



## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	<b>EMERGENCY MEDICINE CONSULTANT</b>	
<b>DEPARTMENT/SERVICE:</b>	<b>EMERGENCY DEPARTMENT</b>	
<b>REPORTS TO:</b>	<b>CLINICAL DIRECTOR / HEAD OF DEPARTMENT, EMERGENCY DEPARTMENT</b>	
<b>APPROVED:</b>	_____ <b>HOD</b>	_____ <b>Date</b>
<b>ACCEPTED:</b>	_____ <b>Employee</b>	_____ <b>Date</b>

## ROLE SUMMARY

This position works principally within the department or service specified above, however all employees at Whanganui District Health Board may be required to undertake duties in other areas of the organisation which promote the efficient and effective operation of Whanganui District Health Board, which reasonably fall within the general parameters of this position.

This position plays a key clinical role in the wider Emergency Department's clinical team, focussing on patient centred care.

1. To provide a high standard of clinical practice and clinical expertise, contributing to the provision of efficient and effective emergency services to the community and region served by the company.
2. Make contribution to the maintenance and development of professional standards of practice as an individual and for the service.
3. To provide support to the Director Emergency Department with regard to the effective management of the service.
4. To assist in the supervision and instruction of RMOs (Registered Medical Officers/junior doctors) rostered to the Emergency Department.

### **DIRECT REPORTS**

- Nil.

### **DELEGATED AUTHORITIES**

- Ascribed portfolios as agreed.

## FUNCTIONAL RELATIONSHIPS

### Internal

- Emergency Department staff
- Other doctors within the hospital
- Theatre staff
- Allied health professionals
- Support staff

### External

- Patients
- General practitioners
- Other hospitals/district health boards

## REGISTRATION/SCOPE OF PRACTICE

You must be able to demonstrate that you are registered with the New Zealand Medical Council and that your scope of practice enables you to undertake the duties of this position.

## KEY ACCOUNTABILITIES

### SERVICE DELIVERY

The following are key accountabilities that are a feature of this role in service delivery. This is not intended as an exhaustive list. The terms and conditions of your employment are governed by the New Zealand District Health Board Senior Medical and Dental Officers Collective Agreement (MECA), website: [www.asms.org.nz](http://www.asms.org.nz) for information on coverage and application matters, remuneration, hours of work, provisions relating to leave, union representation, professional matters, general terms and settlement of disputes and personal grievances.

#### 1. CLINICAL

##### 1.1 Delivery of clinical care to patients requiring emergency treatment

###### Objectives

Maintain a high standard of professional care in accordance with the NZMA Code of Ethics, Statutory & Regulatory requirements and Company policies, and any other substantial amendments thereto.

See and advise promptly on patients referred for a medical opinion.

Delivery care in a sensitive fashion, taking into account cultural and other interests and the recognition of patient rights.

Be prepared to be involved in the transfer of patients between centres and hold the required skills for aero medical retrieval.

##### 1.2 Provision of acute care for the Emergency Department

###### Objectives

Job size and work patterns are based on the New Zealand District Health Board Senior Medical and Dental Officers Collective Agreement (MECA).

Participate in a revolving roster which is based on an average job size of 40 hours per week, spread over a six week roster cycle. This includes a non-clinical component of 10 to 30 % (as per MECA).

Shift description:

**Shifts:**

0730 to 1530

1100 to 1900

1600 to 2400

Overnight on call 2400 to 0730

Weekend shifts (based on 2:6 rotation):

The Whanganui Hospital Emergency Department has a team of six Registered Medical Officers (RMOs) / junior doctors working 4 mid-week shifts: 0700-1700, 1000-2000, 1400-2400 and 2200-0800.

(Note: weekend shifts do not have the 1000-2000 RMO).

**2. MEETINGS, TEACHING AND TRAINING REQUIREMENTS:**

Objectives

- Radiology department meeting-Monday 0815-0915 (weekly).
- Emergency department meeting- Tuesday 0900-1000 (weekly).
- RMO (junior doctor) teaching- Tue 1300-1400 (weekly).
- Journal club - 1800-2000 (monthly).
- MSA meeting - 3<sup>rd</sup> week (monthly).
- MedScan lecture - 3<sup>rd</sup> week (monthly).
- Porritt Lecture (annually).
- Senior Medical Officers (SMOs) working as Emergency Department consultants are encouraged to participate in organisational duties, including audit, research, committee meetings, pathways, guidelines and interdepartmental activities.
- SMOs attend relevant CME conferences / teachings nationally and internationally, with additional allocation of costs (as per MECA).

