

POSITION DESCRIPTION

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

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

Organisational Vision

Te Whatu Ora'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

NAME:

POSITION TITLE:

Consultant Physician/Geriatrician

REPORTS TO (TITLE):

Clinical Directors, OPH (Inpatient or Community Clinical Director)

FUNCTIONAL RELATIONSHIPS:

(Who are the customer/consumers/patients)

INTERNALLY:

1	Chief of Service, OPH&R
2	Clinical Directors, Older Persons Health (Inpatient, Community)
3	Resident Medical Officers
4	Consultant colleagues
5	OPHSS Management Team
6	Older Persons Mental Health
7	Multi-disciplinary Health Professionals
8	Clerical support
9	Quality and patient safety team

EXTERNALLY:

1	Patient, their families and their caregivers
2	General Practitioners
3	Other referring and support agencies and NGO's
4	University and Christchurch School of Medicine

GENERIC PERFORMANCE OBJECTIVES:

Task	To provide specialist Geriatrician advice for the planning and delivery of health/disability services for older people at a population level. This may include contribution to local, regional or national groups related to the health of older people.
Expected	• Be available for giving advice on changes in service planning and delivery, which may involve regular meetings as required. • Respond proactively to changes in population demography or the health needs of older people by making suggestions for change in health/disability service delivery.
Task	To provide a high standard of clinical care to patients accessing Older Persons Health Specialist Service
Expected Result	• Maintain a high standard of clinical practice in accordance with statutory and regulatory requirements, standards documented by relevant professional bodies, the Health and Disability Commissioner and policies of Health NZ except to the extent that they may be inconsistent with any other provisions of this agreement. • Practise and foster development of the patient-focused, interdisciplinary, evidence-based approach to patient care • Work within their own competencies and Scope of Practice • Conduct clinical activities in accordance with their schedule using the allocated time and resources efficiently and effectively for patient care. • Communicate with other healthcare professionals in a timely and effective manner to ensure a high standard and continuity of clinical care. • Delegate clinical responsibility, when necessary, in an appropriate manner.
Task	To contribute to maintenance and improvement of Service Quality and Patient Safety
Expected Result	• Ensure timely management of issues arising that may threaten patient safety or satisfaction, involving other parties including the Clinical Director as appropriate. • Comply with the Health NZ Waitaha Canterbury reportable events and complaints policies, and other relevant policies and procedures. • Maintain knowledge of relevant legislation, policies and protocols. • Be closely involved in OPHSS's quality activities including regular attendance and contribution to clinical audit, journal club, Grand Rounds, peer review meetings and other clinical meetings. • Be responsible for his/her own continuing medical education programme and maintenance and development of clinical skills and knowledge to the standard required by the relevant regulatory bodies. • Participate in the development of clinical practice policies and guidelines. • Encourage evidence-based practice.
Task	To contribute to the running and development of the Older Persons Health Specialist Service
Expected Result	• Ensure regular attendance at fortnightly Consultants meetings. • Contribute to administrative aspects of the Service such as rosters, RMO management and sub-specialty administration. • Be involved, as agreed with the Clinical Director, in Service development activities and sub-specialty development. • Demonstrate awareness of the need to use health service resources wisely.

Task	To comply with responsibilities under the Health and Safety in Employment Act 1992
Expected Result	• Maintain knowledge of and promote Health NZ health and safety systems and policies to staff. • Report as required to the General Manager, Older Persons Health and Rehabilitation, on health and safety issues and to support the General Manager and Health and Safety staff in carrying out their responsibilities. • Attend relevant health and safety meetings. • Remain alert to hazards he/she may encounter at work as described in information received from Health and Safety staff. • Report all accidents and injuries and ensure relevant documentation is completed accurately and forwarded to appropriate authorities as described in the Health NZ Health and Safety Policy and Procedures manual.

Specific Tasks – the extent of each to be individually agreed with the Clinical Director, OPH

Task	To provide specialist Geriatrician assessment of older patients admitted to OPHSS wards and to take responsibility for their clinical care
Expected Result	• Assume clinical responsibility for the care of inpatients on a 20-24 bed general or specialist OPH ward for a specified number of months per year. • Carry out consultant-led patient reviews at least twice weekly. • Provide clinical leadership and specialist medical input into IDT clinical assessment, treatment and management planning of individual patients. This includes weekly bedside IDT meetings for each patient. • Participate in and supervise liaison meetings as required. • Make ad hoc visits to the ward as determined by clinical issues, ensuring new patients are reviewed within 24 hours of admission. • Ensure regular communication with ward staff, particularly RMOs, to maintain a high standard of clinical care. • Provide a high standard of documentation in clinical records. • Supervise and provide prompt discharge communication with GPs and other appropriate agencies. • Supervise the clinical activities of RMOs attached to the ward. • Provide leadership in partnership with others, particularly the ward Charge Nurse Managers, in the organisation and running of the ward.
Task	To provide specialist geriatrician assessment and management advice for elderly people in a variety of outpatient settings including Medical Outpatients
Expected Result	• Carry out regular Medical Outpatient clinics to see first referrals from a variety of referral sources, and follow-up patients including those reviewed after discharge from the ward. • Ensure prompt dictation and signing of correspondence. • Ensure appropriate follow up of investigations.
Task	To provide specialist geriatrician assessment and management advice for older people in a community setting

