

## Position Description

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| <b>Position Title</b>  | Nephrologist/ General Physician  |
| <b>Service Group</b>   | Medical Cluster  |
| <b>Team</b>            | Nephrology and General Medical Services , Department of Medicine         |
| <b>Reports to</b>      | Medical Leader and Business Leader - Medical Cluster<br>Medical Director |
| <b>Direct Reports</b>  | N/A  |
| <b>Authority Level</b> | N/A  |
| <b>Issue Date</b>      | April 2019   |
| <b>Approved By</b>     |  |

### The Bay of Plenty District Health Board

The District Health Board's fundamental purpose is to work within the resources allocated to it, to improve, promote and protect the health of the whole population within its district, and to promote the independence of people with disabilities.

**Vision:** Healthy, thriving communities.

**Mission:** Enabling communities to achieve

**Our Values:** Compassion, All-one-team, Responsive, Excellence



The Bay of Plenty District Health Board (BOPDHB) is committed to the Treaty of Waitangi principles of Partnership, Participation and Protection, and to meaningful engagement in decision-making with Tangata Whenua at strategic, operational and service levels.

Delivering this commitment is through: the implementation of our He Pou Oranga Tangata Whenua Determinants of Health framework: respect for and promotion of our Kawa and Tikanga Māori; ensuring cultural safety; seeking to eliminate disparities in health between Māori and Non Māori.

All staff have a part to play in this commitment.

### Primary Purpose

As a member of the Acute Medical and Nephrology team, provide efficient and high quality investigation, diagnosis and treatment services to people referred to Bay of Plenty DHB secondary services.



### Principal Roles – General Medicine

- Advice and support to primary care providers on acute medical problems
- Assessment, stabilisation and treatment of acute medical conditions referred to or self-presenting to the Emergency Department
- Regular ward rounds to enable rapid evaluation, planning of care and treatment or referral and transfer of patients to the most appropriate setting/environment
- Participation in the acute medical roster providing Senior Medical oversight of Registrar and other Junior medical staff.

### Principal Roles – Nephrology

- Support medical colleagues within the hospitals, regionally and within primary care to improve the management of people with renal conditions.
- Collaboration with multi- and interdisciplinary teams in the hospitals, regionally and within the community
- Development of pathways for the care of patients with renal disease
- Peer review and audit at a local and national level
- Education provision to staff
- Advice provided to the DHB on future planning and strategic direction

### KEY TASKS/EXPECTED OUTCOMES:

| Key Responsibilities   | Outcomes  |
|--|---|
| To provide health services for general medicine and renal patients including inpatient and outpatient clinics  | <ul style="list-style-type: none"> <li>• All clinical practices complies with statutory requirements and accepted standards of best practice.</li> <li>• The physician complies with the maintenance of professional standards as set out by the Royal Australasian College of Physicians.</li> <li>• Work practices, equipment and work areas complies with health and safety guidelines and infection control protocols.</li> </ul>   |
| To contribute to a high quality and comprehensive service through effective and efficient integration of community, primary, secondary and rehabilitation-focused services | <ul style="list-style-type: none"> <li>• Provides telephone advice and consultation from within and outside the organisation</li> <li>• Provides clinical direction and leadership in Nephrology and General Medicine</li> <li>• Co-ordinates multidisciplinary teams to ensure seamless delivery and transfer of services</li> <li>• Advance the development of integrated care for people with renal disease across primary and secondary care – locally and regionally</li> <li>• Contributes to the delivery of care for patients with end stage renal failure, including providing support to satellite</li> </ul> |



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|  | haemodialysis units, in partnership with Midland Renal Service.  |
| To participate in the Acute Medical Call roster  |  |
| To meet BOPDHB's standards (ie. Legislative, Professional, Contractual, Ethical and Organisational) by knowing what the applicable standards are and undertaking any steps necessary to remedy shortfalls in practice and knowledge ( <i>as per the BOPDHB/SMO contract 2003</i> ) | <ul style="list-style-type: none"> <li>• Professional standards are met.</li> <li>• The risk of harm to consumers, staff and others is minimised.</li> <li>• Customers have confidence in the employee's standard of delivery of care.</li> <li>• All service provision, research programmes, documentation and information management to comply with Privacy of Health Information Act and Health &amp; Disability Code of Practice</li> </ul>  |
| To be open and responsive to customer needs and demonstrates an understanding of continuous quality improvement.   | <ul style="list-style-type: none"> <li>• Demonstrates a commitment to customer service and continuous quality improvement, through interactions with patient/clients and other customers.</li> <li>• Identifies customer needs and offers ideas for quality improvement.</li> <li>• Effective management of customers/situations.</li> <li>• Participates in Departmental meetings, both clinical and business</li> <li>• Audits and reviews clinical care and health outcomes for patients</li> <li>• Actively participate in clinical peer reviews,</li> <li>• Positively responds to patient complaints, hospital investigations and any sentinel events as requested.</li> </ul> |

