

Position Description

Position	Emergency Medicine Specialist	Location	Rotorua and Taupō
Responsible To	Operational – Service Manager, Emergency and Medical Management	Financial Delegations	Nil
Direct Reports	Professional – Head of Department, Emergency Medicine	Relationships External	General Practitioners External Providers Waikato Specialist Services
Relationships Internal	Service Manager Head of Department Clinical Nurse Manager Senior and Resident Medical Officers Te Aka Matua Service Nursing Staff Administration Staff	Date	November 2023
Financial Delegations	Nil	Weekly Timetable	Scheduled shifts as per published roster
Direct Reports/Staff Delegations	Nil	Variation to Position Description	Position descriptions shall be varied from time to time to record any agreed changes to rosters and staffing levels

1. Primary Purpose(s) of the Position

1. Overseeing, co-ordinating and personally providing effective, clinically appropriate and safe assessment and treatment of patients presenting to the Emergency Department.
2. Providing professional, medical leadership within the Emergency Department.
3. Creating an environment in which a high standard of clinical skills in Emergency Medicine are developed and maintained to provide quality patient care.
4. Working within the organisation and with all other referring agencies including General Practitioners to provide advice and collegial support so that all health resources are effectively and efficiently coordinated/managed to provide quality patient care.

Key Objectives

Expected Outcomes

Clinical Practice

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

- Responsibility for overseeing, co-ordinating and personally providing effective, clinically appropriate and safe assessment and treatment, including clinical documentation of patients presenting to the Emergency Department.
- Assists the organisation in meeting its MOH Health Targets, including the maximum 6 hour ED waiting time target.
- Effective communication, including referral and liaison with other hospital staff or community medical and nursing staff to arrange on-going investigation, treatment or care of patients.
- Working with fellow clinicians to ensure there is screening of all definitive investigation result reports of Emergency Department patients (within 24 hours of receipt of such reports), correlating with their clinical record and arranging appropriate follow up.
- Evidenced based practice is encouraged as the basis of sound clinical practice. Approved projects will be supported including time for development, review and reading of relevant literature, the collection, compilation and processing of data as approved.
- Participates and adheres to the LDHB Major Incident Response Plan (MIR Plan) as appropriate and when enacted, including leading the unit specific Emergency Department plan when required.
- Supports the delivery of patient and family focused care in accordance with relevant legislation and standards documented by professional bodies and Health NZ Lakes.
- Promoting preventative medicine in areas influencing Emergency Medicine such as trauma reduction (sexual, domestic, paediatric, industrial, sporting and vehicular).
- Being available for consultation by Resident Medical Officers.
- Participate in a flexible system of rostering and allocation of annual leave with 6 monthly annual leave plan, which meets service requirements and the terms of all the employment agreements and officially agreed variations.

Key Objectives

Expected Outcomes

Education and Professional Development

Supports and facilitates education and professional development to provide quality medical patient management.

- Familiarise and utilize and /or develops any/all patient care pathways, care guidelines, protocols as available at Lakes.
- Identifies learning needs of Resident Medical Officers (SHOs/Registrars)
- Works as part of the Lakes Emergency department medical team, based at both Rotorua and Taupō, to provide guidance and develop clinical leadership skills and provision of clinical oversight to less senior medical roles.
- Assists in development of on-going programmes of clinical education and tutorials to meet learning needs identified.
- Input given to formal orientation programmes for new medical staff.
- Routine clinical case teaching as opportunities arise.
- Hands on involvement in teaching, guiding, instructing and developing clinical skills of the Resident Medical Officers
- Participates in the Lakes senior medical staff credentialing process
- The Emergency Medicine Specialist is responsible for his/her 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 collective agreement).
- Utilises Lakes District Health Board Clinical Information System for patient management and/or teaching as required.
- Fire evacuation training attended bi-annually.

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 SMO 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.

Utilisation of Telehealth

Provision of patient centric care which will give patients the option of telephone or video

- 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

Expected Outcomes

appointments where there is no need for an in-person appointment.

