



Position Description

General Physicians

Bay of Plenty District Health Board

Report To:	Medical Leader, Medical Services
Position No:	15903-002
Professional Link to:	Medical Director, Bay of Plenty DHB
Liase with:	Business Leader Medical and Nursing staff Primary Care Providers Allied Health Professionals Other DHBs

Main Purpose

As a member of the Medical Services team, provide efficient and high quality investigation and treatment services to the community served by Bay of Plenty DHB.

Principal Accountabilities

- Advice and support to primary care providers on acute medical problems
- Assessment, stabilisation and treatment of acute medical conditions presenting to the Emergency Department
- Regular ward rounds to enable rapid evaluation, referral and transfer of patients to the most appropriate setting/environment
- General medical/or subspecialty clinics
- Participation in the acute medical roster
- Assistance in the development of protocols and guidelines for the service

KEY TASKS/EXPECTED OUTCOMES:

1. PROFESSIONAL STANDARDS

To meet BOPDHB's standards (ie. Legislative, Professional, Contractual, Ethical and Organisational) by knowing what the applicable standards are and undertaking any steps necessary to remedy shortfalls in practice and knowledge (*as per the BOPDHB/SMO contract 2003*)

Expected Outcomes

- Professional standards are met.
- The risk of harm to consumers, staff and others is minimised.
- Customers have confidence in the employee's standard of delivery of care.
- All service provision, research programmes, documentation and information management to comply with Privacy of Health Information Act and Health & Disability Code of Practice.

2. CUSTOMER SERVICE/CONTINUOUS QUALITY IMPROVEMENT

To be open and responsive to customer needs and demonstrates an understanding of continuous quality improvement.

Expected Outcomes

- Demonstrates a commitment to customer service and continuous quality improvement, through interactions with patient/clients and other customers.
- Identifies customer needs and offers ideas for quality improvement.
- Effective management of customers/situations.
- Participation in Departmental meetings, both clinical and business
- Audit and review of clinical care and health outcomes for patients
- Actively participate in clinical peer reviews
- Positively responds to patient complaints, hospital investigations and any sentinel events as requested.

3. TEACHING RESPONSIBILITIES:

- To instruct, guide and supervise the work of Resident Medical Officers promoting achievement of learning and success and achievement of training goals.
- To provide education to staff, community groups and other providers as in the area of general medicine

4. CONTINUING MEDICAL EDUCATION:

- The specialist will be responsible for maintaining his/her knowledge and skills. This will be achieved through regular discussion with colleagues, reading relevant literature/internet access of literature, attendance and

participation in professional/clinical meetings and conferences, and to report back to colleagues as appropriate.

5. SERVICE DEVELOPMENT AND NEW INITIATIVES:

- In close liaison with colleagues in all the services, the specialist shall contribute to the development of medical services by providing leadership and direction at the District Health Board

Expected Outcomes

- Participates in quality assurance, customer satisfaction and peer review activities.
- Assists and advises in planning, contracting and costing exercises related to initiatives, systems changes.

6. OCCUPATIONAL HEALTH AND SAFETY

To comply with all legal, occupational and organisational standards

Expected Outcomes

- Practices meet legislative and regulatory requirements.
- All practices comply with organisational policies, procedures and business plan goals.
- Adverse events are reported in a timely manner and responded to according to the organisation's policy.
- Participates in Health and Safety training.

7. ADMINISTRATIVE & OTHER DUTIES:

- To participate in quality assurance, customer satisfaction, clinical audit and peer review activities.
- To undertake the customary administrative activities of a specialist and to provide professional leadership to staff in relation to GP's, other health professionals and providers.
- To provide assistance and advice to planning, contracting and other organisational activities when requested and to participate with medical staff and other committees as may be required and agreed from time to time.
- To assist with ensuring efficiency gains are made in supplies and through other improvements.
- To assist with budget management and costing exercises when requested.

9. ON-CALL RESPONSIBILITIES:

- When rostered for acute cover, the individual must be immediately available for telephone consultation at all times and be available in person within 20 minutes.

The Person :

ESSENTIAL

- FRCP or equivalent postgraduate qualification
- Meets requirement for registration with the NZ Medical Council
- Broad training and experience in general medicine, including subspecialty interests
- Current driver's licence

PERSONAL ATTRIBUTES

- Broad and balanced perspective – able to adopt a lateral approach in decision making and the development and sharing of ideas.
- Effective and efficient resource management
- Able to keep a sense of proportion when working in challenging situations and make logical and realistic decisions under pressure.
- Has appropriate knowledge of New Zealand legislation with regard to the broad range of patient rights, clinical responsibilities/ accountability and Ministry of Health strategy documents.
- Responsibility and Leadership Skills.
- Accepts responsibility for own practice, able to create an environment that promotes innovation and motivation of other team members.
- Skilled communicator. Written and oral presentations are articulate, relevant and concise.
- Interpersonal skills. Demonstrated skills in the sharing of ideas along with an open and honest communication style with colleagues and multi-disciplinary team members, supporting development of “the teams” and others.
- Integrity and self-motivation. Has energy, initiative and enthusiasm. Able to critically reflect on own practice with realistic confidence in own knowledge and achievements.
- Personal management skills. Demonstrates sound organizational practices including time management.

