

Job Description

Senior Medical Officer

Bay of Islands Hospital, Te Whatu Ora Te Tai Tokerau

Position Title:	Senior Medical Officer
Organisation Unit:	Bay of Islands Hospital
Location:	Bay of Islands Hospital, Te Whatu Ora Te Tai Tokerau
Responsible to:	General Manager & Clinical Director - Bay of Islands Hospital, Te Whatu Ora Te Tai Tokerau
Primary Functions of the Position:	Medical care of patients presenting or referred to the Acute Assessment Unit and for inpatients in Bay of Islands Hospital. Medical care is provided with the support of the Clinical Lead and Whangārei Hospital based Specialists.

Functional Relationships

The Senior Medical Officer - BOI will develop and maintain excellent relationships with:

Internal	External
<ul style="list-style-type: none"> Other Medical Officers (MOSS) SMOs in Bay of Islands, Whangārei, and Rural Hospitals Nursing staff Allied Health professionals Administrative and management staff Medical Officer of Health Community Services Infection Control Practitioner 	<ul style="list-style-type: none"> General Practitioners St John Ambulance Personnel A.C.C Chaplaincy Service NZ Police Funeral Directors Staff from another HHS Private Laboratory staff

Key Responsibilities and Expected Outcomes

Te Whatu Ora Te Tai Tokerau 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 Te Whatu Ora Te Tai Tokerau:

Values	Supporting Statement
Tāngata i te tuatahi 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
Whakaute (tuku mana) Respect	He whakaaro nui ki ētahi atu We treat others as they would like to be treated
Manaaki 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
Whakawhitiwhiti Kōrero Communication	Whakawhitiwhiti kōrero i runga te tika, te pono me te We communicate openly, safely and with respect to promote clear understanding aroha
Te Hiranga Excellence	Kia kaha, kia māia, kia manawa nui Our attitude of excellence inspires confidence and innovation

The position of Senior Medical Officer encompasses the following major functions or key result areas:

- Te Tiriti o Waitangi
- Clinical Responsibilities
- Education
- Practice in a clinically safe manner
- Continuous Quality Improvement
- Administrative Duties
- Participates in Performance Management process
- Demonstrates legal safety and includes ethics as a core component of professional and educational development
- Telehealth
- Health and Safety
- Privacy & Confidentiality

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

Key Responsibility Area	Expected Outcomes
Te Tiriti o Waitangi	<ul style="list-style-type: none"> • 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 Te Whatu Ora management processes and procedures • Include the articles and principles of Te Tiriti o Waitangi within all aspects of the role and its outcomes • Ensure that consultation and engagement processes include appropriate mechanisms to meet the need of Māori in a culturally appropriate and safe manner • Attend the Te Whatu Ora Te Tiriti o Waitangi Training
Clinical Responsibilities	<ul style="list-style-type: none"> • Enables integrated care involving other specialist services possible and appropriate, as outpatients e.g. medical clinic • Provides feedback and advice as appropriate to GPs on the care of patients referred to Bay of Islands Hospital • Booked admissions are seen in a timely manner • Patient management care ordered or requested is appropriate to needs of patient and in accordance with current protocols • Clinical records are accurate and legible, meet Te Whatu Ora Te Tai Tokerau standards, completed in a timely manner and contain all relevant information including: <ul style="list-style-type: none"> • Record of examinations/interviews • Plan of care • Investigations requested and analysis of results • Prescriptions and treatment • Discharge diagnosis and summaries • Prescriptions for medication are legible and in accordance with the Te Whatu Ora Te Tai Tokerau preferred medicine list • Advice on patient management is sought in timely fashion from SMOs based in Whangārei Hospital • Referrals made to visiting Specialists or to outpatient clinics at Bay of Islands or Whangārei Hospital in a timely way • Acknowledges individual differences and needs of patients and their rights, including the rights and requirements for informed consent, the Code of Rights and the Privacy Act • Participates in daily multidisciplinary and patient/family meetings • Ensures that the patient and their authorised representative are kept informed of the patient's current condition, the treatment being received, the plan and the expected outcome of their illness

