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| **POSITION DESCRIPTION** | logo300 |

November 2021

This Position Description is a guide and will vary from time to time and

between services and/or units to meet changing service needs

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| The Canterbury District Health Board is committed to the principles of the Treaty of Waitangi and the overarching objectives of New Zealand’s health and disability strategies. | | | | |
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| Organisational Vision The CDHB’s vision is to improve the health and well-being of the people living in Canterbury. Organisational Values  * Care & respect for others * Integrity in all we do * Responsibility for outcomes | | | | |
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| **POSITION TITLE:** | | | Specialist Pain Medicine Physician, Pain Management Centre (PMC), Older Persons Health & Rehabilitation | |
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| **REPORTS TO (Title):** | | | Clinical Director | |
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| **PRINCIPAL OBJECTIVES** | | | | |
| To provide quality specialist chronic pain management services for patients of the CDHB and to assist with service planning and service administration. | | | | |
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| **FUNCTIONAL RELATIONSHIPS:**  (Who are the customer/consumers/patients) | | | | |
| **INTERNALLY:** | | | | |
| 1 | Clinical Director | | | |
| 2 | Service Manager | | | |
| 3 | Clinical Co-Ordinator | | | |
| 4 | Chief of Service | | | |
| 5 | Director of Nursing | | | |
| 6 | Director of Allied Health | | | |
| 7 | All medical staff | | | |
| 8 | General, Service, Management and Service Support Staff | | | |
| 9 | Other Health Professionals | | | |
| **EXTERNALLY:** | | | |
| 1 | | Patients/clients | |
| 2 | | All medical staff | |
| 3 | | Other Health Professionals | |
| 4 | | General Practitioners and other community/Government agents | |

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| **KEY PERFORMANCE OBJECTIVES:** | |
| Task | **To provide specialist assessment of patients/clients, and ongoing treatment where appropriate.** |
| Expected Result | * Patients will be accurately assessed and appropriate treatment plans identified, prescribed with timeframes, implemented and reviewed. * To effectively collaborate with other members of the interdisciplinaryteam and other specialist services as required * Discharge of patients from PMC as determined by clinical assessment. |
| Task | **To provide, in partnership with the Clinical Director, clinical direction to the clinical team[s].** |
| Expected Result | * Attendance at clinical meetings. * Ensure clinical standards, protocols and procedures are implemented and maintained. |
| Task | **To develop and foster bicultural service provision.** |
| Expected Result | * Demonstration/understanding and implementation of the Treaty of Waitangi and its relevance to mental health. * Demonstrate and implement culturally safe and appropriate treatment practices and procedures. * Liaison with Kaumatua and Kaitautoko Kaumatua and other cultural groups as appropriate. |
| Task | **To facilitate the maintenance and ongoing development of relevant skills in the clinical team.** |
| Expected Result | * Ongoing professional development of clinical team members through formal and informal teaching. * Attend and contribute to Clinical Case Conference and other inservice education within the Service/Unit. * Presentation of conference/seminar feedback. * Clinical supervision of team members |
| Task | **To actively contribute to service and professional development and to actively participate in the multidisciplinary team.** |
| Expected Result | * Contribute to research. * Contribute to Service and regional education programmes. * Participation in quality programmes. * Participation in service/unit reviews and clinical audits. * Evaluation of consumer feedback programmes. * Ensure clinical supervision of own work by a consultant colleague. * Participate in and receive peer review. * Participation in the multidisciplinary team process and provide encouragement and support wherever appropriate. * Ongoing education. * To meet requirements set by professional body for ongoing education and professional development. |
| Task | **To ensure all required documentation and reporting occurs in a standardised and timely fashion.** |
| Expected Result | * Completion of all standard documentation and written reviews. * Discharge summaries are completed within the PMC standards. * Monthly statistics recorded and reported to relevant personnel in the services as required. |

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| Task | **To provide supervision of medical staff.** |
| Expected Result | * Provide clinical supervision and teaching of Fellowship Trainee,   Registrars, Resident Medical Officers, House Surgeons and Trainee Interns.   * Provide collegial support, professional opinions and (by mutual agreement) supervision with other staff within the OPMH. |