#### **TEACHING RESPONSIBILITIES:**

- Instructs, guides and supervises the work of other colleagues such as Specialist Nurses, Resident Medical Officers, students, promoting achievement of training goals and effective clinical care.
- Provides education to staff, community groups, GPs and other providers

#### **CONTINUING MEDICAL EDUCATION:**

- The specialist will be responsible for maintaining his/her knowledge and skills. This will be achieved through regular discussion with colleagues, reading relevant literature/internet access of literature, attendance and participation in professional/clinical meetings and conferences, and to report back to colleagues as appropriate.
- Develop and maintain an educational collegial relationship with renal colleagues across the Midlands Region.
- Participates in quality assurance, customer satisfaction, clinical audit and peer review activities.



## **SERVICE DEVELOPMENT AND NEW INITIATIVES:**

- The specialist shall contribute to the development of Renal Services by working with Providers and Planning and Funding on service direction, meeting Health Targets, District Annual Plans etc.

## **OCCUPATIONAL HEALTH AND SAFETY**

To comply with all legal, occupational and organisational standards

### **Expected Outcomes**

- Practices meet legislative and regulatory requirements.
- All practices comply with organisational policies, procedures and business plan goals.
- Adverse events are reported in a timely manner and responded to according to the organisation's policy.
- Participation in provision of Health and Safety training.

## **ADMINISTRATIVE & OTHER DUTIES:**

- Undertakes the customary administrative activities of a specialist and to provide professional leadership to staff in relation to GP's, other health professionals and providers.
- Provides assistance and advice to planning, contracting and other organisational activities when requested and to participate with medical staff and other committees as may be required and agreed from time to time.
- Assists with ensuring efficiency gains are made in supplies and through other improvements.
- Assists with budget management and costing exercises when requested.

## **ON-CALL RESPONSIBILITIES:**

- Participate on the on-call acute roster
- When rostered on for acute cover must be immediately available for telephone consultation at all times and be available in person within 20 minutes.
- Supervision of junior medical staff

| <b>Key Relationships</b>   |   |
|--|---|
| <b>Internal</b>  | <b>External</b>   |
| <ul style="list-style-type: none"> <li>• Medical Leader – Medical Services</li> <li>• Nurse Leader - Medical Services</li> <li>• Business Leader - Medical Services</li> <li>• Senior and Junior medical officers from all services</li> </ul> | <ul style="list-style-type: none"> <li>• Regional Renal Service – Waikato DHB</li> <li>• General Practitioners</li> <li>• Iwi providers</li> <li>• Community based providers</li> <li>• Ministry of Health</li> </ul> |



|  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Nursing staff</li> <li>• Primary Health Providers</li> <li>• Allied Health Professionals</li> <li>• Support Staff, including Orderlies, Administration and Information Technology</li> <li>• Other Management/Business Staff</li> </ul> | <ul style="list-style-type: none"> <li>• Coronial Officers</li> <li>• Other governmental agents and services</li> <li>• Medical Council of New Zealand</li> <li>• Royal Australasian College of Physicians</li> </ul> |
|--|---|

| <b>Person Specification</b> |  |  |
|-----------------------------|--|--|
|                             | <b>Essential</b>   | <b>Desirable</b>   |
| Qualifications              | <ul style="list-style-type: none"> <li>• Eligible for registration or already vocationally registered with the Medical Council of New Zealand</li> <li>• Hold Fellowship of the Royal Australasian College of Physicians or equivalent, in General and acute medicine and Nephrology.</li> </ul> | <ul style="list-style-type: none"> <li>• Registered as a Medical Practitioner by the Medical Council of New Zealand.</li> <li>• Other medical qualifications</li> <li>• Management or other graduate level qualifications</li> </ul> |
| Experience                  | <ul style="list-style-type: none"> <li>• Relevant experience in General Medicine and Nephrology</li> <li>• Service development</li> <li>• Quality initiative</li> </ul>  | <ul style="list-style-type: none"> <li>• Change Management</li> <li>• Publication in General Medical or Speciality Journal</li> <li>•</li> </ul>   |
| Values                      | <ul style="list-style-type: none"> <li>• Demonstrates BOPDHB CARE values</li> <li>• Cultural sensitivity and awareness</li> </ul>  |  |

## **PERSONAL ATTRIBUTES**

- Broad and balanced perspective – able to adopt a lateral approach in decision making and the development and sharing of ideas.
- Effective and efficient resource management
- Able to keep a sense of proportion when working in challenging situations and make logical and realistic decisions under pressure



- Has appropriate knowledge of New Zealand legislation with regard to the broad range of patient rights, clinical responsibilities/accountability and Ministry of Health strategy documents
- Responsibility and Leadership Skills
- Accepts responsibility for own practice
- Ensures an environment that promotes innovation and motivation of other team members.
- **Have an understanding of the issues surrounding equity of access and health care provision in New Zealand, in particular how it pertains to Renal Services.**
- Skilled communicator. Written and oral presentations are articulate, relevant and concise.
- Research, evaluation and analytical skills. Able to effectively analyse data/information and relate to the medical, nephrology and health policy criteria.
- Interpersonal skills. Demonstrated skills in the sharing of ideas along with an open and honest communication style with colleagues and multi-disciplinary team members, supports development of “the teams” and others.
- Integrity and self-motivation. Has energy, initiative and enthusiasm. Able to critically reflect on own practice with realistic confidence in own knowledge and achievements.
- Personal management skills. Demonstrates sound organisational practices including time management.

