

MEDICAL OFFICER

Assessment, Treatment and Rehabilitation

Vacancy ID: 4464

Conditions of Appointment

EMPLOYMENT AGREEMENT

The Collective Agreement which covers the work of this position is the New Zealand District Health Boards Senior Medical and Dental Officers Collective Agreement (Collective Agreement) which applies to employees appointed to roles that are covered by the Collective Agreement and who are members of the Association of Salaried Medical Specialists (ASMS).

NATURE AND TENURE OF APPOINTMENT

The appointment will be subject to the conditions contained in this schedule, MidCentral District Health Board's policies and appropriate legislation.

The appointment is permanent but may be terminated by three months notice in writing by either party. In the event of the appointee being found to have breached the organisation's code of conduct or other policies, the appointment may be terminated without notice.

SALARY

The commencing salary for this appointment will be within the salary scale, as specified in the Collective Agreement that applies at the time the position is taken up, with movement through the salary steps being by annual increment, subject to agreed performance criteria and as per the Collective Agreement.

Part-time (less than 40 hours) salary is pro-rata the full-time rate in the Collective Agreement.

All salary payments will be made by direct credit to a nominated bank account in the appointee's name (or jointly including the appointee's name).

HOURS OF WORK

Hours of work will be 28 hours a week Monday to Friday plus oncall.

Details of the work schedule and hours required will be detailed in the appointee's offer of employment and remuneration schedule, including payment of an availability allowance if the position includes on-call.

If the appointment is full-time the employee shall not engage in any other business or occupation without the prior consent of the Organisation. If an appointee is engaged in other business or occupation when taking up a full-time appointment with MidCentral District Health Board, and wishes to continue to participate in this other business or occupation, this must be disclosed to the hiring manager prior to accepting the appointment.

Acceptance of employment at MidCentral District Health Board will be deemed to imply acceptance of these conditions.

INSURANCE

The appointee must take out and maintain in force professional indemnity protection (e.g. through Medical Protection Society) in respect of alleged professional negligence or unskilful treatment of patients and it is recommended that advantage be taken of the unlimited indemnity which is available. The cost of this will be reimbursed by MidCentral District Health Board, subject to it not having been reimbursed by a previous employer.

ANNUAL LEAVE

The annual leave entitlement is 30 working days per annum (pro-rata for part-time employees), in addition to 11 Public Holidays as per the Holidays Act 2003.

SICK LEAVE

Sick leave will be granted as and when such circumstances arise. If sickness exceeds three months, MidCentral District Health Board may seek a medical review in respect of the employee's ability to return to work. The Organisation offers an Employee Assistance Programme for employees whose work performance is being adversely affected by personal problems. Such assistance is provided on a strictly confidential basis and receiving such assistance is in no way detrimental to an employee's career.

CONTINUING MEDICAL EDUCATION

The appointee will be entitled to the Continuing Medical Education leave provisions as set out in the Collective Agreement applicable at the time of employment. In addition, the appointee may claim reimbursement of professional development costs as per the Collective Agreement. Provisions for accumulation of both leave and reimbursement allocations are set out in the Collective Agreement.

This provision does not apply to an appointment of six months or less duration.

HEALTH DECLARATION

Applicants are required to complete a Health Declaration Form and return this with their application. This and the other forms noted below are supplied.

DECLARATION OF CRIMINAL CONVICTIONS

Applicants are required to complete a Declaration of Criminal Conduct and Other Information Convictions & Charges Pending Form and return this with their application.

DECLARATION OF MEDICAL LICENCE, LOSS OR SURRENDER

Applicants are required to complete a Declaration of Any Loss or Surrender of Medical Licence to Practise or Hospital Suspensions Form and return this with their application.

RELEASE OF LIABILITY

Applicants are required to complete a Release of Liability Form and return this with their application.

POLICE CLEARANCE/ CHECK(S)

This appointment is subject to a Police Clearance which requires the applicant to complete a New Zealand Police Vetting Service Request and Consent Form. Additionally, overseas police checks may need to be applied for by the appointee if they have lived in any country other than New Zealand for 12 months or more within the last 10 years.

Shortlisted applicants will be advised of the requirement to undergo a New Zealand Police Clearance, and provide overseas police clearance/s, as required.

