

Position Description

Position Title:	Medical Officer
Reports to:	Medical Director
Team:	Medical Team
Key Relationships:	<p>Internal: Medical Director, CEO, Medical Team, Director of Nursing, Nursing Team Leaders, Nursing teams, Family Services Manager, Family Services teams, Human Resources Manager</p> <p>External: General Practitioners, Health Providers, DHB, other Hospices, Education Providers, Nursing and Medical students, other key stakeholders and health professionals</p>
Direct Reports:	Nil

Hospice Waikato

Hospice Waikato provides high quality hospice palliative care to people of all ages living with a life limiting or life-threatening condition in the Waikato communities. Our care is provided across all settings; community home care, outpatient, hospice inpatient, aged residential care, and in conjunction with GPs and District Nurses. Consultation and advice are available 24 hours a day to patients, their family or carer, and their primary care team. Patients access our services through an interdisciplinary team of specialist doctors, nurses, therapy services, family support staff and volunteers.

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Role Purpose

The Medical Officer is responsible for providing a high standard of medical care to the patients and families enrolled with Hospice Waikato. The role will include responsibility for In-Patient care and assisting with community care through Out-Patient Clinics, advice, advocacy and liaison with GPs. The primary focus of the role at any one time will depend on other medical cover, particularly the presence of an Advanced Trainee in Palliative Medicine.

The Medical Officer is also a key player in promoting and upholding the brand integrity of Hospice Waikato and ensuring Hospice Waikato continues to be recognised as a professional service provider of high quality, patient focused, Palliative Care.

Scope of this Position

- Medical admission and assessment of patients admitted to the In-Patient Unit
- On-going monitoring and medical management of patients in the In-Patient Unit
- On call symptom management and advice as required
- Medical services, advice and support to the Community team
- Participation in Multidisciplinary Team assessments and decisions
- Liaison with patient's own General Practitioner
- Liaison with Hospital services
- Liaison with other Health Providers involved in the care of the Patient
- Maintenance of patient records
- Participation in staff training and service development as required
- Interaction with Medical Students
- Other such duties as may be reasonably deemed to fall within the scope of the Medical Officer at the direction of the Medical Director or Chief Executive Officer

Key Accountabilities

Key Areas of Accountability <i>What is the activity?</i>	Key Performance Indicators <i>How is it measured?</i>	% of Role
<p>Professional Standards</p> <ul style="list-style-type: none"> • Understanding and effectively meeting Hospice Standards (ie Legislative, Professional, Contractual, Ethical and Organisational) by delivering to each and undertaking all necessary steps to remedy shortfalls in practice and knowledge. 	<ul style="list-style-type: none"> • Professional standards are met. • The risk of harm to consumers, staff and others is minimized. • Clients have confidence in the standard of delivery of care. • All service provision, research programmes, documentation and information management comply with the Privacy of Health Information Act and Health and Disability Code of Practice. 	<p>5%</p>
<p>Medical Services</p> <ul style="list-style-type: none"> • Working as a key member of the Hospice Waikato In-Patient Unit team. • Undertaking regular ward rounds providing clinical oversight of In-Patient Unit. • Providing clinical guidance for the development of junior medical staff. • Ensuring all clinical practices comply with statutory requirements and accepted standards of best practice. • Ensuring own practice complies with professional standards as set out by the Medical Council of New Zealand (MCNZ). • Maintaining safe work practices, equipment and work areas which comply with Health and Safety guidelines and Infection Control Protocols. • Working with other staff to ensure the efficient, effective and harmonious treatment of patients and running of the services, including continuity of care. • Providing support and advice to the 	<ul style="list-style-type: none"> • Clinical services provided within In-Patient Unit team. • Regular ward rounds conducted. • Clinical oversight of In-Patient Unit and junior medical staff provided. • Organisation not exposed to risk due to poor clinical practices and operating outside of best practice scope. • Practice complies with MCNZ and RNZCGP professional standards. • Patients, family/whanau/carers not exposed to any form of risk due to non-compliance with health and safety guidelines and infection control protocols. • Organisation not exposed to any form of risk due to non-compliance with health and safety guidelines and infection control protocols. • Health & Safety Practices and Infection Control Protocols maintained. 	<p>60%</p>

