

# POSITION DESCRIPTION

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Our Organization is committed to the principles of Te Tiriti o Waitangi |Treaty of Waitangi and the objectives of all New Zealand Health and Disability strategies. This commitment prioritises meaningful engagement with Tangata Whenua at strategic and operational service levels and recognises that all staff have a responsibility to help eliminate disparities in health outcomes between Māori and non-Māori.

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| <b>Position Title:</b>       | General Practitioner                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                               |
| <b>Reports to:</b>           | Locality Operations Manager (Operationally)<br>Clinical Director (Professionally)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                               |
| <b>Key Relationships:</b>    | <b>Internal:</b> <ul style="list-style-type: none"> <li>• Management Team</li> <li>• General Practitioners, Nurse Practitioners, Primary Care Nurses and Locums</li> <li>• Administration Staff</li> <li>• Senior and Junior Hospital Medical Staff</li> <li>• Rural Nurse and Clinical Nurse Specialists</li> <li>• Allied Health Services</li> <li>• Hospital &amp;/or Practice Pharmacists</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                  | <b>External:</b> <ul style="list-style-type: none"> <li>• Patients</li> <li>• Family/significant others/Whanau</li> <li>• HNZ Waitaha Canterbury Specialists and Registrars</li> <li>• PHO</li> <li>• Community Pharmacy</li> <li>• Maori Health Providers</li> <li>• NGO's e.g. St John</li> <li>• ARC facilities</li> </ul> |
| <b>Professional Support:</b> | <ul style="list-style-type: none"> <li>• Medical Colleagues (locally)</li> <li>• Chief Medical Officer Te Tai o Poutini West Coast</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                               |
| <b>Role Purpose:</b>         | <p>The General Practitioner is responsible for providing primary care for the Te Tai o Poutini West Coast enrolled patients in the region.</p> <p>The key deliverables are –</p> <ol style="list-style-type: none"> <li>1. Providing high quality GP service to the registered population of the West Coast Region including staff.</li> <li>2. Working as part of an integrated multi-disciplinary team and contributing to the development of an Integrated Family Health Service.</li> <li>3. Supporting local quality improvement, peer review and education.</li> <li>4. Supporting Practice Nurses, Rural Nurse Specialists and Community Nursing to work to the top of their scope of practice.</li> <li>5. Managing usual General Practitioner administration work in a timely manner.</li> </ol> |                                                                                                                                                                                                                                                                                                                               |
| <b>Work Environment</b>      | <p>The hours of work will be determined by each Practice the General Practitioner is placed at in compliance with the ASMS MECA agreement but will be approximately:</p> <ul style="list-style-type: none"> <li>- Monday – Friday (1 FTE)</li> <li>- 8.30am start until end of morning session (approx. 12.00 – 12.30)</li> <li>- 1:30pm start until the end of afternoon session (approx. 5.00pm – 5.30pm)</li> <li>- If the clinic operates until 8pm then some sessions may be in the evening (4pm-8pm)</li> </ul>                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                               |

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|                                                                                                                               | <p><b>On Call Duties:</b></p> <p>The General Practitioner may be required to cover the on-call or weekend urgent clinic roster at some Practices.</p> <p><b>Inpatient Duties:</b></p> <p>Some Practices may support Aged Residential Care and/or General Practice beds.</p> <p><b>Variation:</b> Variations to the job description shall be agreed and recorded.</p>                                       |
| <p><b>Complexity:</b> Providing GP support to the enrolled population of the Te Tai o Poutini West Coast including staff.</p> | <p>Most challenging duties typically undertaken or most complex problems solved:</p> <ol style="list-style-type: none"><li>Providing primary health care in a busy practice and across a broad population.</li><li>To ensure patient conditions are managed in a safe, competent and professional manner in accordance with their clinical priority.</li><li>Provision of clinical peer support.</li></ol> |

## ORGANISATIONAL VISION & VALUES:

Our vision is of an integrated West Coast health system that is both clinically sustainable and financially viable; a health system that wraps care around the person and helps them to stay well in their community.

