



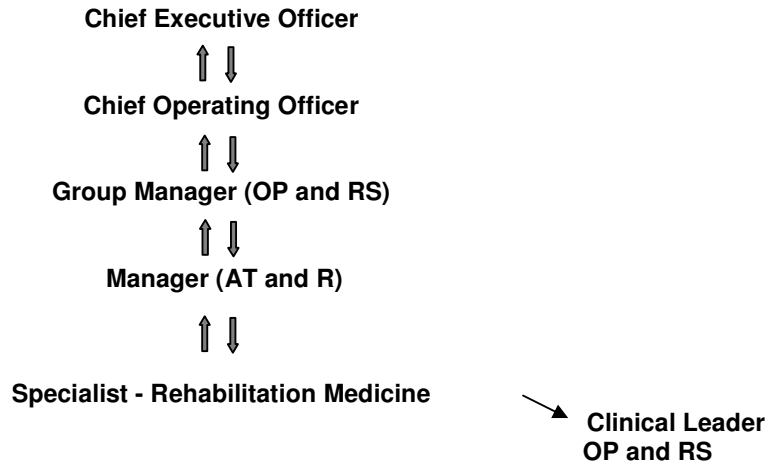
**Waikato Hospital
 Position Description**

Position Title: Specialist - Rehabilitation Medicine
 Older Persons and Rehabilitation Service (OP and RS)
 Assessment, Treatment and Rehabilitation (AT&R)

Responsible to: Operations Manager, (OP and RS) Operational
 Clinical Leader (OP and RS) Professional

Prepared/Reviewed: 09 December 2008

Place in Organisation



Position Holder's Name : _____

Position Holder's Signature : _____

Manager's Name : Eleanor A MacTavish _____

Manager's Signature : _____

Date : _____

Purpose of the Position

- To provide specialist care (Medicine) to the outpatients and inpatients of the AT&R Service (Ward 58, The Home Hospital Service, Assessment & Outpatient Team and Rehabilitation Clinic (including home visits), as part of an interdisciplinary team.
- Expert advice and education will be provided to Medical Practitioners and health professionals

NB: This position description should be read in conjunction with the Waikato DHB Senior Medical and Dental Officers Core Conditions Document and the agreed work schedules and outcomes.

Nature & Scope of Responsibilities

Clinical Responsibilities

<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> ○ Ensures patients receive expert medical care and support and specialist assessment, diagnostic treatment and management 	<ul style="list-style-type: none"> ○ Is medically responsible for patients when admitted to inpatient beds or seen as outpatients, or as community visit patients ○ Provide expert medical care and advice for patients ○ In partnership with the other members of the service team, ensure that patients receive care that is integrated, appropriate and cost effective ○ Is responsible for decisions relating to admission and discharge of patients in collaboration / partnership with the service team members and according to established criteria ○ Patients will be managed where possible and appropriate, as outpatients ○ Inpatients are to be managed under the direct clinical responsibility of the incumbent or on a consultative basis with, or for, other specialist's/groups ○ Utilises and complies with: <ul style="list-style-type: none"> ⌘ Waikato DHB clinical pathways, protocols and procedures ⌘ The ethical and professional standards of the Royal Australasian College of Physicians. ○ Overviews/directs the assessment, investigation(s) and medical treatment of patients ○ Undertakes all necessary rounds and patient reviews and follows up care ○ Reviews clinical decisions of medical staff working under his/her direction as necessary and is responsible for the ratification and/or modification of orders as appropriate

Clinical Responsibilities	
<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> ○ Provide specialist Rehabilitation services to other Waikato DHB hospitals ○ Provide specialist General Medicine at Waikato Hospital 	<ul style="list-style-type: none"> ○ See and provide written opinion (an if appropriate care for) patients referred from other wards and departments ○ Enables integrated care involving other specialist services ○ Provides opinions/advice to RMOs, SMOs and General Practitioners during normal working hours ○ The employee will provide on-call after hours cover as part of a roster negotiated for The Home Hospital Service ○ Acknowledges individual difference and needs of patients, and their rights, including the right and requirement to give informed consent, the Code of Rights and the Privacy Act ○ Ensures that the patient and their authorised representative are kept informed of the patient's current condition, the treatment being received, the overall plan and the expected outcome of their illness ○ Medical care is delivered in a contractual framework where professional ethics are not compromised ○ The employee will visit other Waikato DHB hospitals as agreed with management to perform outpatient clinics and review inpatients ○ Will take part in the roster for acute General Medical admissions, as negotiated with Director of Medical Service and the Manager, OP and RS

