

Position	Rural Hospital Medicine Registrar	Direct Reports	Nil
Responsible To	Operational – Service Manager, Emergency and Medical Management Professional – RHMS Development Lead and Clinical Lead Taupo	Location	Taupō
Financial Delegations	Nil	Date	March 2023
Relationships Internal	Medical Colleagues Site Manager, Taupo Hospital Clinical Nurse Manager Taupo ED Clinical Nurse Manager Inpatient Unit CND Taupo Quality Co-ordinator Taupo Nursing Staff Allied Health Staff Administration Team Laboratory Staff X-ray Staff Consultants Taupo and Rotorua CATT	Relationships External	External Providers General Practitioners St John’s Ambulance
Training Position	This registrar position is recognised as a training post in the specialty of Rural Hospital Medicine by the Royal New Zealand College of General Practitioners – Division of Rural Hospital Medicine for a 6 month attachment. As such all stipulations specified by the College with regard to supervision, support, equipment and other standards are complied with.		
Variation to Job Description	Job descriptions shall be varied from time to time to record any agreed changes to rosters and staffing levels.		
Run Category	E 4(45-49.9) paid at C		

Primary Purpose(s) of the Position

- Inpatient cover –Day to day clinical management of patients in the inpatient unit, day stay unit and maternity unit as required.
- Attending inpatient daily ward rounds with RHMS.
- Assessing, treating and preparing for transfer patients presenting to the emergency department at Taupo hospital as directed.
- RHM registrars are required to attend any medical emergencies when on duty.
- RHM registrars will participate in the admission and clerking procedures of acute and elective patients and complete subsequent discharge summaries and plans.
- Provide teaching sessions for Taupo Hospital based staff and GP meetings as required
- Participation in peer reviews and clinical audits
- Demonstrate and contribute to continuous quality improvement programs

Key Objectives

Expected Outcomes



Performance Standard	The aim of the Rural Hospital Medicine Training Programme is to provide each registrar with the generalist knowledge, skills and attitudes needed to work independently in the scope of rural hospital medicine.
Clinical Services	The RHM registrar will provide a comprehensive rural clinical service for patients in the Taupo area of Lakes DHB area.
Inpatient Services	<ul style="list-style-type: none"> • Shared ward round with RHMS, clerking of new ward admissions, acute ED presentations as clinical load dictates • Meets the professional standards set by the Division of Rural Hospital Medicine, RNZCGP, and the Ministry of Health and Disability sector standards. • Medical and low risk surgical patients will be admitted under the direct care of the Rural Hospital Medical team or Surgical Team.

Key Objectives	Expected Outcomes
	<ul style="list-style-type: none"> • The RHM registrar will discuss the patients with the RHMS as required and do ward rounds as defined in the schedule titled "Weekly Timetable". • Close liaison with the multidisciplinary team is required to ensure continuity of care. • The RHM registrar will ensure that criteria set for admission and discharge is met. • The RHM registrar will implement unit policies and guidelines where clinically appropriate. • The RHM registrar will attend as appropriate to any enquiries and complaints from patient's relatives, staff or management. • The RHM registrar will provide medical reports to the Coroner, Police, Ministry of Transport and legal profession as required and attend to other requirements when requested by appropriate officers working in accordance with appropriate legislation. This should be done in consultation with the appropriate Specialist. • The RHM registrar will regularly review his/her clinical performance. This activity will be performed with other colleagues through mortality and morbidity conferences, patient reviews and presentation.
<p>Emergency Service</p>	<p>The RHM registrar will assist the ED specialists, to provide a comprehensive emergency service. Paediatric, obstetric, psychiatric, orthopaedic and surgical patients are referred on to Rotorua Hospital as required, after stabilisation. The RHM registrar will complete ward patient reviews out of hours as clinically indicated.</p>
<p>Day Patient and Outpatient Services</p>	<ul style="list-style-type: none"> • The RHM registrar will have a combination of running parallel clinic with the RHMS and sitting in with visiting specialist/RHMS. This includes theatre time for airway and surgical skills as available. • The RHM registrar after consultation with the RHMS has the authority to transfer inpatients, outpatients, day patients and emergency department patients to other centres for medical care not available in Taupo according to predetermined and mutually agreed criteria. <p>In respect of this service the RHM registrar will:</p> <ul style="list-style-type: none"> • Manage patients, as far as possible, on an outpatient basis. • Encourage, where possible, the continued care of patients by their primary practitioner.
<p>General</p>	<ul style="list-style-type: none"> • The RHM registrars work under delegated responsibilities from the supervising RHMS. • The nature of the work in rural hospitals requires that medical staff work as a team rather than individuals, i.e. being flexible and helping out as the occasion necessitates. • The RHM registrar will be responsible to the admitting specialist for the supervision of admissions and discharges, investigations and treatments. • When working in the ED the RHM registrar will be responsible to the specialist on duty.
<p>Documentation</p>	<ul style="list-style-type: none"> • The RHM registrar will keep accurate and legible clinical progress notes in the patient's file, provide reports, complete standard hospital documentation and record data as required and in the manner

