

Job Description and Person Specification

Specialist Palliative Care Doctor Or Medical Officer

GOAL

To be a vibrant, learning and sustainable organisation that delivers excellence in specialist palliative care for the people of Whanganui

This job description is written for the position as at March 2024 and is subject to amendment from time-to-time.

Position title:	Specialist Medical Officer (SMO) or Medical Officer (MO)
Primary place of work:	Hospice Whanganui
Position status:	Permanent, Part-time
Hours of work:	0.6 FTE to Full-time (Negotiable)
Reports to:	Medical Lead

Purpose of position

To provide excellent palliative care to patients of Hospice Whanganui.

To provide medical support on a rostered and rotational basis to all Hospice Whanganui patients, with the primary component of the role being community-focused.

To provide clinical support to the Hospice Whanganui clinical team including training and oversight where needed.

To provide timely, medical support to external partners, including GPs, Hospital clinicians, Aged Residential Care Providers, St John's Ambulance and others.

To provide active, medical input to HW's clinical excellence as part of an interdisciplinary team (IDT), in line with its holistic ethos and in accordance with the NZ Palliative Care Standards.

To provide medical support and training to staff, patients, whānau and external partners as required in line with the values of Hospice Whanganui.

Job Description and Person Specification

Specialist Palliative Care Doctor Or Medical Officer

Functional Relationships	
<u>Internal:</u>	<p>Chief Executive Officer and members of the HW Management Team Hospice Medical Officers Multi-disciplinary team All clinical and non-clinical staff at Hospice Whanganui Medical on-call team Hospice Wanganui volunteers and contractors</p>
<u>External:</u>	<p>Patients and their whānau (families and networks) Local GP (General Practice) teams Te Whatu Ora Whanganui and all hospital clinicians St John's Ambulance Māori Health providers Community health care providers Aged care providers Relevant partners like pharmacies and other providers of services Arohanui Hospice and other Hospices in the HNZ network ANZSPM (Australia and NZ Society of Palliative Medicine) Hospice NZ Palliative care providers nationally</p>

Summary of Key Duties	
1. Clinical responsibilities	2. Training and Professional Development
3. Teamwork and Collaboration	4. Health and Safety
5. Organisational Values	6. Te Tiriti o Waitangi

Job Description and Person Specification

Specialist Palliative Care Doctor Or Medical Officer

KEY DUTIES

1. Clinical responsibilities

Responsibilities	Key Performance Indicators
<p>Ensure that the highest standard of palliative care and management is provided to Hospice patients in line with the NZ Palliative Care Standards and Hospice Whanganui Standards.</p>	<ul style="list-style-type: none"> • Provide a senior role in driving clinical excellence and innovation through all of Hospice Whanganui’s work across all settings. • Provide an equitable medical service that responds to the holistic needs of our patients and whānau. This includes symptom management, end of life care, and psycho-social support, in line with Hospice philosophy. • Support other Medical Officers, Nurse Practitioners and Registered Nurses (RN) with effective triage of referrals and discharge from the service based on a sound understanding of referral criteria. • Assess and review patients in a timely and efficient manner as determined by the interdisciplinary team; and formulate a shared care plan that reflects the patient’s goals of care is formulated for all patients. • Assessments and diagnostic services take into account the patient’s unique circumstances and use accepted assessment tools and methods (such as IPOS, AKPS etc). • Care is tailored to the patient’s preferences which includes visits to the patient’s place of residence, providing out-patient clinics,

Job Description and Person Specification

Specialist Palliative Care Doctor Or Medical Officer

	<p>providing 'virtual' consultations or supporting care for patients admitted to the Hospice in-patient unit.</p> <ul style="list-style-type: none"> • Provide timely support to the inter-disciplinary team to manage complexity using critical thinking in a calm, considered manner. • Provide timely and effectively input to primary care providers (including GPs and ARCs) as well as other providers (such as allied services, St John's Ambulance, hospital staff and community/health services) to ensure seamless and integrated care for the patient. • Provide after-hour care (on a rostered basis) in a timely way that aims to prevent unnecessary hospital admission and responds to patient need. • Document clinical records and data in a timely way. This includes all required records in our patient-information systems as required by the organisation, professional standards and audit processes; and timely reporting and recording of all incidents or near-misses.
--	--

2. Training and Professional Development

Responsibilities	Key Performance Indicators
Contributes to specialist palliative care training and education and commits to ongoing professional development in specialist palliative care.	<ul style="list-style-type: none"> • Regularly, and as agreed with the Medical Lead, contribute to specialist education and training of in-house and external colleagues.

Job Description and Person Specification

Specialist Palliative Care Doctor Or Medical Officer

	<ul style="list-style-type: none"> • Proactively contribute to the annual HW Education and Training Calendar, including developing and delivering sessions where needed. • Stay abreast of current developments and best practice in specialist palliative as well as emerging trends and issues impacting on palliative care (such as End of Life Choice Act, changes to Health & Disability Standards etc) • Commit to ongoing professional development in line with agreed annual professional development goals. • Engage proactively in regular clinical supervision and accepts /acts on feedback in a professional manner. • Demonstrate reflective practice and constructively participates in IDT / case discussions with the aim upskilling self and others.
--	---

3. Teamwork and Collaboration

Responsibilities	Key Performance Indicators
Teamwork is exemplified in the timely and constructive specialist support provided to the IDT as well as specialist advice and support to other providers.	<ul style="list-style-type: none"> • Actively and positively support the Medical Lead to design, implement and monitor new initiatives or innovative practices. • Positively and proactively engage in daily hand-over meeting and weekly IDT meetings, leading to trusting relationships in the team and excellent patient outcomes.

