



*“Mehemea ka moemoeā ahau  
Ko au anake  
Mehemea ka moemoeā e tātou, Ka taea e tātou”*

*“If I am to dream  
I dream alone  
If we all dream together  
Then we will achieve.”  
Te Puea Herangi*

## Waikato District Health Board

### Position Description

Job Title:	Medical Officer – Critical Care
Reports to:	Clinical Director
Professional links to:	Chief Medical Advisor
Health leadership	Manage or lead a team or portfolio
Delegation:	6
Responsible for: (Total number of staff)	Nil
Budget:	Nil
Job Purpose:	To provide consultant services within Critical Care
Direct Reports:	Nil
Date:	8.12.16 v1

#### **Vision**

Healthy People. Excellent care.

#### **Mission**

Enable us all to manage our health and wellbeing.  
Provide excellent care through smarter, innovative delivery

#### **Values**

**Theme “People at Heart” – Te iwi Ngākaunui**



Give and earn respect - Whakamana



Listen to me; talk to me – Whakarongo



Fair play – Mauri Pai



Growing the good – Whakapakari



Stronger together – Kotahitanga

#### **Code of Conduct**

The Waikato DHB’s [code of conduct](#) incorporates the State Services standards of integrity and conduct and sets expectations relating to behaviour in the workplace.

## INDIVIDUAL ACCOUNTABILITIES

Authorised to deliver the accountabilities required of the Medical Officer including meeting the key performance indicators (KPIs) established annually with the line Manager.

### Medical expert

- Accountable for functioning effectively as a consultant, providing optimal, ethical and patient centred medical care
- Establishes and maintains clinical knowledge, skills and attitudes appropriate to their practice
- Performs a complete and appropriate assessment of a patient
- Uses preventive, therapeutic, and diagnostic interventions effectively
- Demonstrates proficient and appropriate use of procedural skills, both diagnostic and therapeutic
- Seeks appropriate consultation from other health professionals recognising the limits of their expertise
- Develops rapport, trust, and ethical therapeutic relationships with patients and families
- Accurately elicit and synthesise relevant information and perspectives of patients and families, colleagues, and other professionals
- Develops a common understanding on issues, problems and plans with patients, families, and other professionals to develop a shared plan of care.
- Conveys effective oral and written information about a medical encounter
- Allocates finite healthcare resources appropriately
- Serves in administration and leadership roles, as appropriate

### Collaborator

- Participates effectively and appropriately in an inter-professional healthcare team
- Effectively work with other health professionals to prevent, negotiate, and resolve interpersonal conflict

### Manager

- Participates in activities that contribute to the effectiveness of their healthcare organisations and systems
- Accountable for managing their practice and career effectively
- Allocates finite healthcare resources appropriately
- Serves in administration and leadership roles, as appropriate
- Supervise, support and mentor Resident Medical Officers, and where appropriate other Senior Medical Officers and multidisciplinary team members.
- Provides supervision for and reviews clinical practice of medical officers, and is responsible for the ratification and/or modification of orders as appropriate.

### Scholar

- Maintains and enhances professional activities through ongoing learning
- Critically evaluates medical information and its sources, and applies this appropriately to practice decisions
- Facilitates the learning of patients, families, students, other health professionals, the public and others, as appropriate
- Contributes to the development, dissemination, and translation of new knowledge and practices

### Professional

- Demonstrates a commitment to their patients, profession and society through ethical practice and profession-led regulation.
- Demonstrates a commitment to their patients, profession and society through participation in profession-led regulation.
- Demonstrates a commitment to physician health and sustainable practice
- Participates constructively in Annual Professional Practice review development of professional development plan (PDD) and takes individual accountability for attaining goals of this plan.

## TEAM RESPONSIBILITIES

### *Quality and Patient Safety collective responsibilities*

- Foster a culture of openness and improvement, with patient and whanau at the centre
- Support the strategic quality objectives within their area of responsibility
- Develop good multidisciplinary team working and networks to ensure delivery of good quality care.
- Ensure the team work to up to date policies and guidelines
- Ensure an annual clinical audit plan is implemented to provide evidence of improvement and good patient outcome
- Ensure that clinical teams have active and effective mortality and morbidity reviews
- Identify and manage risks to the quality of care
- Review and monitor progress through the use of key quality indicators / performance indicators and take action to improve as needed
- Receive patient feedback – national inpatient survey, complaints, feedback cards, compliments and act on areas where improvement required
- Ensure care is safe, effective, compassionate and dignified