MidCentral District Health Board reserves the right to withdraw any offer to the appointee, or if the appointee has commenced work, terminate employment, if any adverse information arises out of the police check/s.

VULNERABLE CHILDREN ACT 2014

Due to the this role having contact with children and MidCentral District Health Board's commitment to child protection, shortlisted applicants will be subject to 'safety checks' in accordance with the Vulnerable Children Act 2014 before any offer of employment is made. These checks are required periodically for existing employees in accordance with the relevant legislation.

CONFIDENTIALITY

All employees are responsible for the security of confidential and sensitive information which is held by MidCentral District Health Board. All employees have a responsibility to comply with the requirements of the Privacy Act 1993 and the Health Information Privacy Code 1994 and any subsequent amendments.

It is a condition of employment for all employees that confidential or sensitive information is only accessed, used or disclosed as necessary to meet their employment or contractual obligations and in accordance with the relevant legislation, their professional obligations, and any other obligations imposed by law. Note: This does not preclude the sharing of clinical information among health professionals involved in the care or treatment of the individual on a “need to know” or consultancy basis.

Confidential information concerning a patient or client who is receiving or has received services provided by MidCentral District Health Board may not be accessed by employees not involved in the care or treatment of the patient or client, and also may not be disclosed to unauthorised persons, except for those specific cases defined in relevant legislation and as per MidCentral District Health Board’s Confidentiality Policy.

TREATY OF WAITANGI

MidCentral District Health Board is committed to its obligations under the Treaty of Waitangi. The appointee will be expected to incorporate the principles of the Treaty of Waitangi in their working practices.

EQUAL EMPLOYMENT OPPORTUNITIES

MDHB is committed to the principles of Equal Employment Opportunities and all recruitment activities are conducted in accordance with these principles.

SMOKE FREE ENVIRONMENT

MidCentral District Health Board provides smoke-free workplaces that protect the health and comfort of employees, patients/ clients, contractors, volunteers and visitors. All buildings, grounds and vehicles owned, occupied or leased by MidCentral District Health Board are smoke-free. Employees are expected to promote smoke-free lifestyles and act as role models when working with patients/ clients and in the community.

CODE OF CONDUCT

MidCentral District Health Board has a Code of Conduct that sets out the standards of performance and conduct required of employees. Employees of MidCentral District Health Board are also required to act with a spirit of service to the community and meet high standards of integrity and conduct as set out in Standards of Integrity and Conduct - a code of conduct issued by the State Services Commissioner.

‘SHARED APPROACH TO WORK PRINCIPLES’

Developing a shared approach to working together

It is important that MidCentral District Health Board has a healthy and safe working environment in which all employees feel their contribution is valued and appreciated. The actions and behaviours below are intended to provide a guide and assist us all to develop and maintain this environment.

To be happy and proud in our work we will:

- Care for and support each other to have a safe work environment;
- Treat each other with trust and respect, recognising cultural and other differences;
- Communicate openly, honestly and act with integrity;
- Enable professional and organisational standards to be met;
- Support each other to achieve, and acknowledge contributions and successes.



MidCentral District Health Board does not tolerate bullying, harassment, or inappropriate behaviour in the workplace environment.

APPLICATIONS

Applicants are required to complete an official form of application and return it with the names and addresses of three confidential referees* and any other information considered pertinent to the position being applied for.

You can choose to submit your application via our online process or in writing.

To apply online, please visit the “Vacancies” page under “Working at MDHB” on our website: www.midcentraldhb.govt.nz/WorkingMDHB/Vacancies

Alternatively, applications can be submitted to the

**Medical Recruitment Consultant,
Human Resource Department,
Palmerston North Hospital,
Private Bag 11036,
Palmerston North 4442,
New Zealand.
Fax: +64 6 350 8982 or email: smo.vacancy@midcentraldhb.govt.nz**

**Referee reports obtained or provided are subject to Section 27(1) (c) of the Official Information Act 1982 and Section 29(1) (b) of the Privacy Act 1993 and shall not be released or their contents disclosed to the applicant or to any person not directly involved in MidCentral District Health Board's appointment and review procedures.*

MEDICAL OFFICER

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Job Description

LOCATION: Horowhenua Health Centre

RESPONSIBLE TO: Service Manager, ElderHealth Services

CLINICALLY RESPONSIBLE TO: Medical Head, Elder Health Services

FUNCTIONAL RELATIONSHIP WITH:

- Charge Nurse Horowhenua Hospital
- Fellow Medical officers
- General Practitioners
- Consultants
- Nursing Staff
- Multi-disciplinary team members
- Administration staff
- Clinical Pharmacist

PRIMARY OBJECTIVES

- To provide a high standard of clinical practice and expertise, contributing to the provision of efficient and effective medical services to Horowhenua Hospital.