Key Responsibility Area	Expected Outcomes
Education	<ul style="list-style-type: none"> • Receives a generic and medical orientation programme • Attains and maintains competency in <ul style="list-style-type: none"> • Adult life support, Pediatric life support, Triage and Trauma Management • Attends relevant and specific CME sessions • Documents evidence of CME • Participates in the education of nurses, allied health professionals and other staff as requested • Takes part in teaching sessions, presentations and discussions as appropriate • Participates in education and supervision of medical students and resident medical officers.
Practice in a clinically safe manner	<ul style="list-style-type: none"> • Supports and advises others in relation to standards of clinical practice. • Assesses the workplace and pro-actively prevents safety and emergency issues developing. • Participate in quality improvement audits and recommends items for change. • Incorporates Northland Health's Health and Safety procedures into own Practice.
Continuous Quality Improvement	<ul style="list-style-type: none"> • Identifying improvement opportunities • Notifying the CD, CMA, manager of these • Participating in the service's quality improvement activities • Providing good customer service • Complying with standards • Being responsive to patient requests or complaints • Working to improve patient satisfaction • Participates in reviews of own clinical performance to maintain professional standards • Participates in peer review • Review will be performed with specialists and can include morbidity and mortality reviews, patient review, journal club case reviews and presentations • Results of audits are discussed and communicated to Clinical Director, CMO and relevant others • Continuous improvement activities demonstrate attaining specific hours e.g. 20 hours per year
Administrative Duties	<ul style="list-style-type: none"> • Attends to any enquiries or complaints from patients, relatives, management or staff in a timely and effective manner • Attends to legal/legislative requirements when requested by appropriate officers of the company • Works in accordance with appropriate legislation • Uses Bay of Islands Hospital and Community Services resources in an efficient and responsible manner • Participates in the development and review of service, divisional and organisational policies, procedures and protocols within area of own expertise • Attends relevant service meetings as required

Key Responsibility Area	Expected Outcomes
Participates in Performance Management process	<ul style="list-style-type: none"> • Sets realistic goals for own performance. • Assumes responsibility for acquiring knowledge and experience to meet these goals. • Undertakes change based on regular self-evaluation and appraisal from the Nurse Manager or delegate.
Demonstrates legal safety and includes ethics as a core component of professional and educational development	<ul style="list-style-type: none"> • Uses knowledge of ethical principles to challenge unethical practice. • Assists colleagues identifying and dealing with ethical and legal issues. • Engages in ethical reflection and decision-making using practice-based experience. • Seeks to change policy and procedure, which impedes ethical practice.
Telehealth	<ul style="list-style-type: none"> • It is the expectation of this organisation that SMO's 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.
Health & Safety	<ul style="list-style-type: none"> • Observe and promote safe work practices, rules and instructions relating to work, and be pro-active in hazard management • Willingly co-operate in the achievement of all health and safety goals and initiatives by: <ul style="list-style-type: none"> • Practicing and observing safe work methods; • The use of safety equipment; • Reporting unsafe conditions or equipment; and • Reporting and documenting all accidents or incidents
Privacy and Confidentiality	<ul style="list-style-type: none"> • Undertake all duties and responsibilities in accordance with the Privacy Act 2020, Health Information Privacy Code 2020, and Privacy Policies and Procedures of Te Whatu Ora Te Tai Tokerau • Complete mandatory induction training on Privacy responsibilities

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"> • Medical qualifications recognised by the New Zealand Medical Council • Current annual practising certificate • Current NZ driving licence • Letters of Good Standing/Reference 	<ul style="list-style-type: none"> •

Experience

Essential	Desirable
<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Broad base of general medical experience and a proven ability to practice safely as a sole Medical Officer in an isolated rural setting, dealing with a wide range of general medical/surgical conditions, including emergency stabilisation and treatments before transfer of critically ill patients

Awareness and Understanding of

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

Skills & Personal Attributes

Skills
<ul style="list-style-type: none"> • Ability to communicate effectively in English • Basic computer literacy • Effective communication skills including demonstrated ability in written and oral communication • Knowledge of and demonstrated ability to achieve Continuous Improvement (CI) outcomes • A discreet, confident and diplomatic person with a mature and approachable manner • Is confident in making decisions and can learn from others. • Excellent time management, report writing skills • Ability and willingness to adapt and move with change • A team member who is also motivated to work and help others be motivated • Has a sense of humour • Culturally safe • Professional demeanor

Personal Attributes
<ul style="list-style-type: none"> • Smart tidy appearance • Personable manner • Commitment, accuracy and speed

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:

