



Position Description

Role: Senior Medical Officer (fixed term or permanent) / Medical Officer (Fixed term)

Department: Medical

Date: August 2021

This job description is designed to give an indication of the types of work and performance expected of the job holder. It does not provide an exhaustive list of duties or performance standards, and the job holder agrees to undertake any other tasks that are consistent with the position and with the provisions of quality service to Mary Potter Hospice patients and their families and whānau. In order to meet the changing needs of Mary Potter Hospice, this job description may require change from time to time.

Overview of the role

To provide specialist palliative medical support, management and education for patients and their families/whānau referred and admitted to the Hospice service, and to provide professional collegial advice and education to the multidisciplinary team (MDT) and primary care providers (PCP).

Scope

Reports to: Medical Director

Location: Mary Potter Hospice Newtown, Porirua, Kapiti

Key Competencies

The following competencies are required for this position

- An ability to build relationships with a wide range of people
- Demonstrated strong communication skills with an ability to communicate at all levels, written, oral and presentations
- Excellent networking skills including experience in building positive relationships with colleagues and other stakeholders
- A commitment to, and an understanding of, the Treaty of Waitangi and multi-culturalism
- Experience in, and understanding of, education and research methodologies and how these could apply to palliative care and Mary Potter Hospice
- A commitment to collaborative work in a multidisciplinary team setting
- A high level of professionalism
- A high level of integrity and understanding of what this means in a Hospice environment and how this fits with the values of Mary Potter Hospice
- An ability to work independently and to show initiative when solving complex problems

- A “can do”, problem solving approach and the ability to prioritise and respond quickly to daily challenges
- To become Medical Lead for areas of the service with the support of the Medical Director.
- Excellent clinical and communication skills and an understanding of how to support patients with palliative care needs

Key Tasks

This role may be based on the in-patient unit or in the community. The Medical Team rotates between these settings as required. This is determined by the skill mix of the team, needs of the service and preference of the doctors. This is reviewed every few months at annually as a minimum.

Community Medical Responsibilities

To work with the Medical team in order to;

Triage

- Provide medical support and oversight of all community referrals to service ensuring timely access
- Be part of the Triage multi-disciplinary team involved in assessment and decision making of appropriateness for service
- Actively engage with primary care and other referrers to build effective, collaborative relationships
- Ensure discussion and feedback occurs when referrals are declined or admissions to service are delayed.

Clinics

- Provide medical review of outpatients or day clinic patients
- Use technology to support “virtual” visits with patients in their own homes or during hospital specialist appointments, as required.

Home visits

- Conduct visits to patient’s homes to ensure specialist medical review of patients in the community
- Provide additional specialist medical advice to support the objectives of the patients assigned to the Hospice @ Home programme
- Provide support and education to the MDT in a collaborative manner to enhance the delivery of the Hospice palliative care service
- Complete patient documentation in a timely manner, ensuring the continuity of the patient’s care
- Provide medical visit support to the Hospice Aged Residential Care (ARC) team as indicated in collaboration with the GP

- Provide support to the Hospice ARC team.

Multidisciplinary team

- Participate in weekly MDT meetings to establish and evaluate the plan of care
- Oversee appropriateness of community patients, including discharge from the Hospice service
- Appreciate the roles within the MDT and encourage team work to ensure best outcomes
- Provide leadership support to the In-patient Unit (IPU) and Community service managers to achieve effective operation of the clinical strategy
- Use interactions with staff (internal and external) as an opportunity to coach and guide best clinical practice.

Clinical Medical responsibilities

- Provide patient/ family/whānau centered approach to clinical care for patients admitted to Mary Potter Hospice service
- Work with the MDT to support the patient and their family/whānau through advance care planning discussions providing necessary medical information in plain language to ensure understanding of options and possible outcomes that aid informed decision making
- Incorporate the Hospice values within all aspects of the role and integrate the palliative care philosophy into all relevant services
- Demonstrate compassion, empathy, patience and excellent communication skills
- Demonstrate expert medical skills and knowledge in palliative care symptom management and work collaboratively with the patient in their plan of care
- Understand the principles of the Treaty of Waitangi and demonstrate openness and appreciation for cultural diversity and incorporate this into practice
- Provide clinical support to General Practitioners and advise appropriately on specialist palliative care issues
- Provide specialist advice, support and education to other Community Health Services, medical specialists, Medical Registrars (internal/external), medical students, professional colleagues, and the education programme, as provided by Mary Potter Hospice
- Provide assessment and advise as required, to relevant services, prior to admission on the Mary Potter Hospice service
- Provide clear professional, timely documentation to support clinical practice to communicate plan of care
- Support the development of others.

