



**POSITION DESCRIPTION**

<b>Team</b>	General Medicine
<b>Position Title</b>	Non-training Registrar General Medicine
<b>Reports to</b>	Medical Director – General Medicine

<b>Role Summary</b>	<p>Your position works principally within the department or service specified above, however you may be required to undertake duties in other areas of the organisation which promote the efficient and effective operation of Whanganui District Health Board which reasonably fall within the general parameters of this position.</p> <p>A set of performance objectives will be agreed annually between you and your manager, reflecting applicable strategic and operational ambitions.</p>
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<b>Purpose of the Position</b>	<ul style="list-style-type: none"> <li>• To play an active role in the assessment and admission of patients under the care of the general medical department.</li> <li>• To provide a high standard of clinical practice and clinical expertise in the assessment, investigation, diagnosis and treatment of general medical patients.</li> <li>• To provide training/ education to house officers and trainee interns in the general medical service.</li> </ul>
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<b>Direct Reports</b>	<ul style="list-style-type: none"> <li>▪ Nil</li> </ul>
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<b>Delegated Authorities</b>	<p><b>Financial</b></p> <ul style="list-style-type: none"> <li>▪ Nil</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>▪ Nil</li> </ul>
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<b>Registration/ Scope of Practice</b>	You must be able to demonstrate that you are registered with the New Zealand Medical Council (MCNZ), and that your scope of practice enables you to undertake the duties of this position.
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## HE HĀPORI ORA - THRIVING COMMUNITIES

### NGĀ MOEMOEĀ ME NGĀ TINO WHĀINGA - OUR VISION AND MISSION

#### OUR VISION: *He Hāpori Ora - Thriving Communities*

The people in Whanganui District Health Board rohe live their healthiest lives possible in thriving communities.

#### OUR MISSION: *Kia tāea e te whānau me te hāpori i tōna ake tino rangatiratanga*

Together we build resilient communities, empowering whānau and individuals to determine their own wellbeing.

### NGĀ UARĀTANGA - OUR VALUES



#### *Aroha*

The value of love, respect and empathy, demonstrating compassionate and non-judgemental relationships.

*Closely interlinked with:* **Rangimārie** – humility, maintaining composure, peace, accountability and responsibility  
**Mauri** – life's essence and balance.

#### *Kōtahitanga*

The value of unity and vision sharing where we demonstrate trust and collaboration.

*Closely interlinked with:* **Whanaungatanga** – spiritual wellness, relationships, beliefs, knowing who you are and what to do

**Mana tangata** – dignity, respect, protections, safety and acceptance.

#### *Manaakitanga*

The value of respect, support and caring where we demonstrate doing our very best for others.

*Closely interlinked with:* **Kaitiakitanga** – protection, maintaining values and taking care of people and things  
**Tikanga Māori** – guiding protocols and principles for how we do things.

#### *Tino Rangatiratanga*

The value of self-determination where we empower individual/whānau choice.

*Closely interlinked with:* **Wairuatanga** – spiritual wellness, relationships and beliefs

**Whakapapa** – whānau-centred approach which achieves equity in health outcomes for Māori.



<b>My role responsibility</b>	This role is primarily accountable for: <ul style="list-style-type: none"> <li>• Providing acute general medical care to the population of the Whanganui District Health Board Region under the supervision of a general physician</li> </ul>	
<b>Key Performance Indicators</b>		
<b>Key Accountabilities (Key areas of your focus)</b>	<b>Tasks (How you achieve)</b>	<b>Performance Indicators (How you will be measured)</b>
<b>Clinical</b>		
<b>Delivery of clinical care to patients requiring medical treatment/service</b>	<ul style="list-style-type: none"> <li>▪ Medical practice must be conducted in accordance with legislative requirements and normal professional standards.</li> <li>▪ Maintains a high standard of professional care statutory and regulatory requirements and Whanganui District Health Board policies and any subsequent amendments hereto.</li> <li>▪ Assists the physicians with outpatient clinics and ward rounds in accordance with the agreed schedule.</li> <li>▪ Uses the time for clinics, ward rounds and administration efficiently and effectively towards achieving the goals of the annual plan.</li> <li>▪ Will work with the physicians to ensure a minimum hospital stay compatible with a high standard of medical care. (The average length of hospital stay will be comparable to the average stay at comparable institutions after adjustment for age and case mix).</li> <li>▪ Report significant patient events to the Senior Medical Officer under whom the patient has been admitted.</li> <li>▪ Ensure the clinical wellbeing of patients is always assured and care is delivered in a sensitive fashion, considering ethnic and other interests and recognition of patient rights.</li> <li>▪ Ensure appropriate documentation is sent to the patient's GP at the time of discharge.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Professional care meets all required standards</li> <li>▪ Requirements of attached schedule are met in all respects</li> <li>▪ Active contribution can be measured against the goals of the annual business plan</li> </ul>
<b>Ward duties</b>	<ul style="list-style-type: none"> <li>▪ Attends all ward rounds as assigned by the medical director</li> <li>▪ Instructions from consultants regarding investigations / treatments to be carried out as soon as is practical</li> </ul>	