All activities of the Te Whatu Ora HNZ Te Tai o Poutini West Coast reflect the values of:

- Manaakitanga – caring for others, showing respect, valuing others
- Korero Pono – integrity, truth
- Tika – accountability, fairness

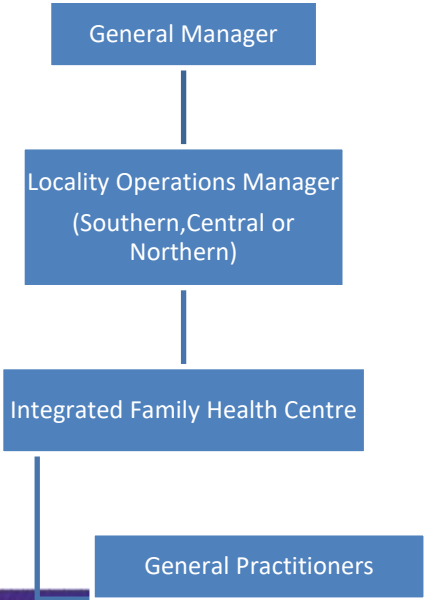
### He mihi

E ngā mana  
E ngā reo  
E ngā iwi o te motu  
Tēnei te mihi ki a koutou katoa

### He whakatauki

Ko tau rourou, ko taku rourou, ka ora ai te iwi  
With your contribution and my contribution we will be better able to serve the people.

## PLACE IN THE ORGANISATION:



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## KEY ACCOUNTABILITIES:

| The General Practitioner is responsible for:                                                                                                                                                              | The General Practitioner will be successful when:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
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| <b>1. Health and Safety (H&amp;S)</b><br>Maintaining a high quality, safe and secure work environment by following relevant Te Tai o Poutini West Coast and divisional policies, protocols and standards. | <ul style="list-style-type: none"> <li>• Practices safe work habits and ensure the health and safety of yourself and others.</li> <li>• Make unsafe work situations safe as soon as possible.</li> <li>• Is knowledgeable about hazards in the work area and keeps the Hazard Register up to date on the electronic system provided (Safety1st).</li> <li>• Ensures that health and safety incidents are recorded on the Safety 1<sup>st</sup> database in a timely way.</li> <li>• Takes responsibility for own health and safety and ensures that no action or inaction on their part will cause harm to any other person.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>2. Quality</b><br>Ensure a quality service is provided in your area of expertise by taking an active role in quality activities, identifying areas of improvement.                                     | <ul style="list-style-type: none"> <li>• Participation in audit processes and assists in the development of these and other quality assurance processes and quality activities.</li> <li>• Undertake clinical responsibilities and conducts themselves in all matters relating to their employment, in accordance with best practice and relevant ethical and professional standards and guidelines.</li> <li>• Contributes to the integrated model of care through service planning and quality improvement initiatives. Participation in multidisciplinary meetings, clinical teaching and assessment of clinical practice.</li> <li>• Maintains own profession knowledge and competencies by self-directed learning as appropriate.</li> <li>• Seeks professional support and guidance locally and nationally.</li> <li>• Demonstrates active participation in CME and Peer Group activities with other General Practitioners or Rural Hospital Generalists as organised by the West Coast Primary Health Organisation.</li> </ul> |
| <b>3. Communication</b><br>Establishes effective communication channels with all staff and disseminates information gained in meetings                                                                    | <ul style="list-style-type: none"> <li>• Regular meetings are held and actions arising documented and implemented.</li> <li>• Contributes to an environment which allows respect and sensitivity to be demonstrated towards the rights, beliefs and choices of patients and their families and to other members of the interdisciplinary team.</li> <li>• A supportive environment for patient advocacy to occur is maintained.</li> <li>• Communication is clear, open, accurate &amp; responsible.</li> <li>• Confidentiality is maintained.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>4. Clinical Practice</b><br>Providing quality general practice service to the enrolled population of the Te Tai o Poutini West Coast                                                                   | <ul style="list-style-type: none"> <li>• Patient conditions are managed in a safe, competent and professional manner in accordance with their clinical priority.</li> <li>• Practice Nurses, Rural Nurse Specialists and Community Nurses are well supported by consultation time, clinical support, teaching and supervision.</li> <li>• Patients and their family/whanau are communicated with effectively about their conditions and treatment.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