Key Result Area	Responsibility	Performance Measure
Clinical	<p>Delivery of clinical care to patients/residents requiring treatment/service</p>	<p>Maintains a high standard of professional care in accordance with the NZMA code of Ethics, statutory and regulatory requirements and Organisation policies and any subsequent amendments.</p> <p>Maintains requirements of the Health Practitioners Competence Assurance Act 2003.</p> <p>Takes professional care of and assumes clinical responsibility for patients/residents admitted to Horowhenua Hospital. You may assume the role of Charge Medical Officer for these patients, or they may be under a relevant consultant.</p> <p>Participates in the On-Call Roster to provide 24-hour hospital care, 7 days a week, including statutory holidays. Response time is immediate.</p> <p>Sees and advises promptly on patients referred for an opinion.</p> <p>Delivers care in a sensitive fashion, taking</p>

Key Result Area	Responsibility	Performance Measure
		<p>into account ethnic and other interests, and the recognition of patient rights.</p> <p>Attends ward rounds daily including twice weekly rounds with Consultant Geriatrician.</p> <p>Attends outpatient clinics in accordance with agreed schedule.</p> <p>Provides community based assessments and provides appropriate community treatment for elder health patients.</p> <p>May act as the Medical Officer in control of the Hospital in case of a Civil Defence emergency in the absence of the Senior Medical Officer.</p> <p>Co-ordinates with multi-disciplinary team on all aspects of assessment and treatment.</p> <p>Attends multidisciplinary meetings weekly.</p>
	Patient information and Informed consent	<p>Gives patients/residents a full explanation of all procedures and treatments.</p> <p>Obtains informed consent for all patients/residents in accordance with the MidCentral Health policy for undertaking any operation, test or procedure.</p> <p>Liaises with Nursing, Charge Nurse, Social Work staff, Physiotherapy, Occupational Therapy, SupportLinks, GP community services and with family.</p>
	Health Promotion and Disease Prevention	<p>Advises patients/residents about the advantages of healthy lifestyles and specific measures that may prevent recurrences of ill health.</p> <p>Participates in health promotion awareness campaigns relevant to speciality and the Organisation's goals.</p>
	Staff and Patient relations	<p>Maintains effective interpersonal relationships with multidisciplinary staff, patients and relatives/whanau.</p> <p>Handles problems and complaints sensitively.</p> <p>Co-ordinates treatment of patients for discharge role.</p>
Teaching	Inservice Education	<p>Participates in the teaching programme for medical officers.</p> <p>Holds formal teaching activities for other health professionals.</p>

Key Result Area	Responsibility	Performance Measure
Management/ Administration	Utilisation of Resources	<p>Utilises consumables for effective patient care with the MidCentral Health or Department of Health guidelines or recommendations for good practice for clinical staff.</p> <p>Accountable to the Service Manager, ElderHealth, for resource usage within financial allocation.</p> <p>Provides reports and information as required by the Medical Head / Service Manager Elder Health.</p>
	Maintenance of adequate records and reports to referring doctors	<p>Comprehensive, accurate and up to date medical records are maintained for all patients/residents.</p> <p>Document short-term treatment plan on the day of admission. Each patient/resident attendance has up-to-date treatment plan documenting client progress from a medical perspective.</p> <p>Referrals, reports and discharge letters are completed and dispatched in a timely manner with discharge summary, care plan and follow up plan provided to patient/resident and GP.</p>
	Approved Membership of local or national committees, if appropriate	<p>Will participate as agreed with the Medical Head/Service Manager ElderHealth in committees which may include:</p> <p>Service Improvement; Accreditation; Medical Records; Health and Safety (not an exhaustive list)</p>
Personal education and research	Knowledge and Practice Updated and maintained	<p>Demonstrates evidence of continuing self-education through attendance at relevant courses/seminars/conferences; reading relevant literature</p> <p>Utilises appropriately annual entitlement of Continuing Medical Education Leave.</p> <p>Attends and participates in local post-graduate medial education activities.</p>
	Research Activities Relevant to area of speciality	<p>Projects are approved by the Organisation's Ethics Committee, ethical guidelines are followed and research is published.</p> <p>Carries out reviews of drugs, equipment and methods of clinical management.</p>