	<ul style="list-style-type: none"> <li>▪ Physicians to be notified of admissions, significant changes in patients' condition and deaths as soon as practicable.</li> <li>▪ Review and action investigation results as appropriate.</li> <li>▪ Certifying deaths as required using appropriate documentation.</li> </ul>	
<b>Patient information and informed consent</b>	<ul style="list-style-type: none"> <li>▪ Gives patients a full and clear explanation of all procedures and treatments.</li> <li>▪ Obtains informed consent for all patients in accordance with Whanganui District Health Board's policy for undertaking any operation, test, or procedure.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Patient feedback is positive</li> <li>▪ Consents meet all requirements for patients</li> </ul>
<b>Health promotion and disease prevention</b>	<ul style="list-style-type: none"> <li>▪ Advises patients about the advantages of healthy lifestyles and specific measures that may prevent recurrences of ill health.</li> <li>▪ Participates in health promotion awareness campaigns relevant to his / her specialty and Whanganui District Health Board's goals.</li> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>▪ Active participation in health promotion</li> <li>▪</li> </ul>
<b>Formal teaching activities for other health professionals</b>	<ul style="list-style-type: none"> <li>▪ Provides appropriate teaching and guidance to other health professionals on a regular basis.</li> </ul>	<ul style="list-style-type: none"> <li>• Teaching and guidance provided as required and as time allows</li> </ul>
<b>In-service education of Registrars and Resident Medical Officers</b>	<ul style="list-style-type: none"> <li>▪ Provides clinical supervision and teaching for Resident Medical Officers, on a regular basis.</li> <li>▪</li> <li>▪ Supports the physicians to provide guidance and support to house officers working in general medicine.</li> </ul>	<ul style="list-style-type: none"> <li>• Clinical supervision and teaching are provided as required</li> </ul>
<b>Completion of adequate records and reports to referring doctors</b>	<ul style="list-style-type: none"> <li>▪ Provides reports and information as required.</li> <li>▪ Comprehensive, accurate and up to date medical records are maintained for all patients seen by the registrar.</li> <li>▪ Reports and discharge letters are completed and dispatched as soon as practicable, following the discharge of every patient.</li> </ul>	<ul style="list-style-type: none"> <li>• Manager satisfied with high standard of medical records</li> </ul>
<b>Knowledge and practice updated and maintained</b>	<ul style="list-style-type: none"> <li>▪ Demonstrates evidence of continuing self-education through attendance at relevant courses / seminars / conferences, reading relevant literature.</li> <li>▪ Utilises appropriately annual entitlement of Continuing Medical Education leave.</li> </ul>	<ul style="list-style-type: none"> <li>• Attends and participates in local post-graduate medical education activities.</li> </ul>