Key Objectives	Expected Outcomes
	<p>prescribed from time to time by the employer. Reports on patients will be completed and made available promptly to referring practitioners. The RHM registrar will provide immediate reports by telephone as appropriate.</p>
<p>Networking and Liaison</p>	<ul style="list-style-type: none"> • The RHM registrar is expected to maintain close liaison with the General Practice and Primary Health Care teams. • The RHM registrar will, in the event of a civil emergency carry out such other duties as the employer may require. • As appropriate the RHM registrar 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.
<p>Financial Management</p>	<ul style="list-style-type: none"> • Promote best practices • In keeping with their primary objective of providing high quality patient care and aware of being a user of finite resources, the RHM registrar will at all times work in a cost efficient manner and within budget. • Will ensure that resources are used efficiently.
<p>Medical Education and Training Programme Assessment</p> <p>Assumes responsibility for own training with oversight from their supervising specialist and the Director of Training.</p>	<ul style="list-style-type: none"> • The registrar is to meet with their supervising specialist at the start of their run to identify goals and discuss responsibilities. • Registrars enrolled in the College programme will keep a record of their training as required by the College. This is the responsibility of the registrar. • If any deficiencies are identified during the run the supervising specialist will discuss these with the registrar at the time (preferably no later than 2/3rds of the way through the run) and make a plan to correct or improve performance. • Serious problems with clinical performance will be managed as follows: • Concerns identified by the supervising specialist will be discussed with the designated educational supervisor, and • The service manager to ensure all HR policies and protocols are adhered to. • Copies of all assessments should be forwarded to the Service Manager's PA for placement on the registrar's HR file.
	<p>It is the registrar's responsibility to maintain and complete these assessments and reporting requirements in a timely manner.</p> <ul style="list-style-type: none"> • Supervision Schedule: • Weekly grand round videoconference Fri 12:30 • Weekly ED education Wednesday 12pm Opportunities for other CME - Paeds, GP, palliative care • Fortnightly supervision session with rotational supervisor Tuesday 11:00 – 12:00

Key Objectives

Expected Outcomes

	<ul style="list-style-type: none"> • Clinical supervision by SMO on the ward or in ED • Phone consultations with SMO on-call based in Rotorua. 	
<p>Communication and Personal Interaction</p> <p>Te Ringa Hora</p>  <p><i>the open hand (denoting someone who is sociable)</i></p>	<p>Openly communicates and cooperates with all levels of Health New Zealand – Lakes (Lakes) employees, patients and visitors.</p>	<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 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
<p>Strategy & Performance</p> <p>Te Ringa Raupā</p>  <p><i>the roughened hand (symbolising a hard worker)</i></p>	<p>Spends energy on delivering role requirements and meeting objectives.</p> <p>Organises own time to deliver on required tasks and duties.</p>	<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.

Key Objectives

Expected Outcomes

Development and Change

Te Ringa Ahuahu



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.

- 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.

- 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



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.

- 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.

