

Position holder (title)	Dermatologist
Reports to (title)	General Manager – Claire Caddie Medical Director – Dr Philip Moore
Department / Service	Whānau & Communities Group
Purpose of the position	<ul style="list-style-type: none"> ▪ The Dermatologist will work with the other the specialist physicians in the Whanau & Communities Group and of Medicine to provide services for people within Hawke's Bay District Health Board (HB DHB) catchment area. ▪ The Dermatologist will provide clinical services that includes inpatient, outpatient and community assessment and management for people requiring dermatology care and community based support services, including the rural sector. ▪ The Dermatologist will help to empower patients, their whanau and healthcare-providers to look after their skin in health and disease. ▪ The Dermatologist will be required to provide leadership, advice and support to the Planning and Performance team, relevant staff within Primary Healthcare Organisations and other organisations within the sector with focus on addressing disparities in health in Dermatology. ▪ 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. ▪ To ensure and prioritise a focus on patient safety and quality relating to care and processes within the Whānau & Communities Group. ▪ Delivery of organisational KPI's including relevant MOH target, financial budgets and service plans. ▪ To recognise and support the delivery of the Hawkes Bay Health sector vision.

Working Relationships

Internal	External
<ul style="list-style-type: none"> • Chief Operating Officer • Physicians • Medical Director – Whānau & Communities • General Manager- Whānau & Communities • Other senior medical officers • Other Service Managers • Planning, Funding and Performance staff • Registered Medical Officers (RMO's) • Community and Rural Health Managers • Multidisciplinary staff 	<ul style="list-style-type: none"> ▪ Primary Healthcare Organisations ▪ Home Based Support Sector ▪ Non-government organisations ▪ Voluntary groups ▪ Support groups ▪ External agencies ▪ General Practitioners/Practice Nurses ▪ Wound care nurses ▪ Other DHBs

Dimensions

Expenditure & budget / forecast for which accountable	Not directly
Challenges & Problem solving	Delivery of quality Dermatology services across a number of sites
Number of staff reports	No staff reports
Delegations & Decision	Clinical decisions
Other Indicators	Quality patient care

Position Description

Description of clinical services provided by Hawke's Bay District Health Board and role of the Specialist Physician in Dermatology

The incumbent shall carry out the duties of a Dermatologist providing modern quality care to patients, ensuring as part of the Department of Medicine's team that the Dermatology Service's contractual requirements are met in a timely, efficient and cost-effective manner. This position is based at Hawke's Bay Hospital, Napier Healthy Centre, Waipukurau Health Centre and Wairoa Health Centre.

Dermatology Service

Virtual Services

- Following referral, whenever possible initial management and treatment advice will be given to the patient, their whanau and healthcare provider. Referrals will be supported with photos whenever possible.
- Teledermatology services with remote locations such as Wairoa are in development.

Outpatient Services

- Patients will be managed as outpatients or day stay patients, where possible and appropriate.
- Outpatient clinics will be made available for the employee's use. Clinic times could vary and are subject to negotiation from time to time
- Clinics are be required at Hastings, Napier, Wairoa, Central Hawke's Bay

Inpatient Consultations

- The Dermatologist will undertake necessary ward reviews of patients referred by other consultants and direct the assessment, investigation and treatment appropriate to each patient.
- Inpatients are to be managed on a consultative basis with or for other specialist groups. The incumbent is not expected to be primarily responsible for the direct clinical supervision of inpatients.

General Medicine.

All adult acute medical admissions to Hawke's Bay Regional Hospital are managed by the general medical service. Physicians participating in General Medicine, each have a sub specialty interest (Cardiology, Geriatric Medicine, Respiratory, Rheumatologists, Gastroenterology, Infectious Diseases, Renal, Diabetes & Endocrinology, Palliative Care, Oncologist, Neurologists and Acute Medicine Physicians).

The Dermatologist is **not** expected to participate in the acute medical service rosters.

Continuing Medical Education (CME), Audit and Teaching

The Medical Council of New Zealand requires all physicians to be enrolled into a CME program. The elements are variable and flexible. It is anticipated that the employee will keep up-to-date with trends and developments and utilisation of technology in Dermatology on an on-going basis through regular discussion with colleagues, reading the literature and participating in conferences and meetings. This is particularly important when working in a smaller regional unit with limited access to onsite professional colleagues.

The employee will provide evidence of his/her own continuing education initiatives by being re-certified by the New Zealand Dermatological Society Incorporated (currently a 5-year recertification cycle). This will be considered a part of the annual performance review. The employee will regularly review clinical performance as part of their maintenance of professional standards.

