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| **POSITION DESCRIPTION** | logo300 |

January 2018

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 the New Zealand 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:** | | | Dermatologist | |
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| **REPORTS TO (Title):** | | | Clinical Lead Dermatology | |
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| **REPORTS ON A DAILY BASIS TO:** | | | Clinical Lead Dermatology | |
| **PRINCIPAL OBJECTIVES** | | | | |
| To provide specialist dermatology outpatient, inpatient and consultation services for patients referred to the dermatology department.  To assist with student and postgraduate teaching programmes. | | | | |
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| **FUNCTIONAL RELATIONSHIPS:**  (Who are the customer/consumers/patients) | | | | |
| **INTERNALLY:** | | | | |
| 1 | Clinical Lead Dermatology | | | |
| 2 | Service Manager | | | |
| 3 | Senior medical staff within the department and within Christchurch Hospital | | | |
| 4 | Registrars, house surgeons, medical students | | | |
| 5 | Nursing and allied health professions | | | |
| **EXTERNALLY:** | | | |
| 1 | | Patients and their families | |
| 2 | | General practitioners | |
| 3 | | Specialists in private practice | |
| 4 | | Referring agencies, community groups | |
| 5 | | University and Christchurch School of Medicine staff | |

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| **KEY PERFORMANCE OBJECTIVES:** | |
| Task | ***To provide a comprehensive clinical service for patients with dermatological problems referred to the dermatology department.*** |
| Expected Result | 1. **Clinical**   Regular outpatient clinics are held, including new, follow-up and surgical clinics.  Inpatient rounds carried out as required.  Consultative service provided to inpatients referred to the dermatology department.   1. **Administrative**   Correspondence to referring doctors regarding outpatient consultations.  Discharge summaries for inpatients.  Referral letters triaged appropriately following set guidelines.   1. **Performance Monitoring, Quality Control**   Attendance at histopathology sessions and other departmental activities.  Medical incidents are reported as per standard practice.  Patient complaints handled promptly and sensitively. |
| Task | ***To provide supervision of patients referred to the phototherapy unit.*** |
| Expected Result | Regular review of patients referred for phototherapy.  Advice and support given to the dermatology clinical nurse specialist and other staff carrying out phototherapy. |
| Task | To provide support to colleagues who perform patch testing and photopatch testing services. |
| Expected Result | Support of this service. |
| Task | To participate in professional development/continuing medical education activities as required. Financial support will be available for international meetings and CME. |
| Expected Result | Attend and participate in department education sessions i.e. seminars, journal clubs.  Attend and participate in dermatology clinical meetings.  Participate and contribute to the hospital’s grand rounds.  Maintain standards of own professional practice in accordance with International Practice and to participate in the New Zealand Dermatological Society CME programme. |
| Task | To provide training and supervision for junior medical staff, undergraduates and other support staff as requested. |
| Expected Result | Supervise junior medical staff who are caring for dermatology inpatients.  Give advice to other junior medical staff in the hospital regarding dermatological problems as required.  Participate in the undergraduate teaching programme for medical students at the Christchurch School of Medicine.  Assist with supervision and training of MO Dermatology.  Provide training for the CNS as required. |
| Task | To play an active role in initiating and progressing developments in the department. |
| Expected Result | Assist with appointment of a dermatology registrar.  Set up additional specialist clinics, according to the appointee’s interests and the needs of the service.  Liaise with the Plastic Surgery Department with involvement in development of joint one-stop minor operating service. |
| Task | The dermatologist will undertake other duties as reasonably requested by the Chief of Medicine or General Manager, Christchurch Hospital, from time to time. |
| Expected Result | All duties required to be performed are done so in a competent and effective manner, consistent with policies, procedures, aims and objectives of the Canterbury DHB, and in accordance with the guidelines set down by the College of Physicians. |

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| **HOURS OF WORK:**  The position is a permanent 1.0 FTE position. Hours of work will be structured to allow clinical and non-clinical duties, call back demands, and any availability requirements. |

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| **GENERAL PROVISIONS:**  All planned leave (annual leave, continuing medical education leave) will be arranged well in advance with the Clinical Director to facilitate the appropriate allocation of scheduled work.  Reasons for leave at short notice include:   * Illness * Family bereavement * Urgent family or personal problems * Involvement in a medical procedure that was either unplanned, or for reasons beyond their control, did not finish at the planned time. * Involvement in call-back work immediately preceding a routine session where the extent of the work would compromise clinical safety.   In each case these short notice periods of leave must be arranged with the Clinical Director. |

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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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| **LIMITATIONS OF AUTHORITY:**  Situations with resource or financial implications for the department are discussed and agreed with the Clinical Lead and or Service Manager.  Issues with direct impact on Canterbury DHB are communicated to the Clinical lead. |

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| **QUALIFICATIONS & EXPERIENCE:** |
| At the time of commencing work:   * Hold qualifications recognised as specialist registration with the New Zealand Medical Council. * Hold a current Annual Practising Certificate. |

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| **PERSONAL ATTRIBUTES:** Mandatory **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.     **Desirable**   * Ability to provide inspirational and motivational leadership |

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.