

## Position Description

<b>Role title:</b>	Specialist Medical Officer - Haematologist
<b>Reports to:</b>	Clinical Leader Haematology Service Manager - Southern Blood & Cancer Service
<b>Directorate:</b>	Medical Directorate
<b>Direct reports:</b>	N/A
<b>Supervision of:</b>	Junior Medical Staff allocated to Haematology/Oncology Runs and Pathology registrars
<b>Location:</b>	Domiciled in Dunedin, district-wide focus provision of clinics

### Role of the District Health Board

#### Our Vision:

- Better Health, Better Lives, Whanau Ora.

#### Our Mission:

- We work in partnership with people and communities to achieve their optimum health and wellbeing.
- We seek excellence through a culture of learning, enquiry, service and caring.

#### Our Values:

<b>Kind</b> Manaakitanga	Looking after our people: we respect and support each other. Our hospitality and kindness foster better care.
<b>Open</b> Pono	Being sincere: we listen, hear and communicate openly and honestly. Treat people how they would like to be treated.
<b>Positive</b> Whaiwhakaaro	Best action: we are thoughtful, bring a positive attitude and are always looking to do things better.
<b>Community</b> Whanaungatanga	As family: we are genuine, nurture and maintain relationships to promote and build on all the strengths in our community.

#### Our Statutory Purpose:

- To improve, promote and protect the health of our population.
- Promote the integration of health services across primary and secondary care services.
- Seek the optimum arrangement for the most effective and efficient delivery of health services.
- Promote effective care or support for those in need of personal health or disability support services.

- Promote the inclusion and participation in society and the independence of people with disabilities.
- Reduce health disparities by improving health outcomes for Maori and other population groups.
- Foster community participation in health improvement, and in planning for the provision of, and changes to the provision of services.
- Uphold the ethical and quality standards expected of us and to exhibit a sense of social and environmental responsibility.

### Purpose of the Role

To provide Clinical and Laboratory Haematology specialist services to Southern District Health Board.

1. The Oncology & Haematology and the Laboratory Services are committed to implementing a team-based approach to providing excellence in patient care, and to improving the value of the service by improving the quality of the service.
2. The specialist is expected to participate in the peer review activities with the objective of providing a high standard of clinical practice and clinical expertise, and contributing to the provision of effective and efficient Haematology services at Dunedin Hospital and throughout the Otago and Southland region.

### Organisational Competencies

#### Customer Focus

Is dedicated to meeting the expectations and requirements of internal and external customers; gets first hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.

#### Integrity and Trust

Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.

#### Drive for Results

Can be counted on to exceed goals successfully; Is constantly and consistently one of the top performers; very bottom line oriented; steadfastly pushes self and others for results.

#### Managing Diversity

Manages all kinds and classes of people equitably; deals effectively with all races, nationalities, cultures, disabilities, ages and both sexes; hires variety and diversity without regard to class; supports equal and fair treatment and opportunity for all.

### Key Relationships

#### Internal

All Southern Blood and Cancer Service Staff  
Multidisciplinary staff within SDHB  
Patients and relatives

#### External

Staff from other DHBs  
University of Otago Medical School  
Fellow Haematologists in New Zealand  
The Bone Marrow Transplant team in Christchurch  
Primary Care

### Knowledge, Experience and Skills required

#### Experience/Knowledge

*Must hold a qualification that can be registered with the Medical Council of New Zealand for the practice of Haematology*

