



## Job Description

### Consultant Physician in Geriatric Medicine Directorate of Medical & Elder Services

<b>Position Title:</b>	Consultant Physician in Geriatric Medicine
<b>Organisation Unit:</b>	Directorate of Medical & Elder Services
<b>Location:</b>	Whangarei Hospital, Northland District Health Board
<b>Responsible to:</b>	Clinical Director health of Older People (HOP), Directorate of Medical & Elder Services, Northland District Health Board Service Manager, Directorate of Medical & Elder Services, Northland District Health Board
<b>Primary Functions of the Position:</b>	<ol style="list-style-type: none"> <li>1. To provide clinical leadership to the Acute Care of the Eldely (ACE) frailty intervention team with both inpatient acute beds and ED admission prevention</li> <li>2. To provide specialist medical input to the Assessment, Treatment &amp; Rehabilitation Ward, participating as an effective member of the multi-disciplinary clinical team</li> <li>3. To perform specialist assessments on elderly people in the inpatient, outpatient and community settings.</li> </ol>

## Functional Relationships

The Consultant Physician in Geriatric Medicine will develop and maintain excellent relationships with:

Internal	External
<ul style="list-style-type: none"> <li>• Clinical Director</li> <li>• General Manager</li> <li>• Service Manager</li> <li>• Other physicians</li> <li>• Clinical Nurse Managers and other senior nurses in Health of Older People (HOP) services</li> <li>• Nursing staff and other multi-disciplinary staff within HOP</li> <li>• Senior medical staff employed by Northland DHB</li> <li>• Registrars and House Officers</li> <li>• Chief Medical Officer</li> <li>• Regional hospital services</li> <li>• Other Whangarei hospital services</li> </ul>	<ul style="list-style-type: none"> <li>• Patients and family/ whanau</li> <li>• GPs</li> <li>• Tertiary specialists and referral hospitals</li> <li>• Community agencies (e.g. Age Concern, Alzheimer's Society)</li> </ul>

## Key Responsibilities and Expected Outcomes

Northland District Health Board has established a set of values by which the organisation will respond, in part, to achieving its goals and objectives through their workforce. The following Values and supporting statements are expected behaviours of each individual employed with Northland DHB:

Values	Supporting Statement
<b>Tāngata i te tuatahi</b> People First	He whakapapa, he mokopuna, he tamariki, he mātua, he tūpuna. He aha te mea nui. He tāngata, he tāngata, he tāngata Our people are central to all we do
<b>Whakaute (tuku mana)</b> Respect	He whakaaro nui ki ētahi atu We treat others as they would like to be treated
<b>Manaaki</b> Caring	Ko te manaaki – he whāngai, he kākahu, he ropiropi. Akona e te whānau whānui We nurture those around us, and treat all with dignity and compassion
<b>Whakawhitiwhiti Kōrero</b> Communication	Whakawhitiwhiti kōrero i runga te tika, te pono me te We communicate openly, safely and with respect to promote clear understanding aroha
<b>Te Hiranga</b> Excellence	Kia kaha, kia māia, kia manawa nui Our attitude of excellence inspires confidence and innovation

The position of Consultant Physician in Geriatric Medicine encompasses the following major functions or key result areas:

- Te Tiriti o Waitangi
- Support a person and whanau centred care environment
- In collaboration with other physicians for older people to provide inpatient, outpatient and community services for older people for Northland
- In consultation with Clinical Director (CD) and Clinical Head of Department (CHOD) ensure that knowledge and skills development is ongoing and up to date with current trends
- In conjunction with CD, CHOD and General Manager (GM), contribute to the successful management and service planning and development of the Health of Older People service for Northland
- Telehealth
- Health and Safety
- Privacy & Confidentiality

The outcome requirements of the above key responsibility areas are outlined below:

Responsibilities between the 5.5FTE geriatricians are currently shared out and rotational between spending time on the ACE roles vs Rehabilitation and community roles.

We try to balance people's expertise and preferences with departmental needs where possible

There are no current on call commitments - however suitably experienced candidates may wish to participate in the General Medicine out of hours on call rota.

