

JOB DESCRIPTION – MEDICAL OFFICER

Hospice South Canterbury affirms life with care and support for palliative and terminally ill patients and their family and whānau.

POSITION TITLE:	Medical Officer
PRIMARY POSITION OF WORK:	Hospice South Canterbury
POSITION STATUS:	Permanent, part time
HOURS OF WORK:	0.4 - 0.5 FTE (negotiable)
REPORTS TO:	Clinical Nurse Manager and Palliative Care Senior Medical Officer (Hospice Medical Director)

PURPOSE OF POSITION:

To provide excellent medical care to the inpatients at Hospice South Canterbury.

To provide medical support and training to Hospice South Canterbury staff, patients, whānau and external partners.

To work as part of a multidisciplinary team in line with the holistic ethos and in accordance with New Zealand palliative care standards, and the Hospice New Zealand Standards for Palliative Care (Ngā paerewa pairuri tāngata).

FUNCTIONAL RELATIONSHIPS:

- Internal: General Manager
 Clinical Nurse Manager
 Palliative Care Senior Medical Officer (Hospice Medical Director)
 Multidisciplinary team including all clinical and non-clinical staff at Hospice South Canterbury
 After Hours On-call team
- External: Patients and their whānau
 Local General Practice teams (General Practitioners, Nurse Practitioners, Practice Nurses)
 Community Palliative Care team
 District Nurses
 Health New Zealand South Canterbury and all hospital clinicians

St John Ambulance service (or other)
 Māori Health providers
 Community health care providers
 Aged Residential Care providers
 Relevant partners like pharmacies and other providers of services
 Christchurch palliative care team and other palliative care providers in the network
 Hospice NZ
 ANZSPM (Australia and NZ Society of Palliative Medicine)
 Palliative care providers nationally

KEY RESPONSIBILITIES:

CLINICAL RESPONSIBILITIES
<ul style="list-style-type: none"> ▪ Ensure that high standards of palliative care are provided to Hospice inpatients in line with the NZ palliative care standards, and the Hospice New Zealand Standards for Palliative Care (Ngā paerewa pairuri tāngata). ▪ 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 and is tailored to the patient’s preferences. ▪ Support 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, which take into account the patient’s unique circumstances and using accepted assessment tools and methods (such as IPOS, AKPS etc). ▪ Formulate a shared care plan that reflects the patient’s goals of care. ▪ Arrange assessments and diagnostic services as required. ▪ Provide timely support to the multidisciplinary team to manage complexity using critical thinking in a calm, considered manner. ▪ 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.
TRAINING AND PROFESSIONAL DEVELOPMENT
<ul style="list-style-type: none"> ▪ Contributes to specialist palliative care training and education and commits to ongoing professional development in specialist palliative care. ▪ Regularly, and as agreed with the Medical Director, contribute to specialist education and training of in-house and external colleagues. ▪ Proactively contribute to the annual specialist palliative care 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 Services Standard 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 MDT / case discussions with the aim of upskilling self and others.

TEAMWORK AND COLLABORATION

- Teamwork is exemplified in the timely and constructive specialist support provided to the inpatient multidisciplinary team.
- 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.
- Positively and proactively engage in daily hand-over meeting and weekly multidisciplinary meetings (with community teams), leading to trusting relationships in the team and excellent patient outcomes.
- Actively and positively support the Medical Director, Clinical Nurse Manager, General Manager and staff to design, implement and monitor new initiatives or innovative practices.
- Provide support and training to new or visiting staff members (medical students, trainee interns, nursing and allied health students)
- Contribute to the ongoing learning, development and excellence of the clinical team through innovation and best practice leadership.
- Engage effectively and positively with all non-clinical staff and volunteers, including the wider management team and Board where required.

HEALTH AND SAFETY

- Comply with all safe work procedures, policies and instructions.
- Report all incidents, hazard, near misses and injuries in a timely manner, including medical and drug errors.
- Complete Hospice South Canterbury mandatory health and safety training/exercises.

ORGANISATIONAL VALUES

- Core Hospice South Canterbury values are 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.

TE TIRITI O WAITANGI

- Ongoing commitment to the principles of Te Tiriti o Waitangi.
- Ongoing learning about, understanding of and then addressing any barriers to equitable access to our service, supporting any real or perceived barriers to equity.
- Integrate the principles into all practices and management procedures where possible.
- 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.

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"> ▪ Two years' relevant experience is desirable but not essential. ▪ Experience working in a clinical setting with a holistic philosophy is desirable. ▪ Experience and interest working in an inpatient setting is desirable. ▪ Excellent communication skills, including fluency in English and the ability to interact effectively with a diverse range of people. ▪ An understanding of and interest in tikanga Māori and addressing barriers to equity in healthcare is desirable.
Qualifications	<ul style="list-style-type: none"> ▪ The candidate must be registered or meet the requirements for registration with the New Zealand Medical Council. ▪ Or New Zealand Nursing Council in the registered nurse scope of practice.
Essential Personal Attributes	<ul style="list-style-type: none"> ▪ The applicant will have a commitment to the Hospice philosophy. ▪ Able to maintain a high level of professionalism and resilience even when under pressure. ▪ Approachable and willing to always engage positively with colleagues. ▪ Able to reflect on own practice and act on constructive feedback from others. ▪ Able to work effectively as part of a cohesive, multidisciplinary 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.

	<ul style="list-style-type: none"> ▪ 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.
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(This job description is written for the position as of May 2024 and is subject to amendment from time to time.)

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Reviewed:	
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