



BAY OF PLENTY
DISTRICT HEALTH BOARD
HAUORA A TOI

Position Description

General Physician

Bay of Plenty District Health Board

Position No:	19910-087
Report To:	Medical Leader, Medical Services
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.