

<b>Position holder (title)</b>	Cardiologist / Physician – Internal Medicine
<b>Reports to (title)</b>	Service Director, Medical Directorate, Operationally Head of Department, Medicine, Professionally
<b>Department / Service</b>	Internal Medicine within the Medical Directorate
<b>Purpose of the position</b>	<ul style="list-style-type: none"> <li>▪ The cardiologist will work with the other specialist physicians within the Department of Medicine to provide services to people of Hawke's Bay District Health Board (HBDHB) catchment area.</li> <li>▪ The physician will provide clinical services that include in-patient and out-patient assessment and management of people requiring acute medical or specialist cardiology care.</li> <li>▪ The physician will also be required to provide leadership, advice and support to the Planning and Performance team, relevant staff within Primary Healthcare Organisations (PHO's) and other organisations within the sector with focus on addressing disparities in health in general and cardiology medicine.</li> <li>▪ This service is based within Health Services and works across the health continuum helping to enhance primary care practice and access to advice for primary care practitioners.</li> <li>▪ To ensure and prioritise a focus on patient safety and quality relating to care and processes within the Medical Directorate.</li> <li>▪ Delivery of organisational key performance indicators (KPI's) including relevant Ministry of Health (MOH) target, financial budgets and service plans.</li> <li>▪ To recognise and support the delivery of the Hawkes Bay Health sector vision.</li> </ul>

### Working Relationships

Internal	External
<ul style="list-style-type: none"> <li>▪ Clinical Nurse Manager Cardiology / ward B1</li> <li>▪ Head of Department Medicine</li> <li>▪ Medical Director - Medical</li> <li>▪ Service Director – Medical</li> <li>▪ Other specialist consultant staff &amp; Registered Medical Officers (RMO's)</li> <li>▪ Other Service Managers</li> <li>▪ Strategic services staff</li> <li>▪ Multidisciplinary staff associated with delivery of internal medicine and cardiology services</li> <li>▪ Multidisciplinary staff associated with delivery of inpatient care</li> </ul>	<ul style="list-style-type: none"> <li>▪ PHO</li> <li>▪ Community Support Sector</li> <li>▪ Non-government organisations (NGO's)</li> <li>▪ Voluntary groups</li> <li>▪ Support groups</li> <li>▪ External agencies</li> <li>▪ General practitioners (GPs)/Practice nurses</li> <li>▪ Other DHBs</li> </ul>

## Dimensions

<b>Expenditure &amp; budget / forecast for which accountable</b>	Not directly
<b>Challenges &amp; Problem solving</b>	Delivery of quality services and supporting shared care of people with long term conditions across the health continuum.
<b>Number of staff reports</b>	Supervision of junior staff
<b>Delegations &amp; Decision</b>	Clinical decisions
<b>Other Indicators</b>	<p>Service provision is for people who:</p> <ul style="list-style-type: none"><li>• are domiciled in the Hawke's Bay District Health Board catchment area.</li><li>• have been referred to internal medicine or cardiology services.</li></ul>



## Our vision

# HEALTHY HAWKE'S BAY

## TE HAUORA O TE MATAU-Ā-MĀUI

*Excellent health services working in partnership to improve the health and wellbeing of our people and to reduce health inequities within our community.*