Key Accountabilities	Deliverables	Example Measures
<p><b>Clinical Duties</b></p> <p>NB It is anticipated that there will be no registrars available to the service; you and other consultants will be expected to perform diagnostic procedures and be available for discussing abnormal results with the clinical services.</p>	<ul style="list-style-type: none"> <li>• Patients to be well informed of options – complaints in this regard to be minimal. Informed consent will be obtained for all patients in accordance with SDHB policy for undertaking any operation, test or procedure.</li> <li>• Share responsibilities for establishing and maintaining mechanisms to ensure high quality standards of chemotherapy and other drug administration throughout the Otago/ Southland region</li> <li>• Deliver care on a sessional basis as rostered using the allocated time efficiently and effectively to meet service goals</li> <li>• Maintain a high standard of professional care in accordance with the New Zealand Medical Association Code of Ethics and in accordance with the Royal Australasian College of Physicians Guidelines, Protocols and Standards documents, statutory and requirements, and SDHB policies.</li> </ul>	<ul style="list-style-type: none"> <li>• Explain and discuss with patients their treatment options including the risks and benefits of such treatments</li> <li>• Be available to consult patients in the Medical Day Unit and Ward 8C on an urgent basis when their clinical condition warrants it</li> <li>• Participate in the specialist roster providing after hours cover for Haematology patients and the laboratory</li> <li>• See patients promptly and advise on their management when referred for a specialist Haematology opinion.</li> <li>• Conduct three outpatient sessions (sessions average 3-4 hours duration) per week (including sessions in Invercargill) pro rata for part time FTE.</li> <li>• Must attend MDT ward round and further ward rounds if SMO on ward duty for the week</li> <li>• Deliver care on a session basis in the Haematology Outpatient clinics, the Oncology Day Unit and Ward 8C in a timely and effective manner.</li> <li>• Be available for telephone consultations with health professionals about Haematology patients throughout the Otago/ Southland region</li> <li>• Participate in lymphoma meetings and regular credentialing meetings</li> </ul>
<p><b>Acute Services</b></p>	<ul style="list-style-type: none"> <li>• Be available at all times by pager/ phone/ cell phone to give advice on the care of inpatients in Ward 8C and outpatients under the care of any of Haematologists</li> </ul>	<ul style="list-style-type: none"> <li>• Be available to attend acutely ill patients in Ward 8C within 45 minutes</li> <li>• Provide consultations as requested by other medical staff.</li> </ul>
<p><b>Administration</b></p> <p>SDHB is committed to developing self-managing teams document clinical guidelines. The specialist</p>	<ul style="list-style-type: none"> <li>• Demonstrate a personal commitment to meeting SDHB service and team objectives.</li> <li>• Ensure procedure and policy documents that you are responsible for are updated when</li> </ul>	<ul style="list-style-type: none"> <li>• Attend review sessions, including strategic development sessions, budgetary meetings and other service meetings as appropriate</li> <li>• Work as part of the allocated</li> </ul>

<p>will participate in developing these to meet service and organisational objectives.</p>	<p>necessary.</p> <ul style="list-style-type: none"> <li>• Prepare reports for management as required</li> <li>• Prepare reports for outside agencies as required – for example Accident Compensation Corporation, WINZ, Health and Disability Commissioner. Where this task is carried out in scheduled work time, payment should be arranged through SDHB.</li> </ul>	<p>team(s) to meet the throughput and budget targets for that team as contained in the operating plan</p> <ul style="list-style-type: none"> <li>• Ensure reports and letters are completed and dispatched in a timely manner or by due date;</li> <li>• Ensure comprehensive, accurate and up to date clinical records are maintained for all patients seen</li> </ul>
<p><b>Continuous Quality Improvement (CQI)</b></p> <p>SDHB is committed to the concept of continuous quality improvement. All SDHB services, teams and staff have responsibilities both at a professional level and at a service level to understand and participate in CQI activities as an integral part of their position.</p>	<ul style="list-style-type: none"> <li>• Demonstrate a personal commitment to meeting SDHB service and team objectives.</li> <li>• Attend review sessions, including strategic development sessions, budgetary meetings and other service meetings as appropriate</li> <li>• Work as part of the allocated team(s) to meet the throughput and budget targets for that team as contained in the operating plan</li> <li>• Participate in clinical research where appropriate and actively promote research activities</li> <li>• Promulgate research results to other staff in the service, and present or publish as appropriate;</li> <li>• Participate in regular peer review meetings including generation and maintenance of clinical guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure comprehensive, accurate and up to date clinical records are maintained for all patients seen</li> <li>• Ensure reports and letters are completed and dispatched in a timely manner or by due date;</li> <li>• Ensure procedure and policy documents that you are responsible for are updated when necessary.</li> <li>• Prepare reports for outside agencies as required – for example Accident Compensation Corporation, WINZ, Health and Disability Commissioner. Where this task is carried out in scheduled work time, payment should be arranged through SDHB.</li> <li>• Prepare reports for management as required</li> <li>• Implement systems for monitoring and reporting on quality</li> </ul>
<p><b>Communication</b></p> <p>All SDHB staff are bound by the provisions of the Privacy Act and the Health and Disability Code, SDHB policies and contractual provisions when they are communicating with patients, relatives, other members of the public, and other health professionals.</p>	<ul style="list-style-type: none"> <li>• Maintain effective interpersonal relationships with multidisciplinary staff, patients and relatives;</li> <li>• Act as a link between the laboratory and other clinical services</li> <li>• Ensure that areas that may give rise to patient complaint are identified and where practical take steps to ensure that complaints do not arise. If complaints do arise, SDHB procedures on such matters shall be followed;</li> <li>• Communicate with other medical teams who previously or</li> </ul>	<ul style="list-style-type: none"> <li>• Handle problems and complaints sensitively, following SDHB protocols for dealing with complaints.</li> <li>• Provide services in a sensitive way to users of the service and be culturally sensitive in all personal decisions and actions;</li> <li>• Ensure that patients receive an appropriate level of information regarding their condition and its management</li> <li>• Communicate with next of kin, in particular where patients or minors are unable to comprehend fully the implications of management</li> </ul>