The Department of Medicine has an active education program that includes weekly sessions of journal critique, case presentations and hospital grand rounds, in which the Dermatologists participate.

There is a monthly departmental audit session. It is expected that all physicians will participate in these quality assurance and audit programmes.

All physicians will contribute to teaching of junior medical staff, nursing and other staff as part of their regular clinical duties. All physicians are also expected to contribute to teaching sessions for trainee interns, medical students and other members of the multi-disciplinary teams relevant to their specialty.

Research

Research opportunities are available in various forms. Pharmaceutical company sponsored research has been carried out for a number of years at Hawkes Bay Hospitals, especially participation in international multi-centre trials in the field of diabetes, cardiology and stroke medicine. An efficient medical research unit has evolved to support this including the availability of dedicated research nurses. For investigator-initiated research there are a number of grants and societies that can be applied to for support for otherwise unfunded activities.

The Dermatology service consists of two 0.8 FTE Consultant Dermatologist posts, nursing staff in Hastings, Napier and the other peripheral clinics, a secretary, booking clerk, a physiotherapist administering phototherapy, receptionists and all the ancillary staff in the laboratories.

The current work schedule includes 4 half day clinical / surgical sessions. The two Dermatologists share day-time on-call for referrals from GPs, community wound care nurses and hospital doctors. Advice requests are usually accompanied by clinical photos, and are either answered virtually or result in a clinic appointment or ward visit.

Currently there are 6 full day clinics in Wairoa and Waipukurau each year and they are visited every second month.

The Consultants triage all dermatology referrals and offer a basic patch testing service. Skin cancer is a large problem in our local population and screening and managing this is an important part of the position.

Our plastic surgery, radiation oncologists, ENT surgeons and maxillofacial specialists provide excellent assistance with difficult cases. We have good Phototherapy facilities based in our physiotherapy dept providing help with psoriasis and other skin disorders. All photo therapy patients are channeled through the dermatology service.

Regular teaching sessions for medical registrars in medicine and those in general practice are available as required. Talks to GPs and allied professionals such as physiotherapists and pharmacists are given as requested. A grand round is taken yearly.

Apart from annual NZDS meetings attendance at the Australasian College meetings is very relevant CME. There are two colleagues in Palmerston North with whom the current Consultant meets for 4 days each year.

Our postgraduate centre has meeting rooms of different sizes and a well stocked library provides good online access to a wide range of journals.

Hawke's Bay Hospital has a modern ICU and excellent Radiology department including CT, MRI, digital radiology and interventional radiology support.

Our shared values and behaviours



HE KAUANUANU RESPECT *Showing respect for each other, our staff, patients and consumers*

Welcoming	<ul style="list-style-type: none"> ✓ Is polite, welcoming, friendly, smiles, introduce self ✓ Acknowledges people, makes eye contact, smiles 	<ul style="list-style-type: none"> ✗ Is closed, cold, makes people feel a nuisance ✗ Ignore people, doesn't look up, rolls their eyes
Respectful	<ul style="list-style-type: none"> ✓ Values people as individuals; is culturally aware / safe ✓ Respects and protects privacy and dignity 	<ul style="list-style-type: none"> ✗ Lacks respect or discriminates against people ✗ Lacks privacy, gossips, talks behind other people's backs
Kind	<ul style="list-style-type: none"> ✓ Shows kindness, empathy and compassion for others ✓ Enhances peoples mana 	<ul style="list-style-type: none"> ✗ Is rude, aggressive, shouts, snaps, intimidates, bullies ✗ Is abrupt, belittling, or creates stress and anxiety
Helpful	<ul style="list-style-type: none"> ✓ Attentive to people's needs, will go the extra mile ✓ Reliable, keeps their promises; advocates for others 	<ul style="list-style-type: none"> ✗ Unhelpful, begrudging, lazy, 'not my job' attitude ✗ Doesn't keep promises, unresponsive

ĀKINA IMPROVEMENT *Continuous improvement in everything we do*

Positive	<ul style="list-style-type: none"> ✓ Has a positive attitude, optimistic, happy ✓ Encourages and enables others; looks for solutions 	<ul style="list-style-type: none"> ✗ Grumpy, moaning, moody, has a negative attitude ✗ Complains but doesn't act to change things
Learning	<ul style="list-style-type: none"> ✓ Always learning and developing themselves or others ✓ Seeks out training and development; 'growth mindset' 	<ul style="list-style-type: none"> ✗ Not interested in learning or development; apathy ✗ "Fixed mindset, 'that's just how I am', OK with just OK
Innovating	<ul style="list-style-type: none"> ✓ Always looking for better ways to do things ✓ Is curious and courageous, embracing change 	<ul style="list-style-type: none"> ✗ Resistant to change, new ideas; 'we've always done it this way'; looks for reasons why things can't be done
Appreciative	<ul style="list-style-type: none"> ✓ Shares and celebrates success and achievements ✓ Says 'thank you', recognises people's contributions 	<ul style="list-style-type: none"> ✗ Nit picks, criticises, undermines or passes blame ✗ Makes people feel undervalued or inadequate