## Our values

**Tauwhiro** – delivering high quality care to patients and consumers

**Rāranga te tira** – working together in partnership across the community

**He kauanuanu** – showing respect for each other, our staff, patients and consumers

**Ākina** – continuously improving everything we do



## Key Accountabilities

CLINICAL PRACTICE	
<p><b>Tasks (how it is achieved):</b></p> <p>To demonstrate knowledge, leadership and understanding of key requirements of MOH and HBDHB strategies by implementing services that are evidenced based across the DHB.</p> <p>To provide specialist outpatient or domiciliary visiting for general practitioner (GP) referrals to internal medicine and cardiology services.</p> <p>To take an integral part, including a leadership role, within the multidisciplinary team and with key stakeholders within the wider community, including general practitioners and other health service providers for internal medicine and cardiology.</p> <p>To provide advice and support to primary care clinicians.</p> <p>To participate in the acute medicine on-call roster including after hours and weekends, and to contribute to the ongoing care of general medicine in-patients.</p>	<p><b>How it will be measured (KPI):</b></p> <p>All clinical practices comply with statutory requirements and accepted standards of best practice.</p> <p>All work practices, equipment and work areas comply with health and safety guidelines and infection control protocols.</p> <p>Demonstrates knowledge and understanding of key requirements of pertinent health strategies and work practice aligns to these service requirements.</p> <p>Provision of support for PHOs, NGOs and rural sectors including clinics in primary care and communities where agreed.</p>
SERVICE PLANNING, DEVELOPMENT AND REVIEW OF CORE PROGRAMMES AND NEW INITIATIVES	
<p><b>Tasks (how it is achieved):</b></p> <p>Will contribute to the planning and development of cardiology services to achieve effective, efficient, integrated services across health services.</p> <p>To provide leadership in relevant programme development and review of existing health programmes for improved efficiency and effectiveness of delivery of internal medicine and cardiology services.</p> <p>Participates / problem solves with other medical staff and/or committees as required and/or agreed to.</p>	<p><b>How it will be measured (KPI):</b></p> <p>Quality assurance processes (e.g. customer satisfaction and peer review activities, regular output information processes) will demonstrate that services are timely, relevant and meet patient/whanau needs.</p> <p>Assist and advise in planning, implementing and evaluation exercises related to current and new initiatives, e.g. through development of region-wide health programmes.</p> <p>Participates in reviews of output and outcome performance measures related to HBDHB strategies.</p>
CONTRACTUAL, ADMINISTRATIVE AND OTHER RELATED DUTIES	
<p><b>Tasks (how it is achieved):</b></p> <p>To participate in quality assurance, customer satisfaction, clinical audit and peer review activities.</p> <p>To undertake the customary administrative activities of a specialist.</p> <p>To assist with ensuring efficiency gains are made in supplies and through other improvements.</p> <p>To assist with budget management and costing exercises when requested.</p>	<p><b>How it will be measured (KPI):</b></p> <p>Participates in reviews of output and outcome performance measures related to cardiology.</p> <p>Participate in credentialing.</p> <p>Participate in Department of Medicine educational and audit/review sessions.</p>

<b>TEACHING</b>	
<p><b>Tasks (how it is achieved):</b></p> <p>To instruct, guide and supervise the work of RMOs, and when applicable trainee interns.</p> <p>To provide education to staff, community groups and other providers as and when appropriate /requested.</p> <p>To support development and provide supervision of designated nurse prescribers in the cardiology service.</p>	<p><b>How it will be measured (KPI):</b></p> <p>Junior medical staff express levels of satisfaction of teaching processes.</p> <p>Expressions of satisfaction at formal and informal Performance Development Reviews.</p>

<b>CONTINUOUS QUALITY IMPROVEMENT</b>	
<p><b>Tasks (how it is achieved):</b></p> <p>To lead and support continuous quality improvement activities.</p> <p>Development of new initiatives and innovative practices where required.</p> <p>Will maintain the high standards of care as set out by the Royal Australasian College of Physicians (RACP).</p> <p>Contribute to the ongoing evaluation of medical services.</p>	<p><b>How it will be measured (KPI):</b></p> <p>Established initiatives are aligned with HBDHB strategies.</p> <p>Through audit and review of clinical care and health outcomes for people with internal medicine and cardiology conditions.</p> <p>Clinical peer review.</p> <p>Efficient and effective services are demonstrated through harmonious collegial support, satisfied patients and their families (e.g. measured through compliments, complaints and sentinel events processes).</p>