Key Responsibility Area	Expected Outcomes
Te Tiriti o Waitangi	<ul style="list-style-type: none"> <li>• Contribute to the promotion of the articles and principles of Te Tiriti o Waitangi and the involvement of Māori within the decision-making process for their health and independence, within District Health Board management processes and procedures</li> <li>• Include the articles and principles of Te Tiriti o Waitangi within all aspects of the role and its outcomes</li> <li>• Ensure that consultation and engagement processes include appropriate mechanisms to meet the need of Māori in a culturally appropriate and safe manner</li> <li>• Attend the Northland District Health Board Te Tiriti o Waitangi Training</li> </ul>
Responsibility for clinical leadership of the multi-disciplinary ACE team and providing specialist medical assessment	<ul style="list-style-type: none"> <li>• Attendance at General medicine handover meeting to identify patients suitable for ACE</li> <li>• Post take ward rounds and daily reviews of inpatients in ACE beds</li> <li>• Daily multi-disciplinary meetings</li> <li>• With the ACE GNS based in ED, identifying patients to be seen by the ACE team, contributing to their assessment and deciding whether to admit or discharge the patient with appropriate management plans</li> </ul>
In collaboration with the multi-disciplinary team of the Inpatient Assessment, Treatment & Rehabilitation ward, provide specialist medical assessment and input	<ul style="list-style-type: none"> <li>• Provide assessment and regular review of inpatients in the Assessment &amp; Rehabilitation Unit, including ward rounds.</li> <li>• Participate in multi-disciplinary team meetings to establish goals, review progress and management and develop discharge plans.</li> <li>• Participate in family meetings as required.</li> <li>• Delegate tasks and responsibilities to junior medical staff according to the skills of the individuals.</li> <li>• Maintain and confirm to the standards and requirements of Northland District Health Board and the Ministry of Health, as well as those of the Medical council of New Zealand</li> <li>• Ensure all documentation and processes are clear and meet the regulations of Northland District Health Board and other purchasing agencies' requirements</li> </ul>

Key Responsibility Area	Expected Outcomes
<p>In collaboration with other members of the community Assessment &amp; Rehabilitation multi-disciplinary team, provide competent and high-quality outpatient assessment and review to patients referred for treatment.</p>	<ul style="list-style-type: none"> <li>• Develop treatment plans for patients in outpatient treatment</li> <li>• Provide outpatient clinics as required and develop specialist clinics where need is identified and resources available (eg stroke, memory, continence).</li> <li>• Participate in home visits as appropriate and in regular visiting programmes to outlying hospitals for the purposes of performing clinics and seeing inpatient referrals</li> <li>• Provide liaison and consultation with general practitioners and other medical colleagues regarding the assessment and rehabilitation treatment needs of their patients.</li> <li>• Provide liaison and consultation with community trusts, other non-government organisations or community agencies who are involved in providing supportive community services for the patient.</li> <li>• To set and maintain high quality standards of care for medical outpatient care by acting as a role model.</li> <li>• Ensure all documentation and processes are clear and meet the policies of Northland DHB.</li> </ul>
<p>Comprehensive Geriatric Assessment and Management -Consultation service to other departments</p>	<ul style="list-style-type: none"> <li>• See selected acutely presenting older people who require comprehensive Geriatric assessment and care</li> <li>• Participate in MDT management of frail older people in inpatient areas</li> <li>• Attend to referrals from other wards, within Whangarei Hospital, assessing and reviewing management of referred patients and needs for rehabilitation and ongoing services.</li> <li>• Attend liaison/team meetings on other units to provide specialist input in the decision-making process, e.g as a member of the orthogeriatric MDT</li> </ul>
<p>In consultation with Clinical Director (CD) ensure that knowledge and skills development is ongoing and up-to-date with current trends</p>	<ul style="list-style-type: none"> <li>• Develop and maintain personal professional practice in accordance with RACP maintenance of professional standards, legislative requirements, policies and guidelines.</li> <li>• Peer group supervision/networking is undertaken on a regular basis.</li> <li>• Participate in the provision of supervision and training for the registrars, house surgeons and medical students, nursing staff and allied health professionals in the inpatient and outpatient services, community groups and agencies.</li> <li>• Be involved in performance management which reflects the current environment, and which is reviewed at least once annually.</li> <li>• In accordance with service delivery priorities may develop a special area of expertise consistent with own professional discipline and interests, and thereby act as a resource person for the Service.</li> </ul>