Job Description and Person Specification

Specialist Palliative Care Doctor Or Medical Officer

	<ul style="list-style-type: none"> • Regularly attend and actively engage in clinical and management team meetings. • Value and respect input from all members of the multidisciplinary team, basing management of patient / whānau needs on shared assessment and care planning documents and processes. • Provide support and training to new or visiting staff members (eg Nurse Practitioners, NPs in training, visiting MOs, interns or other clinical staff) • Engage positively and regularly with all GPs in Whanganui, including through the Palliative Care Partnership leading to effective relationships and specialist advice that deliver excellent patient outcomes. • Contribute to the ongoing learning, development and excellence of the clinical team at Hospice Whanganui through innovation and best practice leadership. • Engage effectively and positively with all non-clinical staff and volunteers of HW, including the wider management team and Board where required.
--	---

4. Health and Safety

Responsibilities	Key Performance Indicator
Comply with all safe work procedures, policies and instructions.	<ul style="list-style-type: none"> • Complete Hospice Whanganui mandatory training. • Take personal responsibility for

Job Description and Person Specification

Specialist Palliative Care Doctor Or Medical Officer

<p>Report all incidents, hazard, near misses and injuries in a timely manner.</p>	<p>maintaining safe environment for self, colleagues and the patient / whānau.</p> <ul style="list-style-type: none"> • Complete all accident and hazard forms in a timely way if and when required, including medical and drug errors.
---	--

5. Organisational Values

Responsibilities	Key Performance Indicator
<p>Owning and living HW's core values</p>	<ul style="list-style-type: none"> • Core HW values are lived out and demonstrated in all aspects of work. • The patient and their whānau are central to all clinical decisions. • The aspirational goals and strategic direction of the organisation are advanced in all aspects of work. • Constructive and respectful feedback from others is welcomed and accepted in an open and collegial way. • Conflicts and tensions are resolved in a timely, respectful and courageous manner to maintain a culture of kindness and respect. • Kotahitanga (unity), Māia (courage), manaakitanga (respect, generosity, kindness) and accountability are foundational principles in all aspects of work and relationship at HW.

Job Description and Person Specification

Specialist Palliative Care Doctor Or Medical Officer

	<ul style="list-style-type: none"> Positively represents Hospice Whanganui in all dealings with stakeholders, partners and our community.
--	--

6. Te Tiriti o Waitangi

Responsibilities	Key Performance Indicator (Job holder is successful when)
<p>Commitment to the principles of Te Tiriti O Waitangi</p> <p>Understanding of and commitment to addressing the barriers to equitable access to our service</p>	<ul style="list-style-type: none"> Demonstrate an understanding of the Treaty of Waitangi and its principles. Integrate the principles of the Treaty of Waitangi into all practices and management procedures where possible. Commit to ongoing learning to better support our Māori community and to address any real or perceived barriers to equity. Work collaboratively with Māori to provide the best care and outcomes for Māori patients and whānau. Work collaboratively with Māori service providers to ensure positive and culturally appropriate outcomes for Māori.

Job Description and Person Specification

Specialist Palliative Care Doctor Or Medical Officer

Person Specifications

The following are the requirements the individual must have to successfully perform the requirements of this job:

Experience and Skills	<ul style="list-style-type: none"> • A minimum of two years' relevant experience is desirable but not essential. • Experience working in a clinical setting with a holistic kaupapa or philosophy is desirable. • Experience and interest working in a community setting is desirable. • An understanding of and interest in tikanga Māori and addressing barriers to equity in healthcare is desirable.
Qualifications, other requirements	<ul style="list-style-type: none"> • For the Specialist position, the candidate must have FRACP – Palliative Medicine or FACHPM or equivalent (agreed by RACP and NZMC as appropriate for NZ practice). • For the Medical Officer position, the candidate must be registered or meet the requirements for registration with the New Zealand Medical Council. • He/she will have a commitment to the Hospice philosophy. • Current drivers' license is essential as a large component of this role involves visiting patients and whānau in the community, including rural areas. • Fluency in English is essential as is the ability to communicate and interact effectively with a diverse range of people.
Essential Personal Attributes	<ul style="list-style-type: none"> • Able to maintain a high level of professionalism and resilience even when under pressure. • Approachable and willing to always engage positively with colleagues.

Job Description and Person Specification

Specialist Palliative Care Doctor Or Medical Officer

	<ul style="list-style-type: none"> • Able to reflect on own practice and act on constructive feedback from others. • Able to work effectively as part of a cohesive, interdisciplinary team, recognising the value of others' inputs and expertise. • Able and willing to solve problems and contribute to solutions in the interest of the organisation. • Able to make effective and timely decisions. • Able to teach and support other clinical staff while working. • Excellent time management and prioritisation skills and able to be highly productive. • Loyal to the organisation and committed to its ongoing development and improvement. • Committed to the values of the organisation at all times.
--	--