activities.</li> <li>• Has a working knowledge of the Health New Zealand - Lakes Maori communities.</li> </ul>

Person Specification	Essential	Desirable
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• Registration with Medical Council of New Zealand, therefore inclusive of scope of practice of specialist</li> <li>• A current practicing certificate with the Medical Council of New Zealand</li> </ul>	

	<ul style="list-style-type: none"> <li>• Qualified to practice as a specialist in Palliative Care</li> <li>• Has a New Zealand Drivers license</li> </ul>	
<b>Experience</b>	Preferably a minimum of two years as a Specialist in Palliative Care depending on qualifications, exceptions may be made.	<ul style="list-style-type: none"> <li>• Ability to work and contribute in terms of fair and equitable workload, particularly in terms of providing cover for scheduled leave.</li> <li>• Proven professional and clinical credibility</li> <li>• Proven commitment to provision of quality medical care.</li> </ul>
<b>Knowledge</b>	Pronunciation of Te Reo Maori words and names	<ul style="list-style-type: none"> <li>• Te Reo Maori</li> <li>• Excellent communication and interpersonal skills</li> <li>• Ability to function as a multidisciplinary team member</li> <li>• Proved skills as educator and role model including non-smoker</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>• Evidence of functioning as a professional leader.</li> <li>• Leadership skills.</li> <li>• Innovative and acts as pro-active change agent.</li> <li>• Has keyboard skills and is computer literate.</li> <li>• Has good command of conversational and written English.</li> </ul>
<b>Personal Attributes</b>		Non-Smoker preferred

## SIGNATURES

Line Manager:  
(position description approved): \_\_\_\_\_

Employee:  
(acceptance of position description): \_\_\_\_\_

Date \_\_\_\_\_

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



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## 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

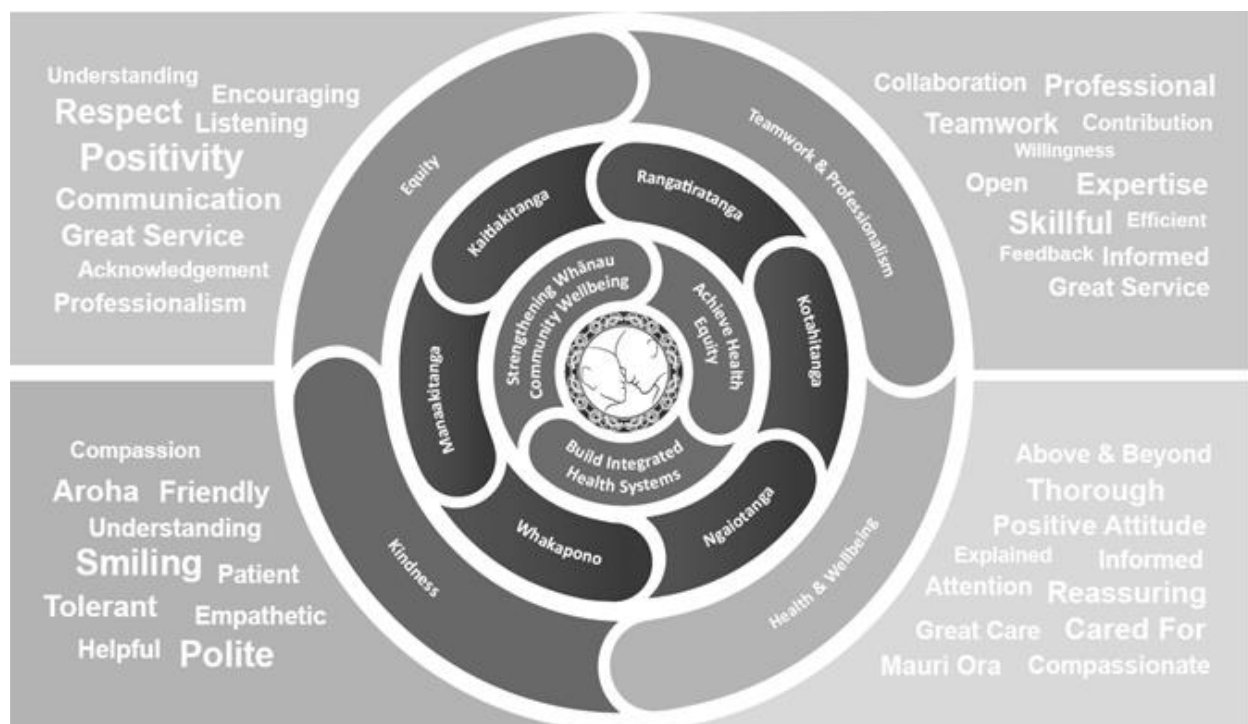
Truthfully and consistently acting collectively for the common good.

#### Accountability

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

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## 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.