RARANGA TE TIRA PARTNERSHIP *Working together in partnership across the community*

Listens	<ul style="list-style-type: none"> ✓ Listens to people, hears and values their views ✓ Takes time to answer questions and to clarify 	<ul style="list-style-type: none"> ✗ 'Tells', dictates to others and dismisses their views ✗ Judgmental, assumes, ignores people's views
Communicates	<ul style="list-style-type: none"> ✓ Explains clearly in ways people can understand ✓ Shares information, is open, honest and transparent 	<ul style="list-style-type: none"> ✗ Uses language / jargon people don't understand ✗ Leaves people in the dark
Involves	<ul style="list-style-type: none"> ✓ Involves colleagues, partners, patients and whanau ✓ Trusts people; helps people play an active part 	<ul style="list-style-type: none"> ✗ Excludes people, withholds info, micromanages ✗ Makes people feel excluded or isolated
Connects	<ul style="list-style-type: none"> ✓ Pro-actively joins up services, teams, communities ✓ Builds understanding and teamwork 	<ul style="list-style-type: none"> ✗ Promotes or maintains silo-working ✗ 'Us and them' attitude, shows favouritism

TAUWHIRO CARE *Delivering high quality care to patients and consumers*

Professional	<ul style="list-style-type: none"> ✓ Calm, patient, reassuring, makes people feel safe ✓ Has high standards, takes responsibility, is accountable 	<ul style="list-style-type: none"> ✗ Rushes, 'too busy', looks / sounds unprofessional ✗ Unrealistic expectations, takes on too much
Safe	<ul style="list-style-type: none"> ✓ Consistently follows agreed safe practice ✓ Knows the safest care is supporting people to stay well 	<ul style="list-style-type: none"> ✗ Inconsistent practice, slow to follow latest evidence ✗ Not thinking about health of our whole community
Efficient	<ul style="list-style-type: none"> ✓ Makes best use of resources and time ✓ Respects the value of other people's time, prompt 	<ul style="list-style-type: none"> ✗ Not interested in effective user of resources ✗ Keeps people waiting unnecessarily, often late
Speaks up	<ul style="list-style-type: none"> ✓ Seeks out, welcomes and give feedback to others ✓ Speaks up whenever they have a concern 	<ul style="list-style-type: none"> ✗ Rejects feedback from others, give a 'telling off' ✗ 'Walks past' safety concerns or poor behaviour

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Key Accountabilities

CLINICAL PRACTICE	
<p>Tasks (how it is achieved):</p> <ul style="list-style-type: none"> ▪ To demonstrate knowledge, leadership and understanding of key requirements of Ministry of Health and HBDHB Strategies by implementing services that are evidenced based across the DHB. ▪ 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 Dermatology. ▪ To provide advice and support to primary care clinicians. 	<p>How it will be measured (KPI):</p> <ul style="list-style-type: none"> ▪ All clinical practices comply with statutory requirements and accepted standards of best practice. ▪ All work practices, equipment and work areas comply with health and safety guidelines and infection control protocols. ▪ Provision of specialist outpatient or ward visiting for GP/medical referrals to Dermatology services. ▪ Demonstrates knowledge and understanding of key requirements of Dermatology Strategies and work practice aligns to these service requirements. ▪ Provision of support for PHOs, NGOs and rural sectors including clinic in primary care and communities where agreed.

SERVICE PLANNING, DEVELOPMENT AND REVIEW OF CORE PROGRAMMES AND NEW INITIATIVES	
<p>Tasks (how it is achieved):</p> <ul style="list-style-type: none"> ▪ Will contribute to the planning and development of Dermatology services to achieve effective, efficient continuum wide services. ▪ To provide leadership in relevant programme development for improved efficiency and effectiveness of delivery of Dermatology services. 	<p>How it will be measured (KPI):</p> <ul style="list-style-type: none"> ▪ 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 and family needs . ▪ Assist and advise in planning, contracting and costing exercises related to new initiatives, e.g. through development of region-wide health programmes.

PROFESSIONAL STANDARDS AND CONTINUING MEDICAL EDUCATION (CME)

Tasks (how it is achieved):

- To meet Hawke’s Bay District Health Board (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.
- Meets professional standards as set out by the Royal Australasian College of Physicians as they relate to Medicine, Dermatology.
- Takes personal responsibility for maintaining his/her 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.
- 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.

