

JOB DESCRIPTION

SECTION ONE

DESIGNATION: MEDICAL OFFICERS – ANAESTHESIA – PROVISIONAL FELLOW	REPORTING TO: HEAD OF DEPARTMENT – FOR ALL CLINICAL AND ADMINISTRATIVE MATTERS
NATURE OF APPOINTMENT: FULL TIME 1.0 FTE	DATE: SEPTEMBER 2019
LOCATION: BASE HOSPITAL AND HAWERA HOSPITAL	
WEEKLY TIMETABLE:	
DUTY	HOURS
Clinical: Rostered sessions	6 Sessions per week
Non-clinical: Self-development, audit and QA, grand rounds, teaching, supervision, planning, etc.	2 Sessions per week
On call	One overnight call per fortnight
Supervision	2 Clinical sessions per week the fellow will have access to direct consultant support for clinical duties. 4 clinical sessions per week they will work independently with support from the duty anaesthetist if needed.
TOTAL	40 hours per week
SUMMARY OF ON-CALL DUTIES: <i>There is an On Call and After Hours Schedule that you are required to participate on. The usual level of resident medical officer support is Registrar.</i>	

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

SECTION TWO

The Medical practitioner is required to undertake their clinical responsibilities and to conduct themselves in all matters relating to their employment, in accordance with best practice and relevant ethical and professional standards and guidelines, as determined from time to time by:

- the New Zealand Medical Association’s code of ethics;
- the practitioner’s relevant medical college(s) and / or professional association(s);
- the New Zealand Medical (or Dental) Council;
- the Health & Disability Commissioner; and
- TDHB’s policies and procedures except to the extent that they may be inconsistent with any other provision of the Senior Medical and Dental Officers Collective Agreement

SECTION THREE

This section of your job description contains a list of the clinical duties and activities required for this particular position.

➤ outpatient and other clinics	➤ ICU/HDU ward rounds and ward work
➤ discussions and meetings with care givers and patients whanau	➤ reading and responding to patient referral letters
➤ multi-disciplinary meetings, case conference and reviews	➤ research and study related to the treatment of a specific patient
➤ telephone and other ad hoc consultations	➤ community health promotion activities
	➤ preparation of police, coroner, legal, ACC and similar reports

Clinical Duties

General Duties

- The Fellow will work with the other Team members to mutually agree work schedules and theatre list management, in consultation with the Head of Department / Service Director.
- The Fellow will see and advise on inpatients referred by hospital specialist colleagues for assessment within a time appropriate to the clinical circumstances.
- Efficient and effective assessment and management of the department’s patients.
- Assessment and management of patients to follow accepted professional guidelines
- Where possible, investigative and treatment procedures are carried out within the Organisation.

- The Fellow will be responsible for assisting as appropriate with the referral of any patients, under their care, to other centres for specialist treatment when appropriate.
- Regular ward rounds and ward work will be conducted at a time that facilitates efficient patient flows and meets treatment objectives
- Comprehensive and accurate records will be maintained for all patients seen by Fellow.
- Verbal advice provided to GP's who telephone for assistance.
- Discharge summaries are completed by the team, ideally at time of discharge but otherwise within 24hrs of discharge

On call

- The Fellow while rostered on call is available to consult with the Registrar/House Surgeon by telephone, or be called back to assist the Registrar/House Surgeon or other members of Team.
- The Fellow will also be required to work with Independent Practitioners, such as Midwives and General Practitioners.

Emergency Department

- To assess referrals from the Emergency Department where appropriate.

Outpatient Department

- Outpatient clinics will be conducted as mutually agreed in consultation with the Head of Department / Service Director.
- The Fellow will adhere to the agreed criteria for booking of cases.
- The standards for patient's waiting time in clinics will be adhered to.
- Prioritisation will be carried out according to departmental policies, developed under the leadership of the HOD.

Clinics

The guidelines for the management of patients in clinics will be adhered to.

Measurement Methods

- Clinical Audit
- Peer review
- Agreed clinical throughput targets
- Compliments and complaints

Patient Care

- Informed consent is obtained for all patients in accordance with the Organisation's policy for undertaking any test or procedures.
- Patients will be given a full explanation of all procedures and treatments
- Fellow understands the role of consumer affairs/complaints officer, cultural concerns, patient rights and relevant current legislation.
- Family or significant others will be kept informed, where possible, with the patient's consent.
- Effective interpersonal relationships will be maintained with staff and patients and families.
- Problems and complaints will be handled sensitively and expediently. Input into complaint investigation will be provided as requested by HOD / Service Directors or delegate
- The Fellow will, as far as time permits, be available to assist community groups and specialist societies in health promotion and will be available at the request of the General Manager Hospital Services or HOD to make comments through the media on matters concerning public health.

Measurement Methods

- Customer satisfaction surveys
- Compliments & Complaints
- Community feedback

Environment and Facilities

- As requested, the Fellow will contribute to the development of relevant departmental / organisational plans, capital budgets, etc and participate in relevant projects.
- The Fellow will work with the HOD and Service Director on effective resource utilisation.
- Any plan for new technology or provision of service must be endorsed by HOD and Service Director before progression. This applies to both internal and external service development.
- Demonstrate an awareness of expenditure on supplies and pharmaceuticals and the budgetary implication associated with this.
- Education and monitoring of junior medical staff will occur to ensure appropriate ordering of investigations and treatments.