<b>Research activities relevant to area of specialty</b>	<ul style="list-style-type: none"> <li>▪ Projects are approved by Whanganui District Health Board's Ethics Committee</li> <li>▪ Ethical guidelines are followed, and research is published.</li> <li>▪ Carries out reviews of drugs, equipment, and methods of clinical management as time permits.</li> </ul>	<ul style="list-style-type: none"> <li>• Research activities are confirmed with published outcomes</li> </ul>
<b>Participation in quality assurance programs</b>	<ul style="list-style-type: none"> <li>▪ Attends and participates in regular departmental audit / peer review activities, including morbidity / mortality reports.</li> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>• Participation meets required professional standards</li> </ul>
<b>Non-Clinical</b>		
<b>Te Tiriti O Waitangi</b>	<ul style="list-style-type: none"> <li>▪ Demonstrates culturally safe practice, upholds Te Tiriti o Waitangi and demonstrates commitment to Pae Ora.</li> <li>▪ Contributes to the professional and political integrity of the Organisation by carrying out all functions in compliance with Te Tiriti o Waitangi.</li> <li>▪ Works to minimize health disparity for Māori and enhance equity of access and outcome.</li> <li>▪ Shows sensitivity to cultural complexity in the population and workforce.</li> <li>▪ Effective engagement with Māori and high needs whānau/ families and communities</li> </ul>	<ul style="list-style-type: none"> <li>▪ Practice demonstrates and is informed by health equity knowledge, tools and methodologies.</li> <li>▪ Complete Hapai Te Hoe and He Waka Hourua training and use health literacy principles and hui process when engaging with whānau/families.</li> </ul>
<b>Staff and patient relations</b>	<ul style="list-style-type: none"> <li>▪ Maintains effective interpersonal relationships with multidisciplinary staff, patients, and relatives / whanau.</li> <li>▪ Handles problems and complaints sensitively.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Positive feedback from staff, patients, whanau/family and the wider community</li> </ul>
<b>Utilisation of resources</b>	<ul style="list-style-type: none"> <li>▪ Is accountable for efficient resource usage within financial allocation.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Demonstrates efficient utilisation of resources</li> </ul>
<b>Participation in annual performance review</b>	<ul style="list-style-type: none"> <li>▪ Meets six monthly with Director to discuss and record performance and professional / personal development.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Director is satisfied with participation levels</li> </ul>
<b>Professional</b>	<p>The medical practitioner is required to undertake their clinical responsibility 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:</p> <ul style="list-style-type: none"> <li>▪ The practitioner's relevant medical college(s) and/or professional association(s);</li> <li>▪ The Medical Council of New Zealand; and</li> <li>▪ The employer's policies and procedures except to the extent that they may be</li> </ul>	<ul style="list-style-type: none"> <li>▪ Manager is satisfied that best practice and relevant ethical and professional standards guidelines are being consistently met</li> </ul>

	inconsistent with any other provision of this agreement.	
<b>Health and Safety in Employment</b>	<ul style="list-style-type: none"> <li>▪ Comply with all safe work procedures, policies, and instructions.</li> <li>▪ Report all incidents hazards and injuries to supervisors in a timely manner.</li> <li>▪ Actively participate in the ongoing development of safe workplace practices in Whanganui District Health Board.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Completed the WDHB Health and Safety Orientation Course and updates</li> <li>▪ Attendance at workplace safety meetings (indicated by minutes)</li> <li>▪ Demonstrated by signed training records</li> <li>▪ Active Involvement in, and completion of, rehabilitation programs as required</li> <li>▪ Timely, full, and accurate completion of accident and hazard forms if and when required.</li> </ul>

<b>My Relationships to Nurture</b>	It is the responsibility of each WDHB employee to establish and maintain positive, healthy, collaborative and constructive partnerships with leaders, managers, clinicians, support staff and administrators and relevant external networks; stay abreast of, and contribute to local, regional and national health care activities and initiatives.		
	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><b>Internal</b></p> <ul style="list-style-type: none"> <li>▪ Medical Director</li> <li>▪ Senior medical staff</li> <li>▪ Resident medical officers</li> <li>▪ Management and administrative staff</li> <li>▪ Medical Management Unit</li> <li>▪ Chief Medical Officer</li> </ul> </td> <td style="width: 50%; vertical-align: top;"> <p><b>External</b></p> <ul style="list-style-type: none"> <li>▪ Patients and their whanau</li> <li>▪ General practitioners and dentists</li> <li>▪ Senior Medical staff from other organisations.</li> </ul> </td> </tr> </table>	<p><b>Internal</b></p> <ul style="list-style-type: none"> <li>▪ Medical Director</li> <li>▪ Senior medical staff</li> <li>▪ Resident medical officers</li> <li>▪ Management and administrative staff</li> <li>▪ Medical Management Unit</li> <li>▪ Chief Medical Officer</li> </ul>	<p><b>External</b></p> <ul style="list-style-type: none"> <li>▪ Patients and their whanau</li> <li>▪ General practitioners and dentists</li> <li>▪ Senior Medical staff from other organisations.</li> </ul>
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<b>My Wellbeing, Health &amp; Safety</b>	<p><b>Safety starts with each of us:</b></p> <ul style="list-style-type: none"> <li>▪ No business objective will take priority over health and safety</li> <li>▪ Most incidents are preventable</li> <li>▪ While management have ultimate accountability, each of us is responsible for our own health &amp; safety as well as that of our colleagues, patients, visitors, and contractors by identifying and reporting hazards you encounter as part of your daily routine.</li> <li>▪ Every individual should feel safe in their workplace</li> <li>▪ It is everyone’s responsibility to work safely. This requires us to be proactive, flexible, and resilient; anticipate hazards and events and: <ul style="list-style-type: none"> <li>○ Resolve risks and hazards yourself if that’s the right thing to do</li> <li>○ Speak up so that we can resolve this as a team</li> <li>○ Report all health and safety concerns</li> <li>○ If you’re not sure what to do refer to the relevant policy and procedure</li> </ul> </li> </ul>
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- Our people prevent incidents and determine whether we work safely. Our people therefore are the solution to ensure as many things as possible go right, that we learn from events and adjust the way we work for the conditions. Staying safe only succeeds because individuals and teams adjust to and meet the conditions at work
- Each of us is responsible to take care of ourselves and each other so we can take care of others.