You agree to demonstrate flexibility and a willingness to perform a variety of tasks to promote and support BOPDHB initiatives.

You are required to meet the Health and Safety at Work Act 2015 requirements as set out in the BOPDHB health and safety policies and protocols. This includes completing successfully any health and safety training provided by the BOPDHB.

You are required to maintain a standard of health which will allow for the performance of all duties and functions of the position.

### **Health Practitioners Competence Assurance Act 2003**

1. You are required to maintain your current competency based practicing certificate.
2. You must notify Manager of any changes to scope or conditions on practice (determined by Regulatory Authority).
3. You must complete the requirements of any competency programme.
4. You must notify employer of concerns relating to the risk of harm to the public of another health practitioner practicing below the required standard of competence.
5. Know the provisions of the Health Practitioners Competence Assurance Act(2003) as the governing legislation.



**Vulnerable Children Act 2014**

Due to this position having contact with children and BOPDHB's commitment to child protection, you will be subject to 'safety checks' under the Vulnerable Children Act at the time of hire and thereafter as per the relevant legislation.

**Position Holders Declaration**

I certify that I have read, understand, and agree to this position description.

**Name:**

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**Signature:**

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**Date:**

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**Attitudes and behaviours  
We want to see**

**Outcome  
Everyone we come into  
contact with will feel...**

**Attitudes and behaviours  
We don't want to see**

**C Compassion**

Cares about other people. Has empathy and understanding. Is calm and reassuring. Protects people's dignity.

Treats everyone with respect regardless of their views, role or background. Value differences. Culturally competent.

Notices, acknowledges and appreciates people's efforts and achievements, gives praise, making people feel valued.

**Cared for and respected**

**Treated with respect  
and cultural sensitivity**

**Valued and engaged**

Is rude, bullies, intimidates or humiliates. Creates anxiety. Doesn't act if someone's dignity is suffering.

Disrespectful, judgmental, makes assumptions about people. Gossips or talks behind people's backs. Rough behaviour.

Criticises people's efforts, takes people for granted, makes people feel undervalued, belittled or inadequate.

**A All-one-team**

Shares knowledge and information openly and honestly, clearly explains and updates people on what's happening.

Takes time to listen to others, is interested in their views. Invites people to ask questions and share concerns or ideas.

Involves patients, whānau and colleagues as equal partners. Builds teams and relationships to achieve the best outcomes.

**Clear about what's happening**

**Listened to**

**Involved in a partnership model**

Withholds knowledge and information, leaves people confused or in the dark.

Doesn't listen, talks over people, dismisses or puts people down, makes decisions without consultation.

Doesn't trust or involve people in things that affect them. Excludes, overrides, micro manages.

**R Responsive**

Friendly, polite, approachable, warm. Introduces themselves. Creates a happy environment. Smiles when appropriate.

Shows kindness. Is attentive to people's needs, supportive, helpful and willing. Often goes the extra mile for people.

Respects people's time. Plans ahead and co-operates so things run smoothly. Looks for efficient ways of doing things.

**Positively welcomed**

**Supported, so they would want  
to be cared for or work here**

**We are flexible and efficient,  
and use resources wisely**

Ignores people, snappy or aggressive tone of voice or behaviours, 'rushing' and saying "I'm too busy".

Passes the buck, says "it's not my job", unsupportive, does not take responsibility and leaves work for others.

Often late. Leaves people waiting unnecessarily or puts people under pressure with unrealistic timeframes.

**E Excellence**

Chooses to take a positive, will-do attitude. Looks for solutions. Uses positive words and actions to good effect.

Aims for the best results, always learning, developing skills, knowledge, and ways of doing things, and helping others to.

Consistently follows agreed, safe, best-practice.

Seeks, welcomes and gives constructive feedback, speaks up when they have a concern, coaches others' behaviour.

**Part of a positive culture  
of high achievement**

**Things are always improving**

**Safe**

**We are role models who  
are open to feedback**

A negative attitude, often moaning, complaining or grumpy. Focuses on problems.

Assumes they know best, resists change, not interested in learning or developing. Happy with 'good enough'.

Inconsistent, cuts corners, closed to new evidence.

Blames. Closed to feedback. By not speaking up about poor behaviour or unsafe practice they condone it.