Measurement Methods

- Budgetary targets are met
- Consultation processes are maintained

Quality Assurance

- Clinical practice is consistent with Specialist College and National guidelines for a secondary provider.
- Contribution provided to the departmental clinical quality assurance system including regular clinical audit, review of patient care (length of patient stay, mortality and morbidity reviews, audit, and regular clinical meetings).
- The Fellow will contribute to the ongoing evaluation of the departments service as a whole.
- The Fellow will contribute to the formal review of medical staff within the relevant Department.
- Attend clinical meetings as scheduled

Measurement Methods

- Clinical audit
- Organisational Audit
- National Audit

SECTION FOUR

This section contains a reasonably comprehensive list of the non-clinical duties or other professional activities not covered above.

➤ CME and professional self development	➤ teaching, including preparation time
➤ Audit and quality assurance and improvement activities	➤ supervision and oversight of others
➤ grand rounds	➤ service or department administration
➤ research	➤ planning meetings
➤ clinical pathway development	➤ credentialling
➤ Journal Club	

Non-Clinical Duties

Team Work

- Registrars will be assessed to ensure that they are capable to undertake safe and effective clinical care.
- Guidance and support is provided to Junior Medical Staff in order to develop and maintain their clinical practice
- Regular discussion where appropriate, will be held with other health professionals to ensure a multidisciplinary approach to patient care.
- Junior medical staff are given clear guidance and are aware of the expectations and relevant organisational policies pertaining to the Department.
- Formal teaching of junior medical staff occurs as scheduled
- Contribution to in-service programmes occurs as scheduled
- Fellows will be available to cover their colleagues when they are sick or on leave (within the constraints of their existing workloads).
- The Fellow will contribute to the formal review of junior medical staff.

Measurement Methods

- Junior staff review
- Feedback from general staff
- Peer review via multisource feedback

Personal Development & Research

- The Fellow will maintain competence and keep abreast of any new updates in clinical practice through literature review, attendance at relevant conferences, internal professional development etc.

- Fellow will be enrolled in appropriate professional re-certification programme.
- The Fellow will be familiar with all modern investigative techniques, and use such techniques where appropriate and affordable.
- The Fellow will be encouraged to undertake research. Any research undertaken or involvement in therapeutic trials, receives formal approval of the Research Ethical Committee and is in accordance with its protocol. Progress reports will be provided to the CMA as appropriate

Measurement Methods

- Credentialling Committee review
- Ethics Committee report
- Peer review

KEY WORKING RELATIONSHIPS:

- | | |
|--------------------------------|---|
| • Head of Department | Direct reporting relationship and performance appraisal |
| • Service Director | Operational/management advice, support, communication |
| • Chief Medical Advisor | Professional advice and support |
| • Nursing/Administrative Staff | Liaison and communication re daily activities |
| • Staff of the TDHB | Liaison, referrals and communication |
| • Referring Clinicians | Liaison, referrals and communication |
| • Public and Patients | Care of patient |
| • Independent Practitioners | Liaison, referrals and communication |

TARANAKI DISTRICT HEALTH BOARD STRATEGIC AIM

Improving, promoting, protecting and caring for the health and wellbeing of the people of Taranaki.

- To promote health lifestyles and self responsibility
- To have the people and infrastructure to meet changing health needs
- To have people as healthy as they can be through promotion, prevention, early intervention and rehabilitation
- To have services that are people centred and accessible where the health sector works as one
- To have multi-agency approach to health
- To improve the health of Maori and groups with poor health status
- To lead and support the health and disability sector and provide stability throughout change
- To make the best use of the resources available

Taranaki Health is committed to the principles of the Treaty of Waitangi and in particular we work together by

- Treating people with trust, respect and compassion.
- Communicating openly, honestly and acting with integrity.
- Enabling professional and organisational standards to be met.
- Supporting achievement and acknowledging successes.
- Creating healthy and safe environments.
- Welcoming new ideas.

PERSON SPECIFICATION:

KEY PERSONAL CHARACTERISTICS REQUIRED:

ESSENTIAL:

- Applicants must be qualified medical practitioners registered or eligible for registration with the Medical Council of New Zealand and in addition, must hold a specialist qualification appropriate to the speciality. They must either hold vocational registration or be able to demonstrate a pathway towards vocational registration.
- The higher qualifications recognised are scheduled in the Medical Practitioners (Registration of Specialists) Regulations.
- The appointee must produce his/her Certificate of Registration to the HOD prior to commencement.
- Shows a caring but professional manner in all aspects of work. Is aware of and sensitive to all cultural issues
- Able to cope with a high and varied work load including emergency situations
- Time management skills and ability to prioritise
- Dedicated team player with a willingness to learn new skills
- Computer literate
- Has a commitment to quality and accuracy and is keen to learn and develop new skills
- Knowledge of Quality Assurance, clinical audit and accreditation principles, and a commitment of continuous quality improvement
- Ability to maintain confidentiality at all times
- Demonstrates initiative and flexibility