## ORGANISATIONAL RESPONSIBILITIES

- Understand the Waikato DHB strategy.
- Being accountable for own work and provide a high quality service, and contributes to quality improvement and risk minimisation activities.
- Read and understand the organisations policies and procedures that have an impact on the role and maintaining understanding is based on the most current version.. Complies with the Waikato DHB Corporate Records Management policy requirement to create and maintain full and accurate records
- Promotes a quality practice environment that encourages the principles of participation and partnership to support staff to work in partnership and participation with Māori patients and whānau to provide culturally enhanced, responsive and appropriate care that support '*radical improvement*' in Māori health outcomes by eliminating health inequities for Māori.
- Promotes and contributes to working in partnership and contribute to a culture of innovation to actively seek ways to eliminate health inequities for people in rural communities, and remove barriers for people experiencing disability
- To participate in and comply with the requirements of the Health and Safety at Work Act 2015 and associated Waikato DHB policies.
- Leads by example and ensures compliance with the established Health and Safety frameworks and systems for achieving best practice in hazard management within own department
- Communicating to staff through orientation, meetings, training, policy and documentation usage, their role with hazard management in the work place

## QUALIFICATIONS AND EXPERIENCE

### *Qualifications*

- Registration with Medical Council of New Zealand
- A practising certificate with the Medical Council of New Zealand
- Qualified to practice as a Medical Officer in Critical Care
- Preferably a minimum of two years as a Registrar / Medical Officer (depending on qualifications exceptions may be made)

- Completion of Clinical Skills Supervision as required by the Medical Council of New Zealand.
- Current full driver's license

### **Skills**

The functions required for the practise of medicine include:

- the ability to make safe judgements
- the ability to demonstrate the level of skill and knowledge required for safe practice
- behaving appropriately
- not risking infecting patients with whom the doctor comes in contact
- not acting in ways that impact adversely on patient safety.

A doctor is not fit to practise if, because of a mental or physical condition, he or she is not able to perform the functions required for the practice of medicine

**Health leadership capabilities and competencies –manage and or lead a team or portfolio position, delegation of authority level 6. The numbers in brackets denote a competency from the leadership resources adopted at the DHB, such as the For Your Improvement (FYI) book. Waikato DHB values are included as a drop down with competency (65).**

#### ***Maximising contribution (national leadership framework be a values leader)***

- Models, and shares the vision, values, and code of conduct with others (65) DHB Values
- Leads a team that provides safe and quality service delivery for patients/clients/customers (15)
- 

#### ***Developing self and others (national leadership framework engage others)***

- Builds rapport and understands what motivates staff that report to them (36)
- Treats people fairly and equitably, provides development opportunities for direct reports (19)
- Deals with issues, people or situations, in a timely and appropriate way (34)

#### ***Building relationships (national leadership framework develop coalitions)***

- Creates a climate where people strive to do their best and enables people to be accountable for their work (60)
- Maintains effective relationships with peers, and is direct, respectful, inclusive and honest (42)

#### ***Achieving results (national leadership framework leading care)***

- Provides clear direction, assigns and reassigns work depending on progress, results and resources, and encourages and provides actionable feedback (35)

#### ***Leading change (national leadership framework mobilise system improvements)***

- Is open to change and creates an environment which allows others to conceive of and implement change (2)

The numbers in brackets are only applicable to current staff who have a career and development plan.

## **SCOPE OF POSITION**

### ***Relationships***

Internal

- Full range of disciplines involved in the treatment of patients
- Managers across the DHB

External

- Staff at other DHBs

- Primary / private providers
- NGO agencies
- Government agencies

## WORK ENVIRONMENT AND WORK FUNCTION / ACTIVITY

Work environment:

- Works indoors in hospital wards, operating theatres, clinics and offices within public or private hospitals, medical centres and specialist clinics.
- Works in adequately lit, heated, ventilated and clean, well maintained and sterile workspaces with special lighting and equipment in operating theatres relevant to the surgical speciality.
- Works with blood and possibly contaminated items.
- Sedentary to light physical demand.
- Sits during consultations and when writing patient notes.
- Frequently stands for long periods of time to conduct surgical procedures.
- Walks frequently to check and prepare equipment, examine patients, case notes and medical images.
- Lifting, stretching and reaching is not a significant component of the job but may be required for some surgical procedures and when undertaking physical examinations.
- Repetitive hand and finger movements will be required for some surgical procedures and when using a computer or writing.
- Frequent use of surgical and medical equipment and materials including medicines, operating tables, computers, monitoring screens, medical dressings, surgical equipment, instruments, surgical clothing, sterilising materials and other medical equipment.

Mental skills include:

- a high level of cognitive functioning with medical, surgical, assessment, diagnostic, communication, interpersonal, organisational, problem solving and decision-making capabilities
- Mental activities necessary include high level of concentration, accuracy and organisation, planning, communication and decision-making Source: [www.acc.co.nz](http://www.acc.co.nz)

## DECLARATION

I certify that I have read this position description and reasonably believe that I understand the requirements of the position. I understand that:

- a) this position description may be amended by the employer following reasonable notice to me
- b) I may be asked to perform other duties as reasonably required by the employer in accordance with the conditions of the position.

Position holder's name: .....

Position holder's signature: .....

Manager's name: .....

Manager's signature: .....

Date of signing: .....

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