**Physical Attributes** We will make all reasonable efforts to provide a safe and healthy workplace for all, including persons with disability.  
 Every effort has been made to outline requirements clearly. If a potential applicant has uncertainties about their ability to fulfill these physical requirements, enquiry should be made whether it would be possible to accommodate a particular issue by obtaining advice from Occupational Health Unit/Infection control team.

- Must be able to function in rapidly changing and demanding conditions when required.
- Hearing and speech sufficient to communicate clearly with patients and co-workers, monitor patient status and equipment, recognise impending emergencies relating to patients and equipment.
- Ability to wear face masks and rubber gloves for protection against infectious disease.
- Absence of a health condition which could increase appointee's susceptibility if exposed to infections more frequently than usual.
- Skin condition should allow frequent contact with water, soap/disinfectant soap, chemicals, and latex rubber.
- Skin should not be fissured, scaly, cracked on hands, forearms, face, or neck.
- The appointee must not have infection or colonisation with MRSA.
- The appointee must not have a health condition that will put others at risk.
- Manual dexterity sufficient to operate a variety of specialised equipment used within wards/departments at Wanganui Hospital as required, *including syringes* and use of clerical items including personal computers.
- A high degree of physical capacity is required as the work is physically demanding, involving standing, walking, sitting, stretching, twisting bending and lifting/moving weights up to and above 15 kilograms frequently. (Stature extremes may increase hazard of shared activities).
- A high degree of mental concentration is required.
- Ability to move about and undertake necessary duties (sometimes in restricted spaces) in wards / departments / community settings within Whanganui District Health Board.
- Visual ability sufficient to read, write/record, operate equipment, safely administer medications, monitor equipment and patient status enabling accurate performance of essential job duties.

**Successful interviewees will need to know their "Hepatitis B" status and have available recent documented MRSA clearance.**

**During this run you will be responsible to** Your assigned consultant for the day, and  
 A clinical supervisor

The department is made up of 6-7 physicians

<b>Recognition by Royal Colleges</b>	Whanganui Hospital is currently <b>not</b> recognized by the Royal College of Physicians.
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<b>Training and Development</b>	
<b>Daily</b> 0800 hours ward round – with on-duty anaesthetist	
<b>Monday</b> 0830 – 1200 hours 1200 – 1600 hours	Clinic Ward Rounds
<b>Tuesday</b> 0800 – 1600 hours	Ward Rounds
<b>Wednesday</b> 0800 - 1200 hours 1200 – 1600 hours	Teaching Ward Rounds
<b>Thursday</b> 0800 – 1600 hours	Ward Rounds
<b>Friday</b> 0830 – 0930 hours	x-ray meeting
<b>Monthly</b>	
1000 – 1100 hours	Grand Round on peer review day


<b>Expected hours of work</b>	<p><b>Average weekly hours</b> – RDA 57 STONZ 57</p> <p><b>Available</b> This run is available to all RMOs who have completed their prevocational training</p> <p><b>Unrostered hours</b> – 2 hrs 45 minutes Any authorised additional duties worked within the hospital setting will be remunerated at appropriate additional duties rates. Prior approval is required from the Duty Nurse Manager, clinical nurse manager, a registrar, consultant, or by request of the RMO office.</p> <p><b>Run Category</b> – RDA - Category C STONZ - Category C</p>
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General Medical Registrar										
	Mon	Tues	Weds	Thurs	Fri	Sat	Sun	blank	Weekday	0800-1600
<b>Week 1</b>	N	N	N	N	z	x	x	<b>LD</b>	Long day	0730-2230
<b>Week 2</b>		LD			LD	x	x	<b>N</b>	Nights	2200-0800
<b>Week 3</b>					WN	WN	WN	<b>WN</b>	Weekend nights	2200-0800
<b>Week 4</b>	z	x	x	LD		x	x	<b>z</b>	Sleep day	
<b>Week 5</b>	LD		LD			x	x	<b>RDO</b>	Rostered day off	
<b>Week 6</b>						LD	LD	<b>x</b>	Off duty	
<b>Week 7</b>				RDO	RDO	x	x			

Approved:

Accepted:

Manager		Date	26 May 2022
Employee		Date	