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

- 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

Expected Outcomes

Culture and Values

Te Ringa Taurima



*the hand that nurtures,
encourages, supports*

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

- 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.
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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	<ul style="list-style-type: none"> • A medical practitioner registered or able to obtain general registration with the Medical Council of New Zealand. • Current Practising Certificate. • Member of Medical Defence Organisation, e.g. Medical Protection Society or Medical Defence Unit. • Hold current ACLS level 7 certification (or equivalent) • Hold current Paediatric Life Support certification • Hold Current Drivers Licence 	<ul style="list-style-type: none"> • Proven professional and clinical credibility. • Proven commitment to provision of quality medical care. • Ability to function as a multidisciplinary team member. • Role model including being a non smoker. • Demonstrates cultural safety in practice. • Demonstrated commitment to own professional development. • Ability to meet defined timeframes and to be self directed. • Innovative and acts as pro-active change agent. • Has good command of conversational and written English.
Experience	<ul style="list-style-type: none"> • Involvement with Quality Assurance or Continuous Improvement • Involvement in programmes including audit programmes and peer review • Has keyboard skills and is computer literate. 	
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. 	
Skills	<ul style="list-style-type: none"> • Pronunciation of Te Reo Māori words and names. 	<ul style="list-style-type: none"> ○ Te Reo Māori.
Personal Attributes	<ul style="list-style-type: none"> • 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. • Ability to maintain a calm disposition under pressure. • Ability to escalate concerns and seek assistance. 	<ul style="list-style-type: none"> ○ Non-smoker preferred.



Person Specification

Essential

Desirable

- Accepts direction and delegation.

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.

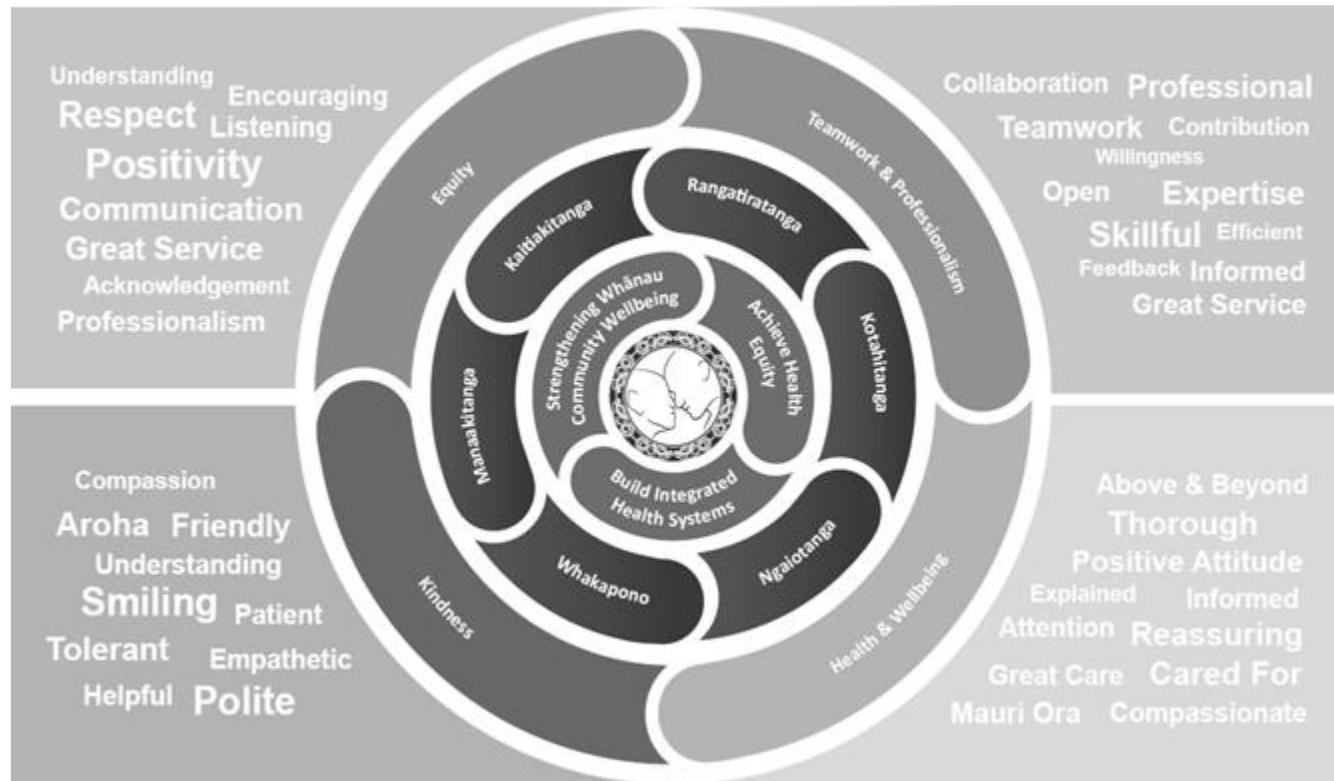
Three Core Values

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