**2.1 In-service education of RMOs**

Objectives

- Provide clinical supervision and mentoring for RMOs.
- Meet the needs of RMOs in assisting them to achieve their training and examination requirements.

**2.2 Formal teaching for other health professionals**

Objectives

- Assist in the delivery of lectures, tutorials and demonstrations to RMOs/SMOs and allied health professionals.

**2.3 Contribute to peer review and clinical audit processes**

Objectives

- Attend at least five peer group meetings per year.
- Complete at least two clinical audits relevant to emergency care per annum.

### **3. ADMINISTRATION**

#### **3.1 Resource utilisation**

##### Objectives

- Be responsible and accountable for efficient resource usage within financial allocation.

#### **3.2 Maintenance of records and reports to referring doctors**

##### Objectives

- Comprehensive accurate and up to date medical records are maintained for all patients seen.
- Reports and discharge letters are completed and dispatched in a timely manner.
- Participate in the unit auditing system.

### **4. PERSONAL EDUCATION & RESEARCH**

#### **4.1 Knowledge and practice updated and maintained**

##### Objectives

- Demonstrate and participate in continuing self-education.
- Attend and participate in local post graduate medical education activities.
- Ensure College and professional body CPD requirements are satisfied to maintain accreditation.

#### **4.2 Research Activities**

##### Objectives

- Participate in clinical audit, medication reviews, equipment replacement and other administrative tasks as delegated by the Clinical director of the department.
- Participate in research in the Emergency Department, provided approval has been granted by the Director, Emergency Department, relevant Manager and CEO.

### **5. QUALITY ASSURANCE/PEER REVIEW**

#### **5.1 Quality Assurance**

##### Objectives

- Participate fully in the hospital and department accreditation and credentialling processes.
- Demonstrate annual ACLS (NZRC Level 7), advanced trauma course ETM (early trauma management) and APLS.
- Fulfil annual requirements of a branch approved MOPS recertification programme either the Australasian College of Emergency Medicine or Accident and Medical Practitioners Association.

#### **5.2 Reporting**

### Objectives

- Present key information gained from recent CME activities.
- Adverse event and mortality reporting.
- Report and investigate incidents as relevant using the incident management system in order to identify quality improvements.

### **5.3 Peer Review**

#### Objectives

- To take responsibility for the organisation, timetable and content of the regular Emergency Department peer review sessions in consultation with the director, Emergency Department.

## **6. HEALTH AND SAFETY IN EMPLOYMENT**

Employees of Whanganui District Health Board have a responsibility to:

- 6.1.1 Comply with all safe work procedures, policies and instructions.
- 6.1.2 Report all incidents hazards and injuries to supervisors in a timely manner.
- 6.1.3 Actively participate in the ongoing development of safe workplace practices in Whanganui District Health Board.
- 6.1.4 Participate in performance appraisals, assessments and other activities as per WDHB policies.

## BEHAVIOURAL COMPETENCIES

Whanganui District Health Board has a Competency Framework that describes the behavioural competency levels required for each role within the organisation. One = high level of competency required to perform this role five = low level of competency required.

Competency	Description	Level Required
Communication	All communication has a clear purpose, is well structured, uses appropriate language and grammar and conveys the information in a clear and concise manner. Asks questions and summarises key points to ensure understanding.	2
Problem solving	Constructively questions the rationale and process behind decisions and actions. Anticipates and prepares for problems not seen by others. Problems are solved to ensure they don't reoccur in the future. Considers impact on other affected parties. Produces creative but practical solutions to problems.	1
Responsibility / Accountability	Accepts responsibility for implementation and completion of a task/action. Learns from mistakes to ensure improvement in future performance. Accepts accountability for outcomes and seeks to improve future performance	1
Initiative	Acts quickly and decisively in a crisis. Creates opportunities or minimises potential problems in the short term by a unique extra effort, eg, implementation of a training programme.	2
Customer Responsiveness	Anticipates current and future customer needs by seeking information about the underlying needs of the client, beyond those initially expressed. Regularly introduces work practices designed to improve service quality	2
Teamwork and Co-operation	Invites all members of a group to contribute to a process. Understanding and appreciative of different and opposing perspectives on an issue. Actively promotes a friendly climate, good morale and co-operation within the team. Accepts responsibility for the effectiveness of the team.	2
Cultural Awareness	Has an understanding of the Articles and Principles of Te Tiriti O Waitangi / the Treaty of Waitangi. Is aware of the Maori Model of Health Te Whare Tapa Wha. Attempts to pronounce Maori words correctly Is aware of Kaupapa/Tikanga Maori. Demonstrates some understanding of health gains.	3

