

POSITION DESCRIPTION

August 24

This Position Description is a guide and will vary from time to time and between services and/or units to meet changing service needs

Health New Zealand is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.

Organisational Vision

Health New Zealand'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

POSITION TITLE:

Rehabilitation Specialist, Adult Rehabilitation Services

REPORTS TO (Title):

Clinical Director, Adult Rehabilitation Service

REPORTS ON A DAILY BASIS TO:

PRINCIPAL OBJECTIVES

- To provide specialist medical care in the Burwood Spinal Unit and Adult Rehab Services
- To oversee and support the RMO's and to provide liaison with other services.
- To participate in audit, teaching and research activities pertinent to this service.
- To provide a consultation service for outpatients in the catchment area of the Burwood Spinal Unit

FUNCTIONAL RELATIONSHIPS:

(Who are the customer/consumers/patients)

INTERNALLY:

1	Clinical Director
2	Service Manager
3	Charge Nurse Manager
4	Medical Staff
5	Nursing Staff
6	Technicians
7	Radiologists
8	Allied Health Professionals

EXTERNALLY:

1	Patients and their families/caregivers
2	Clinicians from referring hospitals
3	General Practitioners
4	Community groups
5	Christchurch School of Medicine and Health Sciences and Funders

KEY PERFORMANCE OBJECTIVES:

Task	Inpatient ward rounds and associated activities
Expected Result	<ul style="list-style-type: none"> • Inpatient ward rounds, minimum of two per week in addition to the combined chart round. • Specific patients will be admitted under the consultant's team. • The consultant's responsibilities will include visiting and reviewing patients, planning investigations, treatments, operations, referrals and planning discharge. • All ward rounds include supervision of RMO staff's work.
Task	Outpatient clinics
Expected Result	<p>To review spinal patients who present with issues that need medical attention (one session per week).</p> <p>Clinic work includes:</p> <ul style="list-style-type: none"> • Supervising work of RMO staff • Correspondence and arranging investigations • Consultations with colleagues and other associated clinical activities
Task	Other clinical activities
Expected Result	<p>These may include:</p> <ul style="list-style-type: none"> • X-ray sessions • Correspondence/Reports • Results review • Consultations • Various departmental and interdepartmental meetings as and when required.
Task	Outreach Clinics
Expected Result	Participation in a minimum of four Outreach Clinics (outside of Christchurch) per year. (As required)
Task	Non-clinical activities
Expected Result	<ul style="list-style-type: none"> • Administrative tasks not directly related to clinical activities, eg, preparation of clinical guidelines/information for patients protocols • Continuing medical education, eg, attending clinical meetings, literature review • Peer review clinical audit, ongoing education • Service related research and public good research (with appropriate clinical approval) • Teaching of medical, nursing, students and other staff • Clinical and departmental meetings • Participation in interdepartmental meetings, committees, etc <p>Note: The time spent on each of these activities may vary from time to time.</p>

Task	Rostered acute duties and call-back activities (as required)
Expected Result	<ul style="list-style-type: none"> • Acute duties involve responsibility of patients admitted on a rostered basis. • Ward visits are expected each day, as well as visits in evenings, and other times as required. • When on acute duty and away from the hospital, the Duty Consultant is required to remain immediately contactable and available to attend the hospital within thirty minutes. • The on-call Consultant will: <ul style="list-style-type: none"> ○ provide necessary advice and therapy for all inpatients ○ supervise and attend all spinal admissions to Christchurch Hospital
Task	General Provisions
Expected Result	<ul style="list-style-type: none"> • All annual leave, continuing medical education leave and other planned special leave is to be arranged two months in advance to facilitate appropriate allocation of scheduled work. Consultants are required to arrange adequate cover during extended absences. • Consultants can advise at short notice that they will not be available for a scheduled session only for reasons of: <ul style="list-style-type: none"> ○ 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
Task	Rostered duties
Expected Result	Availability for rostered call-back duties is remunerated for in the Agreement, plus the addition of an annual leave increment matched to the availability allowance paid. Average weekly call-back assessed as five hours including telephone conversations and weekend ward rounds.

HEALTH & SAFETY:

- Observe all Health New Zealand, Canterbury 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 Health New Zealand, Canterbury'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

QUALITY:

Every staff member within HNZ 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.

QUALIFICATIONS & EXPERIENCE:

Qualifications required:

- Qualifications recognised for specialist registration with the New Zealand Medical Council

Professional membership required:

- FAFRM (RACP) or FRACP equivalent

Experience:

- Broad experience in the care of spinal and neuro rehabilitation, in- and outpatients
- A major interest in spinal injuries and spinal-related illness. Spinal and General and Neurological Rehabilitation

Other skills:

- Demonstrated ability to work under pressure and prioritise a heavy clinical workload
- Excellent written and oral communication skills
- Demonstrate a team approach to work and a collaborative working relationship with management

PERSONAL ATTRIBUTES:**Key Behaviours:**

- Ability to “work together” in a truthful and helpful manner.
- Ability to “work smarter” by being innovative and proactive.
- Accept 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 changes in medical practice.
- Be committed to ongoing personal and professional development, and to the provision of patient-focused services.

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.