Key Responsibility Area	Expected Outcomes
In conjunction with Clinical Director, and General Manager contribute to the successful management and service planning and development of the Assessment, Treatment, Rehabilitation & Stroke Service for Northland District Health Board	<ul style="list-style-type: none"> <li>• Along with the other specialist staff, provide clinical leadership for aspects of the Health of Older People Services in Northland.</li> <li>• Develop liaison with tertiary referral hospital and tertiary specialists.</li> <li>• Contribute to the planning and provision of assessment, treatment and rehabilitation and stroke services and general services for the elderly in Northland.</li> <li>• Attend planning or management meetings as requested.</li> <li>• Prepare reports as required.</li> <li>• Provide direction, both written and verbal, to ensure safe management and where necessary, develop written guidelines.</li> </ul>
Telehealth	<ul style="list-style-type: none"> <li>• It is the expectation of this organisation that SMOs are aware of the benefits of Digital Health (including Telehealth) and how it supports healthcare delivery and reduces inequity including for our Māori and rural people. SMOs will openly adopt and practice digital health delivery as part of the role either within existing services or future planned services.</li> </ul>
Health & Safety	<ul style="list-style-type: none"> <li>• Ensure compliance with designated responsibilities detailed in Northland District Health Board's Health and Safety Policy and annual objectives</li> <li>• Promote an environment of physical, occupational, cultural, ethical and legal safety</li> <li>• Participate in the organisation's Health and Safety Management training programme.</li> <li>• Observe and promote safe work practices, rules and instructions relating to work, and be pro-active in hazard management</li> <li>• Willingly cooperate in the achievement of all health and safety goals and initiatives by: <ul style="list-style-type: none"> <li>○ Practicing and observing safe work methods</li> <li>○ The use of safety equipment</li> <li>○ Reporting unsafe conditions or equipment; and</li> <li>○ Reporting and documenting all accidents or incidents</li> </ul> </li> </ul>
Privacy and Confidentiality	<ul style="list-style-type: none"> <li>• Undertake all duties and responsibilities in accordance with the Privacy Act 2020, Health Information Privacy Code 2020, and Northland DHB's Privacy Policies and Procedures</li> <li>• Complete mandatory induction training on Privacy responsibilities</li> </ul>

## Variation of Duties

Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit in any way the scope or functions of the position. Duties and responsibilities may be amended from time to time, in consultation with the employee, to meet any changing conditions and service requirements.

## Person Specification

### Education and Qualifications

Essential	Desirable
<ul style="list-style-type: none"><li>• Primary medical qualification eligible for full registration with the Medical Council of New Zealand (conditional or temporary registration may be acceptable under certain circumstances)</li><li>• Specialist post-graduate qualification eligible for registration on the Vocational Register with the Medical Council of New Zealand. This qualification must be in the general field of internal medicine (eg FRACP)</li><li>• Current Drivers Licence – valid for New Zealand</li><li>• Qualify to undergo “maintenance of Profession Standards” requirements of the RACP</li></ul>	<ul style="list-style-type: none"><li>• FRACP qualification in Geriatric Medicine</li></ul>

### Experience

Essential	Desirable
<ul style="list-style-type: none"><li>• Completion of higher training in Geriatric Medicine</li><li>• Experience in working in a team-orientated environment</li></ul>	<ul style="list-style-type: none"><li>• The Treaty of Waitangi and its application to the health setting</li><li>• Privacy Act (1993) and Health Information Privacy Code (1994)</li><li>• Health and Safety at Work Act 2015</li><li>• Health and Disability Commissioner (Code of Health and Disability Services Consumers' Rights) Regulations (1996)</li><li>• New Zealand Council of Healthcare Standards</li></ul>

### Awareness and Understanding of

Essential	Desirable
<ul style="list-style-type: none"><li>• Person and whanau centred care principles</li></ul>	<ul style="list-style-type: none"><li>• Te Tiriti o Waitangi and its application to the health setting</li><li>• Privacy Act (2020) and Health Information Privacy Code (2020)</li><li>• Health and Safety at Work Act 2015</li><li>• Health and Disability Commissioner (Code of Health and Disability Services Consumers' Rights) Regulations (1996)</li><li>• New Zealand Council of Healthcare Standards</li></ul>

## Skills & Personal Attributes

### Skills

- Developed interpersonal skills
- Excellent written and verbal communication skills
- Ability to balance competing priorities
- Good time management skills
- A high standard of written and oral communication
- Ability to initiate and facilitate open communication

### Personal Attributes

- Ability to be flexible, versatile and open to change
- Must be a team player
- Ability to work in a multi-disciplinary team
- The ability to work autonomously and harmoniously within a multi-disciplinary team
- Diplomatic and approachable

## Performance Development Review

An initial review of performance will be conducted after three months, with an annual review thereafter.

An individual Development Plan will be developed to reflect the contribution this position is expected to make towards achieving the team's objectives and measures. Key result areas will be developed and agreed at this time.

Authorised by: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Acceptance

Acceptance of the position implies acceptance of this position description.

Position Title \_\_\_\_\_

Signature of employee: \_\_\_\_\_

Date: \_\_\_\_\_