	subsequently have responsibility for patient care to ensure appropriate patient hand over.	options <ul style="list-style-type: none"> <li>Communicate with general practitioners to facilitate follow up care of patients.</li> </ul>
<p><b>Staff Training/ Teaching and Supervision</b></p> <p>Each employee has a responsibility as part of their normal work activities to provide other staff with on-going training, including informal instruction during routine clinical activities</p>	<ul style="list-style-type: none"> <li>The specialist has a professional responsibility to participate in the service training programmes, including as appropriate undergraduate teaching and postgraduate programmes</li> <li>The specialist is responsible for the direct supervision of House Physicians, Registrars, Trainee Interns and Nursing Staff, laboratory technologists, technicians and assistants working in the Oncology and Haematology Service and the Laboratory Service</li> </ul>	<ul style="list-style-type: none"> <li>The specialist is expected to participate in the evaluation of staff he/she has direct supervisory responsibility for, including immediate feedback relating to performance as appropriate. Evaluation includes assessment of staff performance in relation to: <ol style="list-style-type: none"> <li>Clinical competence</li> <li>Timely and accurate documentation</li> <li>Adherence to service protocols</li> <li>Communication with patients, relatives, peers, other staff and GPs</li> </ol> </li> <li>Participation in orientation of new staff as appropriate.</li> <li>Participation in the educational programme of laboratory staff</li> </ul>
<p><b>Self learning</b></p> <p>SDHB encourages its specialists to participate in these activities, and in the activities of other relevant learned societies, as well as the publishing of reports and papers, the organizing of conferences, invitation of experts, and membership of national committees. These activities reflect well on the Organisation and Service, and on the calibre of its staff.</p>	<ul style="list-style-type: none"> <li>Participate in the re-accreditation programme of the Australasian College of Physicians (MOPS) and or the Royal College of Pathologists of Australasia (CPD) as appropriate</li> <li>Participate in professional continuing education activities, regular performance review, and have a commitment to maintaining and updating their own knowledge and skills</li> </ul>	<ul style="list-style-type: none"> <li>Maintain involvement in professional organisations in order to: <ol style="list-style-type: none"> <li>Fulfil CME and recertification requirements</li> <li>Contribute to maintenance of high professional and ethical standards in Haematology</li> <li>Contribute to professional education and assessment programmes</li> </ol> </li> </ul>
<p><b>Treaty of Waitangi</b></p>	<ul style="list-style-type: none"> <li>The Southern District Health Board is committed to its obligations under the Treaty of Waitangi. As an employee you are required to give effect to the principles of the Treaty of Waitangi - Partnership, Participation and Protection.</li> </ul>	
<p><b>Health and Safety</b></p>	<ul style="list-style-type: none"> <li>Foster and support commitment to achieving the highest level of health and safety, including</li> </ul>	

	identification and reporting of all hazards, assistance in resolving issues that may cause harm to staff, and working safely at all times.	
<b>Quality and Performance</b>	<ul style="list-style-type: none"> <li>• Maintain professional and organisational quality standards.</li> <li>• Ensure delivered work is planned, delivered, and implemented consistently against quality standards.</li> <li>• Continuously identify improvement opportunities to perform job in most effective manner.</li> <li>• Investigate opportunities to achieve goals in a more efficient way.</li> </ul>	<ul style="list-style-type: none"> <li>• Performance is in alignment with HR quality audit standards, organisational requirements, and professional standards.</li> </ul>

**Note:** The above example measures are provided as a guide only. The precise performance measures for this position will require further discussion between the job holder and manager.

I have read and understand the above job description:

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_