Position Description

Position Title	Renal Physician
Position No:	15903-002
Work Role Grouping	Senior Medical Staff
Directorate	Renal Services
Service/Cluster	Medical Services
Location	Tauranga
Financial Responsibility	Nil
Position Status	Permanent
Report to	Medical Leader, Medical Services
Professional Link to	Medical Director, BOPDHB
Liaise with:	Medical staff, renal staff (haemodialysis/CAPD) GPs, PHOs, ward staff, senior medical staff, junior medical staff, allied health professionals, Waikato Renal Centre, laboratory / radiology staff, Urologists and Vascular Surgeons

Bay of Plenty District Health Board [is committed to improving the health and independence of New Zealanders, and to reducing the inequalities in health status between all New Zealanders including Maori and Pacific Peoples.](#)

The role of the renal physician is to :

- Coordinate the multidisciplinary team to ensure seamless transfer of services between services providers
- Part of hospital and community based multidisciplinary teams providing support to inpatients, outpatients and PHOs
- Support staff in the provision of renal services
- Research and audit on the efficacy of various treatment
- Advice DHB on future planning and strategic direction of renal services
- Participation in the inpatient acute roster
- Coordinate prevention strategies both in primary and secondary sectors
- Leads the development of renal services at BOPDHB

KEY TASKS/EXPECTED OUTCOMES:

1. CLINICAL PRACTICE:

To lead the multidisciplinary team in the provision of sound renal medicine.

Expected Outcomes

- All clinical practices complies with statutory requirements and accepted standards of best practice.
- The physician complies with the maintenance of professional standards as set out by the Royal Australasian College of Physicians.
- Work practices, equipment and work areas complies with health and safety guidelines and infection control protocols.
- Works collaboratively with other staff to ensure the efficient, effective and harmonious treatment of patients
- Ward rounds are aimed at active intervention, and early and appropriate discharge of patients.
- Provides telephone advice and consultation from within and outside the organisation
- Provides clinical direction and leadership in renal medicine
- Coordinates multidisciplinary teams to ensure seamless delivery and transfer of services between primary, secondary and tertiary providers

2. PROFESSIONAL STANDARDS

To meet BOPDHB's standards (ie. Legislative, Professional, Contractual, Ethical and Organizational) by knowing what the applicable standards are and undertaking any steps necessary to remedy shortfalls in practice and knowledge (*as per the BOPDHB/SMO contract 2003*)

Expected Outcomes

- Professional standards are met.
- The risk of harm to consumers, staff and others is minimised.
- Customers have confidence in the employee's standard of delivery of care.
- All service provision, research programmes, documentation and information management to comply with Privacy of Health Information Act and Health & Disability Code of Practice.

3. CUSTOMER SERVICE/CONTINUOUS QUALITY IMPROVEMENT

Open and responsive to customer needs.

Demonstrates an understanding of continuous quality improvement.

Expected Outcomes

- Demonstrates a commitment to customer service and continuous quality improvement, through interactions with patient/clients and other customers.
- Identifies customer needs and offers ideas for quality improvement.
- Effective management of customers/situations.
- Participates in Departmental meetings, both clinical and business
- Audits and reviews clinical care and health outcomes for patients
- Actively participate in clinical peer reviews,
- Positively responds to patient complaints, hospital investigations and any sentinel events as requested.

4. TEACHING RESPONSIBILITIES:

- Instructs, guides and supervises the work of other colleagues such as renal nurses, Resident Medical Officers, promoting achievement of learning and success and achievement of training goals.
- Provides education to staff, community groups, GPs and other providers

5. CONTINUING MEDICAL EDUCATION:

- The specialist will be responsible for maintaining his/her knowledge and skills. This will be achieved through regular discussion with colleagues, reading relevant literature/internet access of literature, attendance and participation in professional/clinical meetings and conferences, and to report back to colleagues as appropriate.

6. SERVICE DEVELOPMENT AND NEW INITIATIVES:

- The specialist shall contribute to the development of renal services by working with Providers and Planning and Funding and Waikato Renal Center on service direction, meeting Health Targets and District Annual Plans

7. OCCUPATIONAL HEALTH AND SAFETY

To comply with all legal, occupational and organisational standards

Expected Outcomes

- Practices meet legislative and regulatory requirements.
- All practices comply with organisational policies, procedures and business plan goals.
- Adverse events are reported in a timely manner and responded to according to the organisation's policy.
- Participation in provision of Health and Safety training.