In-patient Unit (IPU)

- Provide medical coverage in the IPU in the absence of the IPU consultant (on a scheduled shared medical rotation)
- Other medical responsibilities as above but within the IPU context.

Education, Quality and Research

- Actively collaborate with Primary Care and hospital medical teams to develop and deliver the required palliative care education to support their role
- Support opportunities for the medical team's professional development, peer review, case review, and audits
- Promote quality initiatives and continuous quality improvement in conjunction with Palliative Care clinical leaders
- Participate in the review of clinical policies/procedures/processes
- Perform all work within the Mary Potter Hospice philosophy, values, annual objectives and agreed policy/procedures
- Contribute to programme planning and delivery of the palliative care education service for Medical Students, Doctors, Nurses and other professionals as required
- Initiate and participate in relevant palliative care research.

Professional development

- Committed to reflective practice, continuing professional development and quality improvement
- Actively engages in reflection on own performance and participates in the annual performance review and development process
- Participate in the quality improvement plan & multi-disciplinary clinical audit
- Provide constructive feedback for peers as required
- Participate in New Zealand Medical Council/ Ministry of Health/Professional College requirements to maintain own clinical/professional practice
- Provide evidence of attendance at relevant conferences, seminars, post-graduate education as appropriate and share relevant findings with colleagues
- Responsible and accountable to the Statutory Authority and Medical Council established under the Medical Practitioners Act 1995
- Responsible and accountable to the Ethical Codes and Standards of relevant colleges and professional associations e.g. HEDC code.

Management

Monday - Friday 8.30am-5.00pm with on call afterhours - overnight and weekends (as per medical staff schedule) Usually 1:5. This will include second on call for registrars

- Cover for other Specialist Palliative Care doctors for annual leave, sick leave and non-clinical days
- Assist and support the Medical Director / Director Clinical Services as appropriate in the operations to support the organisation's strategic direction
- Deputise for the Medical Director if/as required
- Attend professional meetings of the staff, Board of Trustees and Committees as required

- Represent Mary Potter Hospice as required, at professional and public relations events
- Actively participate in scheduled team meetings.

Health and Safety

- Practise within Mary Potter Hospice health and safety policies and procedures outlined in the Health and Safety Policy Manual
- Report all identified hazards, incidents (including near-misses) and accidents
- Participate in mandatory health and safety training as required.

Person Specification

The following requirements are sought for this position:

- FACHPM or similar, accreditable by MCNZ for specialist palliative medicine practice in NZ, and by the RACP for training Palliative Medicine Registrars. Preferred but not essential
- Expert knowledge and skills in Palliative Care Medicine
- A current clean driver’s license and willingness to drive a Hospice vehicle as required.

Signed: Date:

(Job Holder)

Signed: Date:

(Director)

Job Description Appendix

The values of the Venerable Mary Potter and the vision of Dame Cecily Saunders are deeply held by Mary Potter Hospice staff and volunteers and underpin all the work we do.



Our values

- Mana/Respect
- Aroha/Compassion
- Rangatiratanga/Dignity
- Manaakitanga/Hospitality
- Kaitiakitanga/Stewardship

Our vision

That people in our communities who need palliative care have access to compassionate and quality care, when and where they need it.

Our approach

Taking a whole person approach, we will provide and promote high quality specialist palliative care, grief support, education and care planning services. Working alongside our health partners, we aim to make a difference in the communities we serve.

Mary Potter Hospice and Volunteers

We value our volunteers highly and consider them to be an integral part of our workforce. Many of our roles supervise volunteers and all roles interact with volunteers to a greater or lesser degree.