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|                                                                                                                                                                                                                                                | <ul style="list-style-type: none"> <li>• Ensure there is effective medical input into multi-disciplinary care planning and review.</li> <li>• Ensure patient rights are upheld and all necessary consents are acquired prior to treatment.</li> <li>• Keep comprehensive and appropriate patient records are maintained in a timely way, within the normally accepted procedures and of Te Tai o Poutini West Coast and RNZCGP clinical protocols.</li> <li>• Manage investigation/results and letters from locums who have left or General Practitioners on leave relating to patients in their care. Ensure they are reviewed in a timely way.</li> <li>• Improve access for patients to general practice services by seeing them through telemedicine clinics when they are unable to attend the clinic.</li> <li>• Manage patient results, email, inboxes and scripts in a timely fashion and ensure appropriate follow-up has been established.</li> <li>• Liaise with General Practice colleagues and specialist staff at Te Nīkau Hospital &amp; Health Centre or other appropriate centres for advice and assistance as required.</li> <li>• Provides teaching, assessment and support of Rural General Practitioner/ Rural Hospital Medicine registrars on the Royal New Zealand College of General practitioners training programmes as appropriate.</li> <li>• Demonstrates active participation in clinical audit and peer/clinical review as agreed.</li> <li>• Demonstrates that the principles of the Treaty of Waitangi are upheld and effective partnership with Hauora Māori services.</li> <li>• Demonstrates active participation in the process of regulating performance and accountability.</li> <li>• The age/sex disease register is maintained as per guidelines.</li> </ul> |
| <p><b>5. Honouring diversity and challenging inequity</b></p> <p>Ensuring a culturally competent workforce is developed and that the work environment values diversity, and embeds inclusion and belonging as core to its operating model.</p> | <ul style="list-style-type: none"> <li>• Role models culturally safe practice that reflects principles found in the Treaty of Waitangi, Tikanga Best Practice Guidelines, and Takarangi Cultural Competency Framework.</li> <li>• Recognises Māori as tangata whenua and works in collaboration with the Te Tai Poutini West Coast Māori Health Team and local iwi aimed at achieving equity for Māori within the service.</li> <li>• Consistently demonstrates awareness and sensitivity of cultural differences when working with consumers and their whanau/families, and when working with clinical and non-clinical colleagues across the Te Tai Poutini West Coast.</li> <li>• Consistently respects the spiritual beliefs, sexual orientation, and cultural practises of others, including colleagues.</li> <li>• Demonstrates care and respect for diversity in the workplace, including care and respect for internationally trained colleagues.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

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## PERSON SPECIFICATION:

| Qualifications & Experience :                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| <b>Essential Qualifications, Skills, Experience</b> <ul style="list-style-type: none"> <li>Registered as a Medical Practitioner with the Medical Council of New Zealand</li> <li>Experience as a General Practitioner or in Family Medicine/Primary Care</li> <li>Vocational Registration as a General Practitioner in New Zealand is highly desirable</li> <li>Knowledge of tele-health and technology</li> <li>A high standard of clinical care, management and time management skills</li> <li>NZ Driver's Licence or International Driver's Licence</li> </ul>                                                                                                                                                                                                        | <b>Person Specification</b> <ul style="list-style-type: none"> <li>Enjoys working in primary health care</li> <li>A passion for improving and maintaining the health of all patients</li> <li>Excellent interpersonal skills with all patients, families and staff</li> <li>Able to work as part of a team with other GP, Allied Health, and Nursing colleagues</li> <li>Be culturally sensitive, with an understanding of the Principles and Articles of the Treaty of Waitangi</li> <li>Ability to work flexibly and positively in a rapidly changing environment</li> </ul>                                                                                                                                                                |
| <b>Professional skills/attributes:</b> <ul style="list-style-type: none"> <li>Clinically respected, and patient-centred</li> <li>Demonstrates high standards in terms of professional practice</li> <li>Demonstrates cultural competence and evidence of application of the principles of the Treaty of Waitangi to provision of equitable health services</li> <li>Extremely well developed interpersonal and interprofessional skills.</li> <li>Ability to work autonomously, use own initiative, and accept responsibility for own actions</li> <li>Flexible, adaptable, embraces change</li> <li>Self-motivated</li> <li>Able to work under pressure and prioritise competing demands</li> <li>Competent user of computerised Practice Management systems.</li> </ul> | <b>Some Knowledge of (but not limited to):</b> <ul style="list-style-type: none"> <li>Health Practitioners Competency Assurance Act (2003)</li> <li>Treaty of Waitangi and its application He Ara Oranga and the government's response to the NZ Mental Health Inquiry</li> <li>He Korowai Oranga/Māori Health Strategy (2002)</li> <li>New Zealand Health Strategy (2016)</li> <li>Misuse of Drugs Act (1977) and Regulations</li> <li>Health and Disability Commissioner (Code of Health and Disability Services Consumer's Rights) Regulations (1996)</li> <li>Privacy Act (1993) and Health Information Privacy Code (1994)</li> <li>Health and Safety in Employment Act (2015)</li> <li>MOH Standing Orders Guidelines (2016)</li> </ul> |

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Signed on behalf of Te Whatu Ora Te Tai  
Poutini West Coast

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Name \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_

Te Whatu Ora Te Tai Poutini West Coast

I accept the terms and conditions as outlined in  
this Position Description

\_\_\_\_\_

Name \_\_\_\_\_

Date: \_\_\_\_\_

Te Whatu Ora Te Tai Poutini West Coast