Education, Research and Staff Support	
<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> ○ Undertakes education, teaching and research activities. ○ Participates in education and training of others as requested. 	<ul style="list-style-type: none"> ○ Ensures the run teaching plan for Resident Medical Officers is implemented, and participates in RMO teaching programmes ○ Fulfils requirements for intern supervision and completes performance reviews ○ Participates in the education of nurses, allied health professionals and other staff as requested ○ Is involved in medical research as agreed with the Clinical Directors and the Group Manager, Community Services according to Waikato DHB Policy requirements ○ Takes part in Rehabilitation teaching

Education, Research and Staff Support	
<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> ○ Continuing Medical Education ○ Quality/Peer review/Medical and Clinical Audit 	<p>sessions, presentations and discussions and Waikato DHB Grand Round as appropriate</p> <ul style="list-style-type: none"> ○ Promotes and participates in regular, timely staff/peer support activities ○ Provides and promotes professional supervision processes ○ Keeps up to date with trends and developments and utilisation of technology in Rehabilitation Medicine on an ongoing basis ○ Advises of changes/developments in medical practice which have influence on service delivery ○ Utilises opportunities for discussion with colleagues, reading literature and participating in conferences and meetings ○ Provide evidence of own continuing education initiatives (used with annual performance review) ○ Participate in a review of own clinical performance to maintain professional standards ○ Review will be performed with other specialists and can include morbidity and mortality reviews, patient review, journal club and presentations.

Administration	
<i>Accountabilities</i>	<i>Performance Measures</i>
	<ul style="list-style-type: none"> ○ Clinical records are accurate and legible, meet Waikato DHB standards, and contain all relevant information including: <ul style="list-style-type: none"> ☞ Record of examinations / interviews ☞ plan of care ☞ investigations requested ☞ prescriptions and treatment ☞ discharge diagnosis and summaries ○ Documentation is completed in a timely manner, and meets Waikato DHB standards ○ Attends to any complaints or enquiries from patients, relatives, management, or staff in a timely and effective manner ○ Provides medical reports to external agencies as required by law. ○ Attends to other legal requirements when requested by appropriate officers of the organisation. ○ Works in accordance with appropriate

Administration	
<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> ○ 	legislation <ul style="list-style-type: none"> ○ Assists in the collection and analysis of data relating to e.g. Admission, discharge, Length of Stay, outcome, and workloads. ○ Provides reports on RMOs ○ Uses Hospital and Community Services resources in an efficient and responsible manner ○ Ensures availability when on call. ○ Provides backup and cover when other specialists from the service are on leave ○ Participates in the development and review of service, divisional and Waikato DHB policies, procedures and protocols within area of own expertise ○ Attends relevant service and divisional meetings as required

Health & Safety	
<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> ○ To participate in and comply with the requirements of the Health & Safety in Employment Act 1992 and associated Waikato DHB policies 	<ul style="list-style-type: none"> ○ Work practices ensure safety for self and others ○ Advice or assistance is sought before commencing an unfamiliar work practice ○ Hazards are identified, control plans documented, and hazards eliminated, minimised or isolated ○ Comply with Waikato DHB incident reporting policy ○ Emergency management procedures and compulsory / compliance education and training completed.

Risk Minimisation	
<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> ○ To actively contribute to risk minimisation activities within the service 	<ul style="list-style-type: none"> ○ Contributes to the service's risk minimisation activities by: <ul style="list-style-type: none"> ☞ Identifying risks ☞ Notifying the manager of these ☞ Participating in the service's risk minimisation activities ☞ Complying with Waikato DHB policy, procedures, protocols and guidelines ☞ Participating in audits

Continuous Quality Improvement	
<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> ○ To actively contribute to Continuous Quality Improvement activities within the service 	<ul style="list-style-type: none"> ○ Contributes to the service's Continuous Quality Improvement by : <ul style="list-style-type: none"> ☞ Identifying improvement opportunities ☞ Notifying the manager of these ☞ Participating in the service's quality improvement activities ☞ Providing good customer service ☞ Complying with standards ☞ Being responsive to customer requests or complaints ☞ Working to improve customer satisfaction

Team Member	
<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> ○ Individual responsibilities actions and contributions enhance the success of the area/service/team and division ○ Tiriti o Waitangi (Treaty of Waitangi) ○ Equal Employment Opportunities (EEO) 	<ul style="list-style-type: none"> ○ Maintains a current knowledge of relevant issues, trends and practices ○ Behaviour demonstrates cultural appropriateness ○ Builds and maintains productive working relationships ○ Participates as a member of designated group(s) ○ Values individual effort, innovation and creativity ○ Work practices demonstrate and are consistent with The Toward Māori Health Gain Framework: <ul style="list-style-type: none"> ☞ Partnership and shared decision making with Māori ☞ Participation and consultation with Māori ☞ Protection of Māori needs, values and beliefs ○ Demonstrates and encourages behaviour that recognises and is consistent with EEO principles and practices

Personal & Professional Development	
<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> ○ Assumes responsibility for personal and professional / work education and development 	<ul style="list-style-type: none"> ○ Maintains and/or extends knowledge and skill base required for effective performance ○ Identifies any learning needs ○ Negotiates with management to attend appropriate education and training ○ Participates in own performance review annually.