Key Objectives

Description

Expected Outcomes

Communication and Personal Interaction

Te Ringa Hora



the open hand (denoting someone who is sociable)

Communicates relevant information in a timely manner to those who need to know at a level that is understood.

Fosters a team environment and encourages collaboration between team and departments within the DHB.

Connects with people to build trust and confidence.

- Transfers information effectively, verbally and writes clearly, coherently and succinctly.
- Builds team spirit, facilitates resolution of conflict within the team, promotes/protects team reputation, shows commitment to contributing to the team's success.
- Maintains and promotes high standards of social, ethical and organisational norm.

- Articulates differing perspectives on a problem and can see the merit of alternative points of view.
- Works with other managers and teams to streamline processes for the best efficiency for both teams.
- Provides staff who have concerns about another team process a different point of view to consider.
- Connects with others, listens, reads people and situations and communicates tactfully.
- Gets to know their team members and treats them with respect, valuing their individuality and contributions.

Strategy & Performance

Te Ringa Raupā

Te Ringa Raupā



the roughened hand (symbolising a hard worker)

Delegates appropriately within team utilising individual skills to achieve results.

Understands the unit requirements and the implications of the units achievements on the overall service delivery.

- Understands individual's strengths and weaknesses to utilise or increase skills for those individuals.
- Assigns and sub delegates staff to teams to allow for development and succession planning.
- Ensures decision making complies with organisational strategies
- Recognises decisions made within the unit affect overall results of the service and the District.
- Works with the Service Manager to maximise efficiency.

Key Objectives

Description

Expected Outcomes

Development and Change Te Ringa Ahuahu



Te Ringa Ahuahu

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

Works to include staff in change minimising barriers to implementation.

- Questions traditional way of doing things when choosing course of action or finds new combinations of old elements to form an innovative solution.
- Continuously strives for new work processes that will result in greater effectiveness and efficiencies.
- Openly broaches concern with staff from the outset asking for their ideas and input.
- Seeks opportunity to improve performance and seeks feedback to measure and improve.
- Encourages staff participation in possible solution process
- Allows staff input to possible solutions to concern.
- Gives careful consideration to staff ideas and offers alterations to suggestions where necessary.

Articulates decisions and reasoning behind change to enable buy-in to results.

- Develops an informative response to the team including trends, data, process, and benefits of the decided process change.
- Allows feedback to the decision to enable “tinkering” to be made where appropriate.

Personal Accountability Te Ringa Tōmau

Makes decisions based on facts and without personal bias.

- Is proactive and effective when problem solving is required.
- Engages with staff member/mangers/multidisciplinary team when concerns are raised to best understand their point of view.
- Appropriately investigates the concern looking trends, situation, practices.
- Critically examines repeatable risk factors.

Key Objectives



the hand that is trustworthy

Description

Engages with mentors and supervisors for personal skill development.

Plans, prioritises and organises work to deliver on short and long term.

Expected Outcomes

- Is constantly striving to acquire and maintain knowledge, skills and or experience.
- Demonstrates a commitment to and takes responsibility for ongoing professional development.
- Develops an informative response to those who have raised the concern.
- Purposeful about where time is invested.
- Delivers relevant results within expected timeframes.

Culture and Values

Te Ringa Taurima



the hand that nurtures, encourages, supports

Encourages and promotes DHB values and expectations.

- Role models expected behaviours and practices.
- Treats staff, patients, visitors with dignity and respect.
- Uses appropriate empathy to gain organisational objectives.
- Is solution focussed.

Compulsory Requirements

Māori Health

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

Expected Outcomes

- 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.

Compulsory Requirements

Expected Outcomes

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.

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.
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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

Education and Qualifications

- Current vocational registration with the Medical Council of New Zealand at Emergency Medicine Specialist level (or under supervision of a specialist).
- Experience in a senior clinical role (shift leadership).
- Professional medical indemnity insurance.
- Current ACLS skills.
- Fellowship of the Australasian College for Emergency Medicine (or equivalent) - *achieve recognition as a FACEM with ACEM within 3 years of appointment.*

- ACEM
- Recent attendance to:
 - EMST
 - APLS

Experience

- Recent and significant clinical experience in Emergency Medicine.