8. ADMINISTRATIVE & OTHER DUTIES:

- Participates in quality assurance, customer satisfaction, clinical audit and peer review activities.
- Undertakes the customary administrative activities of a specialist and to provide professional leadership to staff in relation to GP's, other health professionals and providers.
- Provides assistance and advice to planning, contracting and other organisational activities when requested and to participate with medical staff and other committees as may be required and agreed from time to time.
- Assists with ensuring efficiency gains are made in supplies and through other improvements.
- Assists with budget management and costing exercises when requested.

9. ON-CALL RESPONSIBILITIES:

- The individual will not be part of the acute medicine on-call roster.
- From time to time, the individual may be expected to be part of the Waikato Renal weekend on-call roster.
- When rostered on for acute cover must be immediately available for telephone consultation at all times and be available in person within 20 minutes.
- Supervision of junior medical staff

**BAY OF PLENTY DISTRICT HEALTH BOARD
PERSON SPECIFICATION**

RENAL PHYSICIAN

ESSENTIAL QUALIFICATIONS/EXPERIENCE

- Registered as a Medical Practitioner by the Medical Council of New Zealand.
- Eligible for registration or already vocationally registered with the Medical Council of New Zealand
- Member of the Australasian College of Physicians or equivalent.
- Relevant experience in general nephrology

PERSONAL SKILLS AND ATTRIBUTES

- Leadership skills with a service development focus
- Ability to work in a solo position in a developing role
- General nephrology experience, dialysis in all modalities including home based therapy
- Broad and balanced perspective – able to adopt a lateral approach in decision making and the development and sharing of ideas.
- Effective and efficient resource management
- Able to keep a sense of proportion when working in challenging situations and make logical and realistic decisions under pressure.
- Accepts responsibility for own practice, able to create an environment that promotes innovation and motivation of other team members.
- Skilled communicator. Written and oral presentations are articulate, relevant and concise.
- Research, evaluation and analytical skills. Able to effectively analyse data/information and relate to the medical oncology and health policy criteria.
- Interpersonal skills. Demonstrated skills in the sharing of ideas long with an open and honest communication style with colleagues and multi-disciplinary team members, supporting development of “the teams” and others.
- Integrity and self-motivation. Has energy, initiative and enthusiasm. Able to critically reflect on own practice with realistic confidence in own knowledge and achievements.
- Personal management skills. Demonstrates sound organizational practices including time management.



Position Description

Specialist Medical Oncologist

Bay of Plenty District Health Board

Report To: Medical Leader, Medical Services

Position No: **15903-002**

Professional Link to: Medical Director, Pacific Health

Liase with: Medical staff
Clinical Directorate
Nursing staff
Primary Care Providers
Allied Health Professionals
Waikato Cancer Centre

Principal Accountabilities

The incumbent shall carry out the duties of a Specialist Medical Oncologist providing quality care to patients, ensuring that the services provision is provided in an efficient and cost-effective manner. This position will be based at the Tauranga Hospital site but will require the incumbent to provide outreach clinics at Whakatane Hospital. The individual will be required to work closely with other colleagues in the Regional Cancer Centre (Waikato) to ensure there is peer support and review.

KEY TASKS/EXPECTED OUTCOMES:

1. CLINICAL PRACTICE:

- The employee will provide a specialist clinical service in medical oncology and chemotherapy for inpatients at Tauranga Hospital, and outpatients at Tauranga and Whakatane Hospitals.

Expected Outcomes

- All clinical practices complies with statutory requirements and accepted standards of best practice.
- The physician specialising in medical oncology complies with the maintenance of professional standards as set out by the Royal Australasian College of Physicians.
- Work practices, equipment and work areas complies with health and safety guidelines and infection control protocols.
- Works collaboratively with other staff to ensure the efficient, effective and harmonious treatment of patients and running of the services.
- At least three ward rounds per week aimed at active intervention, and early and appropriate discharge of patients.
- Provides telephone advice outside call periods, when available.
- Provides appropriate guidance and clinical direction to the management of medical oncology services
- Provides clinical direction and leadership in chemotherapy.

2. PROFESSIONAL STANDARDS

To meet BOPDHB's standards (ie. Legislative, Professional, Contractual, Ethical and Organisational) by knowing what the applicable standards are and undertaking any steps necessary to remedy shortfalls in practice and knowledge (*as per the BOPDHB/SMO contract 2003*)

Expected Outcomes

- Professional standards are met.
- The risk of harm to consumers, staff and others is minimised.
- Customers have confidence in the employee's standard of delivery of care.
- All service provision, research programmes, documentation and information management to comply with Privacy of Health Information Act and Health & Disability Code of Practice.