<b>PROFESSIONAL STANDARDS AND CONTINUING MEDICAL EDUCATION (CME)</b>	
<p><b>Tasks (how it is achieved):</b></p> <p>To meet HBDHB standards i.e. legislative, professional, contractual, ethical and organisational by knowing what the applicable standards are and undertaking steps necessary to remedy shortfalls in practice and knowledge.</p> <p>Meets professional standards as set out by the RACP as they relate to cardiology.</p> <p>Takes personal responsibility for maintaining own professional knowledge and skills. e.g., maintains relevant competencies 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.</p> <p>Research projects are undertaken and any involvement in therapeutic trials shall receive the former approval of the Ethics Committee and shall be in accordance with its protocol.</p>	<p><b>How it will be measured (KPI):</b></p> <p>Professional standards are met and the risk of harm to consumers, staff and others is minimised.</p> <p>Customers have confidence in the employee's standard of delivery of care.</p> <p>Compliance with professional standards of the RACP that relate to internal medicine.</p> <p>All service provision, research programmes, documentation and information management complies with Privacy of Health Information Act and Health &amp; Disability Code of Practice.</p> <p>Demonstrated through regular discussion with colleagues, reading relevant literature / internet access of literature attendance and participation in professional / clinical meetings and conference and to report back to colleagues as appropriate.</p>

	<p>Reports on audits / reviews / research are shared with colleagues and the wider team.</p> <p>His/her knowledge and skills are up to date and of a high clinical standard.</p> <p>Participate fully in Department of Medicine's programme of educational sessions.</p>
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OCCUPATIONAL HEALTH & SAFETY	
<p><b>Tasks (how it is achieved):</b></p> <p>Displays commitment through actively supporting all health and safety initiatives.</p> <p>Ensures all staff/colleagues maintain adequate safety standards on the job through consultation, training and supervision. Ensures own and others safety at all times.</p> <p>Complies with policies, procedures and safe systems of work.</p> <p>Reports all incidents/accidents, including near misses in a timely fashion.</p> <p>Is involved in health and safety through participation and consultation.</p>	<p><b>How it will be measured (KPI):</b></p> <p>Evidence of participation in health and safety activities.</p> <p>Demonstrates support of staff/colleagues to maintain safe systems of work.</p> <p>Evidence of compliance with relevant health and safety policies, procedures and event reporting.</p>

### Key Competencies

CUSTOMER SERVICE	
<p><b>Tasks (how it is achieved):</b></p> <p>Open and responsive to customer needs.</p> <p>Demonstrate an understanding of continuous quality improvement.</p>	<p><b>How it will be measured (KPI):</b></p> <p>Demonstrates a commitment to customer service and continuous quality improvement, through interaction with patient/clients and other customers.</p> <p>Identifies customer needs and offers ideas for quality improvement.</p> <p>Effective management of customers/situations.</p>



## ENGAGING EFFECTIVELY WITH MĀORI

### Tasks (how it is achieved):

Demonstrates knowledge and understanding of local tikanga and Māori culture sufficiently to be able to respond appropriately to Māori.

Is visible, welcoming and accessible to Māori consumers and their whānau.

Actively engages in respectful relationships with Māori consumers and whānau and the Māori community.

Actively seeks ways to work with Māori consumers and whānau to maximise Māori experience

Actively facilitates the participation of whānau in the care and support of their whānau member

### How it will be measured (KPI):

Accelerated health outcomes for Maori

Evidence of positive feedback from Māori consumers and whānau, and colleagues.

Evidence of collaborative relationships with Māori whānau and community/organisations.

Evidence of whānau participation in the care and support of their whānau member.

## HONOURING TREATY OF WAITANGI OBLIGATIONS

### Tasks (how it is achieved):

Demonstrates understanding of the principles of the Treaty of Waitangi.

Ensure the principles of partnership, protection and participation are applied to day to day work.

Ensures procedures do not discriminate against Maori.

### How it will be measured (KPI):

Evidence of the principles applied in work practice.