Knowledge

- 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.

Skills

- Pronunciation of Te Reo Māori words and names. ○
- Te Reo Māori.
- Excellent communication and interpersonal skills.

Personal Attributes

- Self-motivated and uses initiative. ○
- Honest and reliable.
- Ability to work in a team environment.
- Ability to work under pressure and adapt to changes in a demanding work environment.
- Non-smoker preferred.



Person Specification

Essential

Desirable

- Ability to maintain a calm disposition under pressure.
- Ability to escalate concerns and seek assistance.
- Accepts direction and delegation.

2. About Te Whatu Ora – 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.

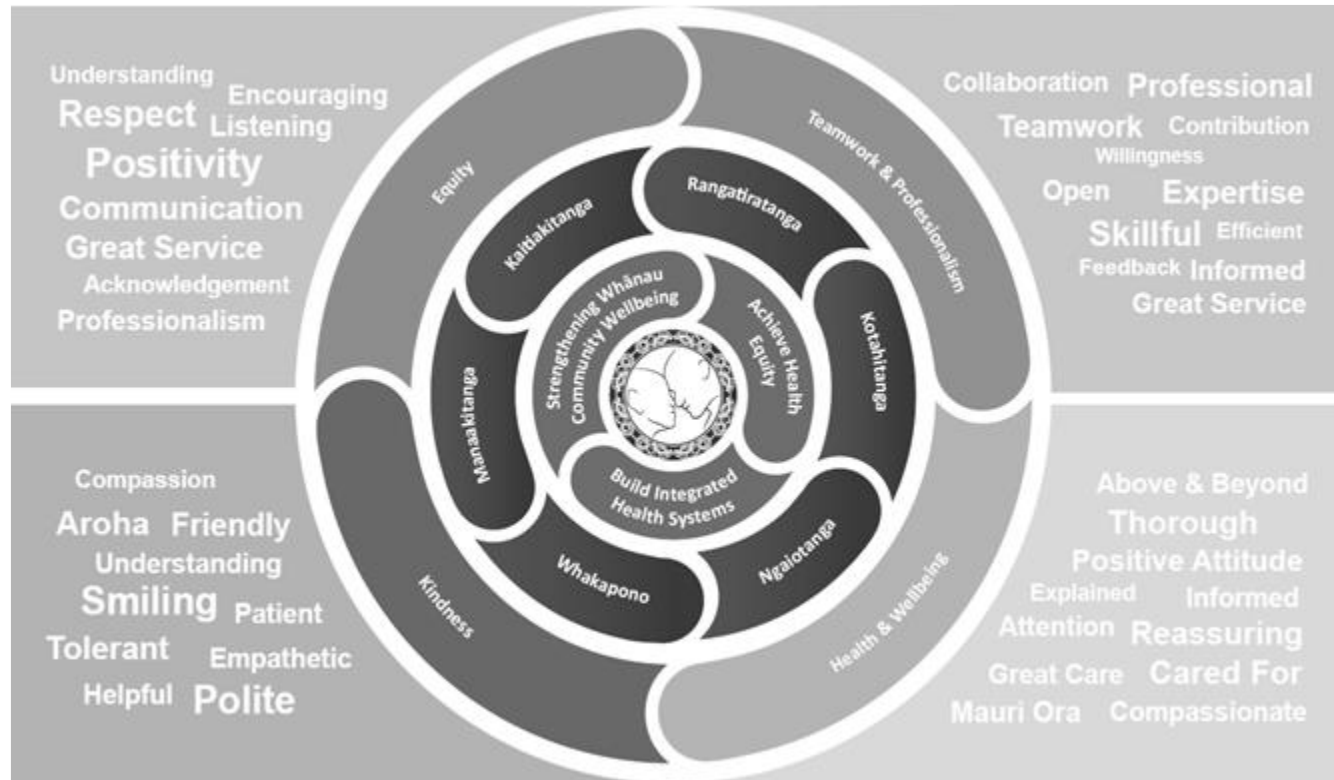
Three Core Values

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.

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



4. 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.

5. Organisation Structure