<p>community team as required.</p> <ul style="list-style-type: none"> • Providing high quality medical services in Out-Patient Clinics as required with support/supervision from a Senior Medical Officer. • Participating in the after-hours weekend on-call roster at a <u>current</u> frequency of 4:4 to 1:6 as required with the support of a Senior Medical Officer. 	<ul style="list-style-type: none"> • Complaints not received due to poor treatment of patients or poor delivery or service. • Community team supported. • Out-Patient Clinics provided. • On-call participation occurs. 	
<p>Administrative and other Duties</p> <ul style="list-style-type: none"> • Completing client notes in client online system (PalCare) • Undertaking the customary administrative activities of Medical Officer. • Providing professional leadership to Hospice Waikato team members in relation to GPs, other health professionals and providers. • Pro-actively participating in quality assurance, customer satisfaction, clinical audit and peer review activities. • Participating in initiatives with medical staff and other committees as may be required and agreed from time to time. • Ensuring efficiency gains are made through improvements. • Other duties as deemed necessary by Medical Director. 	<ul style="list-style-type: none"> • Client notes completed. • Administrative tasks completed. • Team supported with health providers. • Participation in quality initiatives occurs. • Efficiency gains made. • Other tasks completed as necessary. 	<p>10%</p>
<p>Continuing Medical Education</p> <ul style="list-style-type: none"> • Visible and measurable commitment to maintaining and up skilling professional knowledge and skills. • Development of collegial professional relationships aimed specifically at strengthening professional skill and knowledge. • Attendance and participation in professional clinical meetings and conferences as appropriate. • Actively imparting knowledge to other medical and clinical professionals at Hospice Waikato. 	<ul style="list-style-type: none"> • Professional knowledge base and skill level remains relevant and current. • Visible growth in capability. • Education of others taking place appropriately. • Other staff comfortable to seek Medical Officer out as source of medical information and support. 	<p>10%</p>

<p>Organisational Contribution</p> <ul style="list-style-type: none"> • Proactively engaging as a member of the Medical Team, contributing to the Medical development and quality improvement initiatives at Hospice Waikato. • Proactively contributing to special projects when required, including research. • Actively seeking opportunities to improve systems, processes and work practices within own position and Hospice Waikato as a whole. • Actively promoting the services of Hospice Waikato externally. • Integrating the Hospice Waikato values into work practices and relationships. 	<ul style="list-style-type: none"> • Active engagement in projects. • Hospice Waikato Values visible in work ethic and behaviours. • Potential improvements identified and highlighted across organisation. • Promotion of Hospice Waikato visible in practice. 	<p>5%</p>
<p>Professional Relationship</p> <ul style="list-style-type: none"> • Representation of Hospice Waikato at relevant forums where directed by the CEO or Medical Director. Ensuring all interfaces between Hospice Waikato, key stakeholders and other health partners are managed optimally. • Providing information on Hospice practice and functions to other visiting health professionals. 	<ul style="list-style-type: none"> • Effective working relationships in place outside of Hospice Waikato 	<p>5%</p>
<p>Health & Safety</p> <ul style="list-style-type: none"> • Promoting and supporting safe working practices within Hospice Waikato at all times. • Contributing to maintaining a safe and hazard free work environment by proactively identifying and managing hazards. • Ensuring any visitors brought into the workplace are aware of and remain compliant with the relevant health & safety policies and procedures. • Ensuring the accurate reporting of all workplace near miss incidents accidents. 	<ul style="list-style-type: none"> • Organisational Compliance with the Health & Safety in Employment Act is ensured. • Hospice Waikato is not exposed to unnecessary risk or costs associated with non-compliance. • Lost time injuries do not occur as a result of health and safety procedures not being followed. 	<p>5%</p>