Personal & Professional Development	
<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> ○ The staff member will perform such other duties as reasonably required by the manager in accordance with the conditions of the position 	<ul style="list-style-type: none"> ○ That all other additional duties are performed in an efficient manner, to the required time and within a negotiated timeframe.

Problem Complexity

- The position holder is a specialist of Rehabilitation Medicine, and has the ability to provide advice and treatment over this area.
- The incumbent will be required to make decisions regarding the appropriateness of referrals for admission or acceptance into the Service, and the subsequent medical care the patient will receive. Will be required to have an extensive clinical knowledge base and make complex diagnostic and treatment decisions.
- The incumbent will be required to work with the clinical team
- The incumbent will be expected to contribute to the development of clinical pathways and guidelines, policies and protocols. Education programmes for other staff and GP's will be expected to be initiated and maintained.
- Involvement with Medical audit and continuous improvement activities will be expected.
- May be involved in research projects as agreed with the Clinical Director, Manager, and Group Manager.

Scope for Action

- The incumbent has responsibility for the clinical management of patients. Will be expected to lead and/or participate in interdisciplinary and patient/family meeting. It will be expected that the incumbent will consult with colleagues on clinical matters as appropriate. Clinical advice will be sought by and given to internal and external health professionals.
- In administrative matters, the incumbent will consult with the Manager AT&R and/or the Clinical Director.
- The incumbent may represent the service in public forums as well as nationally and internationally. Publication and research will comply with Waikato DHB policy/guidelines.
- The incumbent will not have budgetary or disciplinary delegations.

Relationships

- Internal :**
- SMOs Waikato DHB
 - Rehabilitation – nursing staff, SMOs, allied health professionals, and administrative and management staff
 - Chief Medical Advisor
 - Organisation wide staff and departments.
- External :**
- Effective relationships will be developed with appropriate personnel from external agencies including :
 - ↳ General Practitioners
 - ↳ Medical staff in other HHS's

- ↳ Staff of other Health Providers
- ↳ Appropriate Community Agencies.
- ↳ Professional Bodies
- ↳ Health Ministry.

Person Specifications

Credentials

- Essential :**
- Fully qualified to practise in the speciality of Rehabilitation Medicine, fellow or eligible for fellowship in the Australasian Faculty of Rehabilitation Medicine
 - Registered with the Medical Council of New Zealand
 - Current annual practising certificate
 - Current New Zealand driving licence

Training and Experience

- Essential:**
- Wide range of Rehabilitation Medicine experience at senior level
 - Experience in research and teaching

Competencies

- Essential :**
- Ability to provide a high quality Rehabilitation Medicine service including performance of appropriate investigations/procedures
 - Ability to participate effectively in undergraduate and graduate medical teaching
 - Ability to relate well to others and perform well as part of a team
 - Ability to work effectively within a diverse workforce
 - Skills in leading and managing service provision
 - Understanding of the purchasing/provider health industry environment in New Zealand
 - Research knowledge and/or experience.
 - Knowledge of appropriate legislation and understanding of the organisation policies and procedures
 - Computer literacy
 - Understanding of the Treaty of Waitangi and appreciation of cultural diversity
 - Effective communication skills including demonstrated ability in written and oral communication.
 - Knowledge of and demonstrated ability to achieve Continuous Improvement (CI) outcomes
 - Able to make decisions under pressure.
 - Personal organisational skills - structured, organised and methodical, making good use of time.
 - Ability to prioritise activities and needs

- Honesty and integrity
- Motivated
- Flexible
- Experience in General Medicine

Scope of Practice

- The Scope of Practice is defined but not limited to the following Professional/Clinical, Organisational and National documentation, legislation and regulations
 - ↳ Waikato DHB Policies and Procedures and other relevant documentation
 - ↳ Waikato DHB Credentialing Process and Policy
- Inpatient Rehabilitation of adults
- Rehabilitation specialist consultation for other inpatients
- Home hospital service
- Outpatient specialist rehabilitation assessments
- Specialist advisor in rehabilitation medicine to peripheral hospitals
- Junior medical supervision and training

Physical Requirements

- The following are key physical requirements of the job:
 - ↳ Standing
 - ↳ Walking
 - ↳ Sitting
 - ↳ Stairs
 - ↳ Simple Grasping
 - ↳ Fine Manipulation
 - ↳ Operating Machinery/Equipment
 - ↳ Twisting
 - ↳ Manual handling of people
 - ↳ Computer use