Expected Result	• Provide clinical oversight and supervision for the Community Services Teams. • Participate in the triage process of the Single Point of Entry for Older Persons Health referrals. • Participate in IDT meetings of the Community Services Teams • Provide specialist geriatrician and rehabilitation advice for patients managed by Community Services Teams. • Provide leadership in partnership with others, particularly the Clinical Managers, in the organisation and running of the Community Services Teams. • Undertake community consultations, in conjunction with a Community Geriatric Nurse, or other health professionals or alone in patients' homes and residential facilities. • Ensure high standard of documentation in clinical records. • Supervise and ensure prompt discharge communication with GPs and other appropriate agencies. • Provide clinical oversight of CREST.
Task	To provide specialist geriatrician assessment and management advice for older people under the care of other clinical teams within Waitaha Canterbury inpatient services at their request
Expected Result	• Liaise pro-actively with teams at Christchurch Hospital and elsewhere in the Canterbury region to facilitate optimal management of older people in their care. • Ensure timely review and management of verbal and written referrals with review of patients when necessary.
Task	To contribute to teaching and research
Expected Result	• Participate in orientation of RMOs. • In conjunction with the Christchurch School of Medicine, regularly participate in medical student's clinical teaching programmes and supervision of learning activities. • Participate in RMO clinical teaching programmes in conjunction with RACP as appropriate. • Undertake clinical case teaching as opportunities arise. • Participate in the education of other disciplines in the organisation where appropriate. • Contribute to research carried out by the Service.

On-Call Responsibilities

Frequency of On-Call

OPHSS 1 in 10 rosters

On-Call Responsibilities

- Responsible for the OPHSS inpatient wards and supervision of the duty medical staff
- Available for phone calls for advice or consideration of patient admission from GPs, E.D, CST's, CREST.

Accountability for On-Call

The consultant will be accountable for:

- Ensuring ready availability either at home, or via pager or mobile phone
- Readiness and availability to see patients in the hospitals within 30 minutes if necessary
- Visiting the hospitals daily when on-call for weekends and public holidays.

HEALTH & SAFETY:

Managers are to take all practicable steps to ensure the health and safety of employees at work and maintain knowledge of Health New Zealand and Waitaha Canterbury health and safety systems and policies.

This will be achieved by ensuring:

- Health and safety programmes are sustained by allocating sufficient resources for health and safety to function effectively. This includes regular liaison with the Health and Safety Advisor.
- Employee participation is encouraged and supported in processes for improving health and safety in the workplace and by employee attendance at health and safety meetings.
- A system is in place for identifying and regularly assessing hazards in the workplace and controlling significant hazards.
- All employees are provided with information about the hazards and controls that they will encounter at work.
- Regular workplace audits are carried out.
- All employees receive and have signed off an induction to their workplace and to health and safety policies and procedures.
- All employees receive relevant information and training on health and safety including emergency procedures relevant to their area of work and the appropriate use of personal protective equipment they may need to use.
- All accidents and injuries are accurately reported, investigated and documentation is forwarded on to the Health and Safety Advisor within agreed timeframes.
- Support and participation occur in employee's rehabilitation for an early and durable return to work following injury or illness.

QUALITY:

Every staff member within Health NZ 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:

- Current Vocational Registration in General Internal Medicine by the Medical Council of New Zealand
- Postgraduate training in Geriatric Medicine

PERSONAL ATTRIBUTES:**MANDATORY**

- A commitment to improving the health and well-being of those accessing the service
- Excellent interpersonal skills, ability to communicate well and to work collaboratively within an interdisciplinary team
- A focus on provision of high quality care
- A focus on achieving results
- Proven leadership and team-building qualities
- Ability and confidence to make decisions and to take responsibility for them
- Ability to work under pressure and to manage a variable and sometimes heavy workload
- Ability to provide supervision and teaching to medical and other clinical staff
- An evidence-based approach to their clinical practice
- Ability to use information technology
- A commitment to own career development.

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
- 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.