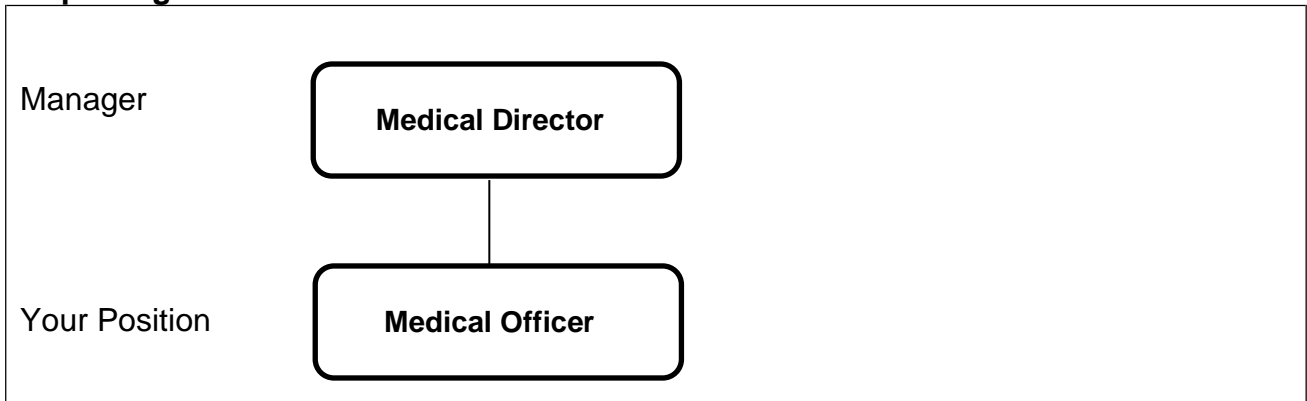
Person Profile for Medical Officer

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Current Annual Practicing Certificate. 	<ul style="list-style-type: none"> • Vocational Registration • Post graduate certificate / diploma in Palliative Care
Experience	<ul style="list-style-type: none"> • Willing to undertake further training as required in house. 	<ul style="list-style-type: none"> • Experienced in Palliative care.
Professional Memberships	Member of Medical Protection Society or equivalent.	<ul style="list-style-type: none"> • Member of Australia & NZ Society of Palliative Medicine.
Skills & Attributes	<ul style="list-style-type: none"> • Possesses a visible passion for healthcare and the field of palliative care. • Demonstrates a collaborative working style, enabling the creation of strong relationships with key stakeholders and colleagues.. • Demonstrates appropriate sensitivity and empathy to a broad range of cultures, needs and behaviours. • Ability to work effectively through conflict and maintain personal resilience in difficult situations. • Sound level of understanding of EEO and Treaty principles and their application to the work within Hospice Waikato Hospice. • Proven ability to develop trust and build successful and effective community wide networks. • Effective communicator with strong presentation skills able to deliver engaging oral and written communication to internal and external audiences. • Visible energy and commitment to delivering results above expectations 	

Hospice Waikato Values

Values	Example of behaviours
<p>Community United by heart, we walk alongside our people, near and far, working in partnership to provide quality holistic care.</p>	<ul style="list-style-type: none"> Evidence of engaging in supportive relationships and practice within work Evidence of developing appropriate internal and external networks
<p>Advocacy Honouring the cycle of life and death, ensuring our people have a voice, insisting that all have equal access to quality care.</p>	<ul style="list-style-type: none"> Stands up for and supports our people Evidence of professional and ethical standards in delivery. Work reflects personal and professional commitment to quality care
<p>Respect We have respect for our people, our diversity, and in our communication through safe and holistic practice.</p>	<ul style="list-style-type: none"> Treats others with respect and works co-operatively Deals with conflict in a respectful way Openly respectful of diversity
<p>Empathy Being with our people, acknowledging uniqueness, and supporting with dignity, respect and compassion.</p>	<ul style="list-style-type: none"> Demonstrates genuine willingness to understand why people do what they do When interacting with others can demonstrate ability to understand positions, intentions and needs Understands and is available to help when others are struggling

Reporting Line



Declaration

I have read and understand this position description. I understand that I may be asked to perform other duties as reasonably required by the employer in accordance with the conditions of the position. This position description may evolve over time and may be amended by the employer following reasonable notice to me.

Signed as confirmation of understanding and acceptance of the role and its key areas of accountability and key performance indicators.

Manager's Signature: _____ Date: _____

Name: _____

Employee's Signature: _____ Date: _____

Name: _____