Key Result Area	Responsibility	Performance Measure
Service Improvement/Peer Review	Participation in Service Improvement Programmes	Attends and participates in regular departmental audit/peer review activities. Quality of written records meets specified standards. Patient satisfaction is positive. Peer review is favourable.
	Participation in Annual Performance Review	Meets annually with the Medical Head ElderHealth (or their delegate) to discuss and record performance issues and professional/ personal development.
Health and Safety	An understanding and application of health and safety requirements.	Has knowledge of and able to apply MidCentral Health's emergency procedures, location of safety equipment and materials. Is aware of and can identify hazards to which they may be exposed and they may create. Is able to prevent or minimise the adverse effects of hazards. Applies health and safety related skills and knowledge to all work practices.
Organisational-wide projects	Participates in and contributes to organisational-wide projects and initiatives	Contributes to organisation-wide projects and initiatives as required Attends and participates in meetings as required
Treaty of Waitangi	Has knowledge & understanding of the Treaty of Waitangi & its application in Health in terms of the articles and principles.	Attends the required MDHB cultural safety training programmes.

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Position Competencies

Under the Human Rights Act 1993 discrimination based on disability is unlawful.

MDHB will make all reasonable efforts to provide a safe and healthy work place for all, including persons with disability.

Every effort has been made to outline requirements clearly. If a potential applicant has uncertainties about their ability to fulfil these physical requirements, enquiry should be made whether it would be possible to accommodate a particular issue by obtaining advice from Occupational Health & Safety / Infection Control Team.

- Registered as a Medical Practitioner with the Medical Council of New Zealand or eligible for registration with the Medical Council to enable practice within the Organisation's area.
- Has demonstrated a high standard of clinical care, management and time management skills.
- Is committed to continually updating skills and treatment methods.
- Excellent interpersonal skills with staff, clients and families.
- Awareness of and sensitivity to cultural differences.
- Ability to work effectively within a multi-disciplinary team.
- Ability to work effectively within a service and organisation committed to Continuous Quality Improvement.
- Commitment to auditing standards of practice.
- Demonstrated commitment to delivery of quality health care.
- Ability to work flexibly and positively in a changing environment.
- Holds current New Zealand drivers licence.
- Works as an effective member of a team committed to a holistic multi-disciplinary model of care.
- Meets the statutory and organisational requirements for working with children, as per the Vulnerable Children Act 2014 and MidCentral District Health Board policy, including a satisfactory police check and other safety checking processes.

Medical Officer – General Registration Scope of Practice

(under the Health Practitioners Competence Assurance Act 2003)

General Registration

- Advertising, holding out to the public, or representing in any manner that one is authorised to practise medicine in New Zealand
- Signing any medical certificate required for statutory purposes, such as death and cremation certificates
- Prescribing medicines, the sale or supply of which is restricted by law to prescription by medical practitioners
- Assessing, diagnosing, treating, reporting or giving advice in a medical capacity, using the knowledge, skills, attitudes and competence initially attained for the MB ChB degree (or equivalent) and built upon in postgraduate and continuing medical education, wherever there could be an issue of public safety

Notes

1. “Practice” in this context goes wider than clinical medicine to include teaching, research, medical or health management, in hospitals, clinics, general practices and community and institutional contexts, whether paid or voluntary.
2. If doctors consider that their practice does not impinge on public health and safety they should declare this to Council and seek exemption from the requirement to have an Annual Practising Certificate.
3. This definition will be used to define the scope of medicine under the Health Practitioners Competence Assurance Bill.
4. Emergency care is so much a part of a doctor's professional ethic that, in the opinion of the Medical Council of New Zealand a qualified doctor who is not registered may render medical or surgical aid to any person in an emergency when a registered medical practitioner is unavailable.