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| **HEALTH & SAFETY:** |
| * Observe all Canterbury DHB safe work procedures and instructions * Ensure your own safety and that of others * Report any hazards or potential hazard immediately * Use all protective equipment and wear protective clothing provided * Make unsafe work situations safe or, if they cannot, inform your supervisor or manager * Co-operate with the monitoring of workplace hazards and employees health * Ensure that all accidents or incidents are promptly reported to your manager * Report early any pain or discomfort * Take an active role in the Canterbury DHB’s rehabilitation plan, to ensure an early and durable return to work * Seek advice from your manager if you are unsure of any work practice |

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| **QUALITY:** |
| Every staff member within CDHB is responsible for ensuring a quality service is provided in their area of expertise. All staff are to be involved in quality activities and should identify areas of improvement. All staff are to be familiar with and apply the appropriate organisational and divisional policies and procedures. |

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| **QUALIFICATIONS & EXPERIENCE:** |
| **Essential**   * Qualifications recognised by the Medical Council of New Zealand as a specialist in pain medicine - Fellow of the Faculty of Pain Medicine, Australian and New Zealand College of Anaesthetists, or equivalent * Current Annual Practising Certificate   **Desirable**   * Recent experience at SMO level of management of psychiatric patients. * Be able to work under pressure and prioritise a heavy clinical workload * Have excellent written and oral communication skills * Good supervising and teaching skills * Demonstrate a team approach to work and collaborative working relationship with leadership teams * Experience supervising specialist trainees |
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| **PERSONAL ATTRIBUTES:**  **Key Behaviours:**   * Ability to “work together” in a truthful and helpful manner. * Ability to “work smarter” by being innovative and proactive. * Accepts responsibility for actions. * Have a genuine empathy with patients, the general public and staff at all levels. * Be an innovative thinker, who can adapt to change in medical practice. * Be committed to their personal development, and to the provision of patient focused services.   **Competencies**   * A clear understanding/interest and commitment to pain medicine and to PMC. * Clinical competences appropriate to the treatment/care of persons presenting with a chronic pain condition and to the quality of services as foreseen by the PMC. * Ability to provide an appropriate learning environment for all staff with the PMC. * Ability to communicate and relate positively with all management, staff and patients of the PMC, to ensure effective communication, cooperation and informed consent. * Competent organisation skills. * Sound consultation/liaison skills. * A working understanding of Maori and other cultural issues as they relate to mental health, and a commitment to bicultural service development. |

**KEY RESULTS**

* All inpatient, outpatient and group work to be carried out safely and effectively in a patient focused manner.
* Maintain within the PMC standards of clinical care which match national and international standards.
* To maintain the level of service throughputs as established by the PMC to ensure the ongoing viability of the Service.
* Technical skills and professional knowledge gained by way of experience, courses, and seminars to be disseminated through the PMC.
* Teaching of all staff to a standard as agreed by the PMC.
* To encourage the development of an environment that is patient centred. To contribute and support initiatives to improve patient outcomes/care as developed by the PMC Service.
* To maximise consultation with other agencies to ensure optimal patient care.
* To encourage the development of an environment that supports and facilitates the concept of a training institution/hospital.
* That all relevant legislative and regulative requirements such as Health and Safety plus the PMC policies and procedures are adhered to.
* Administration, including patient documentation and attendance at meetings relating to clinical service are undertaken.
* Reporting standards, performance measures and quality indicators are met. Make relevant recommendations to these measures so that changes can be advocated for.
* That clinical audits, peer review, quality assurance programmes as established by the Older Persons Health and Rehabilitation Division and PMC are undertaken and maintained.
* Agreed research is undertaken and maintained.
* Continuing education to be maintained for the purpose of self-education and development of services (and their delivery) including membership of a recognised continuing professional development programme.
* That appropriate notification of leave for seminars, conferences, holidays etc. be given to enable PMC to maintain planned services provided to patients.
* Communication with community groups is focused on patient and service delivery.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by staff in this job classification. Staff members may be requested to perform job related tasks other than those specified.