3. CUSTOMER SERVICE/CONTINUOUS QUALITY IMPROVEMENT

To be open and responsive to customer needs and demonstrates an understanding of continuous quality improvement.

Expected Outcomes

- Demonstrates a commitment to customer service and continuous quality improvement, through interactions with patient/clients and other customers.
- Identifies customer needs and offers ideas for quality improvement.
- Effective management of customers/situations.
- Participation in Departmental meetings, both clinical and business
- Audit and review of clinical care and health outcomes for patients
- Actively participate in clinical peer reviews, and in particular, with other cancer specialists in Waikato Cancer Centre

- Positively responds to patient complaints, hospital investigations and any sentinel events as requested.

4. TEACHING RESPONSIBILITIES:

- To instruct, guide and supervise the work of Resident Medical Officers promoting achievement of learning and success and achievement of training goals.
- To provide education to staff, community groups and other providers as in the area of medical oncology

5. CONTINUING MEDICAL EDUCATION:

- The Medical Oncologist will be responsible for maintaining his/her knowledge and skills. This will be achieved through regular discussion with colleagues, reading relevant literature/internet access of literature, attendance and participation in professional/clinical meetings and conferences, and to report back to colleagues as appropriate. It is expected that a significant of this will be undertaken in conjunction with colleagues at the Regional Cancer Centre.

6. SERVICE DEVELOPMENT AND NEW INITIATIVES:

- The Medical Oncologist shall contribute to the development of medical oncology services by providing leadership and direction at Pacific Health, in close liaison with the Regional Cancer Centre.

Expected Outcomes

- To participate in quality assurance, customer satisfaction and peer review activities.
- Assist and advise in planning, contracting and costing exercises related to initiatives, systems changes.

7. OCCUPATIONAL HEALTH AND SAFETY

To comply with all legal, occupational and organisational standards

Expected Outcomes

- Practices do not breach legislative and regulatory requirements.
- All practices comply with organisational policies, procedures and business plan goals.
- Adverse events are reported in a timely manner and responded to according to the organisation's policy.
- Participation in provision of Health and Safety training.

8. ADMINISTRATIVE & OTHER DUTIES:

- To participate in quality assurance, customer satisfaction, clinical audit and peer review activities.
- To undertake the customary administrative activities of a specialist and to provide professional leadership to staff in relation to GP's, other health professionals and providers.
- To provide assistance and advice to planning, contracting and other organisational activities when requested and to participate with medical staff and other committees as may be required and agreed from time to time.
- To assist with ensuring efficiency gains are made in supplies and through other improvements.
- To assist with budget management and costing exercises when requested.
- To work collaboratively with the Business Manager to support the role and function of staff such as chemotherapy nurses at both site.

9. ON-CALL RESPONSIBILITIES:

- The Physician Specialising in medical oncology will provide after hour care in conjunction with the Regional Cancer Centre.
- When rostered on for acute cover must be immediately available for telephone consultation at all times and be available in person within 10-15 minutes.
- Supervision of junior medical staff.

**BAY OF PLENTY DISTRICT HEALTH BOARD
PERSON SPECIFICATION
MEDICAL ONCOLOGIST**

ESSENTIAL QUALIFICATIONS/EXPERIENCE

- Registered as a Medical Practitioner by the Medical Council of New Zealand.
- Eligible for registration or already vocationally registered with the Medical Council of New Zealand as a Medical Specialist Medical Oncologist.
- Member of the Australasian College of Physicians or equivalent.
- Relevant experience in medical oncology.

PERSONAL ATTRIBUTES

- Broad and balanced perspective – able to adopt a lateral approach in decision making and the development and sharing of ideas.
- Effective and efficient resource management
- Able to keep a sense of proportion when working in challenging situations and make logical and realistic decisions under pressure.
- Has appropriate knowledge of New Zealand legislation with regard to the broad range of patient rights, clinical responsibilities/ accountability and Ministry of Health strategy documents.
- Responsibility and Leadership Skills.
- Accepts responsibility for own practice, able to create an environment that promotes innovation and motivation of other team members.
- Skilled communicator. Written and oral presentations are articulate, relevant and concise.
- Research, evaluation and analytical skills. Able to effectively analyse data/information and relate to the medical oncology and health policy criteria.
- Interpersonal skills. Demonstrated skills in the sharing of ideas long with an open and honest communication style with colleagues and multi-disciplinary team members, supporting development of “the teams” and others.
- Integrity and self-motivation. Has energy, initiative and enthusiasm. Able to critically reflect on own practice with realistic confidence in own knowledge and achievements.
- Personal management skills. Demonstrates sound organizational practices including time management.