How it will be measured (KPI):

- Professional standards are met and the risk of harm to consumers, staff and others is minimised.
- Customers have confidence in the employee’s standard of delivery of care.
- Compliance with professional standards of the Royal Australasian College of Physicians that relate to medicine, Dermatology is met.
- All service provision, research programmes, documentation and information management complies with Privacy of Health Information Act and Health & Disability Code of Practice.
- 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.
- Reports on audits / reviews / research are shared with colleagues and the wider team.
- His/her knowledge and skills are up to date and of a high clinical standard.
- Participate fully in Department of Medicine’s programme of Educational Sessions.

OCCUPATIONAL HEALTH & SAFETY

Tasks (how it is achieved):

- Displays commitment through actively supporting all health and safety initiatives.
- Ensures all staff/colleagues maintain adequate safety standards on the job through consultation, training and supervision.
- Ensures own and others safety at all times.
- Complies with policies, procedures and safe systems of work.
- Reports all incidents/accidents, including near misses in a timely fashion.
- Is involved in health and safety through participation and consultation.

How it will be measured (KPI):

- Evidence of participation in health and safety activities.
- Demonstrates support of staff/colleagues to maintain safe systems of work.
- Evidence of compliance with relevant health and safety policies, procedures and event reporting.

Key Competencies

CUSTOMER SERVICE	
<p>Tasks (how it is achieved):</p> <p>Open and responsive to customer needs.</p> <p>Demonstrate an understanding of continuous quality improvement.</p>	<p>How it will be measured (KPI):</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	
<p>Tasks (how it is achieved):</p> <p>Demonstrates knowledge and understanding of local tikanga and Māori culture sufficiently to be able to respond appropriately to Māori.</p> <p>Is visible, welcoming and accessible to Māori consumers and their whānau.</p> <p>Actively engages in respectful relationships with Māori consumers and whānau and the Māori community.</p> <p>Actively seeks ways to work with Māori consumers and whānau to maximise Māori experience.</p> <p>Actively facilitates the participation of whānau in the care and support of their whānau member.</p>	<p>How it will be measured (KPI):</p> <p>Accelerated health outcomes for Maori.</p> <p>Evidence of positive feedback from Māori consumers and whānau, and colleagues.</p> <p>Evidence of collaborative relationships with Māori whānau and community/organisations.</p> <p>Evidence of whānau participation in the care and support of their whānau member.</p>

Essential and Desirable Criteria: Qualifications / Skills / Experience

Essential	
Treaty of Waitangi Responsiveness (cultural safety)	Demonstrates the ability to include cultural safety of the health consumer when relating to care and processes within the Service. Demonstrates ability to apply the Treaty of Waitangi within the Service.
Qualifications (eg, tertiary, professional)	<ul style="list-style-type: none"> Registered Medical Practitioner by Medical Council of New Zealand. Vocationally registered (or eligible for registration) with the Medical Council of New Zealand as a Medical Specialist. Fellow of the Royal Australasian College of Physicians (or equivalent) with specialist training/qualifications in Dermatology
Business / Technical Skills (eg, computing, negotiating, leadership, project management)	Computer skills.
Experience (technical and behavioural)	<ul style="list-style-type: none"> Skilled communicator. Written and oral presentations are articulate, relevant and concise. Demonstrated time management skills Demonstrated ability to work within a team Excellent communication skills <p>Shows commitment to, and demonstrates the behaviours of the health sector:</p> <ul style="list-style-type: none"> 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)
Desirable	
Tasks (how it is achieved)	<ul style="list-style-type: none"> Has in-depth knowledge of New Zealand legislation with regard to the broad range of patients' rights, clinical responsibilities / accountability and Health strategies. Broad and balanced perspective – able to adopt a lateral approach in decision-making and the development and sharing of ideas. Able to keep a sense of proportion when working in challenging situations and make logical and realistic decisions under pressure. Any decision linked to core health needs criteria. Responsibility and Leadership skills. Accepts responsibility for own practice, able to create an environment that promotes innovation and motivation of other team members. Research, evaluation and analytical skills. Able to effectively analyse data / information and relate to needs of the population 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. 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 organisation practices including time management.

Recruitment Details

Position Title	Dermatologist
Hours of Work	0.8 FTE.
Salary & Employment Agreement Coverage	In accordance with the New Zealand District Health Boards Senior Medical and Dental Officers Collective Agreement 1 April 2020 until 31 March 2021.
Date	April 2022