## HEALTH AND SAFETY STATEMENT

- Takes reasonable care of your own health and safety.
- Ensures that your actions or omissions, do not adversely affect the health and safety of other persons.
- Complies with reasonable instructions given by HBDHB.
- Co-operates with health and safety policies or procedures.

Essential and Desirable Criteria: **Qualifications / Skills / Experience**

Essential	
<b>Engaging Effectively with Maori</b>	<p>Demonstrates the ability to engage effectively with Maori consumers (patients/families/whanau).</p> <p>Demonstrates ability to apply the Treaty of Waitangi within the Service.</p>
<b>Qualifications</b> (eg, tertiary, professional)	<p>Registered medical practitioner by Medical Council of New Zealand (MCNZ).</p> <p>Vocationally registered (or eligible for registration) with MCNZ as a medical specialist.</p> <p>Fellow of the RACP (or equivalent) with specialist training/qualifications in cardiology (+/- internal medicine).</p>
<b>Business / Technical Skills</b> (eg, computing, negotiating, leadership, project management)	<p>Competence in use of information technology</p> <p>Skilled communicator. Written and oral presentations are articulate, relevant and concise. Open and honest communication style with colleagues and multidisciplinary team members.</p>
<b>Experience</b> (technical and behavioural)	<ul style="list-style-type: none"> <li>• Experience in working within a multidisciplinary team.</li> <li>• Experience in the development and maintenance of links with SMOs and other specialty teams in the region.</li> <li>• Experience in the development and maintenance of clinical audit.</li> <li>• Experience in supervision and teaching of junior medical staff.</li> </ul> <ul style="list-style-type: none"> <li>▪ <b>Values &amp; Behaviours:</b> Shows commitment to, and demonstrates the behaviours of the health sector: <ul style="list-style-type: none"> <li>▪ <b>He kauanuanu</b> Showing respect for each other, our staff, patients and consumers – <b>this means I actively seek to understand what matters to you.</b></li> <li>▪ <b>Ākina</b> Continuously improving everything we do – <b>this means that I actively seek to improve my service.</b></li> <li>▪ <b>Rāranga te tira</b> Working together in partnership across the community – <b>this means I will work with you and your whanau on what matters to you.</b></li> <li>▪ <b>Tauwhiro</b> Delivering high quality care to patients and consumers – <b>this means I show empathy and treat you with care, compassion and dignity.</b></li> </ul> </li> </ul>



DESIRABLE	
<b>Tasks (how it is achieved):</b>	<b>How it will be measured (KPI):</b>  <p>Has in-depth knowledge of New Zealand legislation with regard to the broad range of patients' rights, clinical responsibilities/accountability and health strategies.</p> <p>Broad and balanced perspective; able to adopt a lateral approach to decision-making and the development and sharing of ideas.</p> <p>Able to maintain a sense of proportion when working in challenging situations and make logical and realistic decisions under pressure.</p> <p>Responsibility and leadership skills. Accepts responsibility for own practice. Is able to create and foster an environment that promotes innovation and motivates other team members.</p> <p>Research and analytical skills. Is able to analyse data and relate this to service delivery, clinical practice and the needs of the population.</p> <p>Integrity and self-motivation. Has energy, initiative and enthusiasm. Able to critically reflect on own practice with realistic confidence in own knowledge and achievements.</p> <p>Personal management skills. Demonstrates sound organisation practices including time management.</p>

#### Recruitment Details

<b>Position Title</b>	Cardiologist / Physician-Internal Medicine
<b>Hours of Work</b>	80 hours per fortnight
<b>Salary &amp; Employment Agreement Coverage</b>	In accordance with New Zealand District Health Boards Senior Medical and Dental Officers Collective Agreement 1 July 2017 – 31 March 2020 (\$161,304 to \$240,000) gross per annum according to qualifications and experience pro rata for hours worked.
<b>Date</b>	November 2019