

Job Description and Person Specification

Palliative Care Doctor

GOAL

To be a vibrant, learning and sustainable organisation that delivers excellence in specialist palliative care for the people of Whanganui

This job description is written for the position as at January 2024 and is subject to amendment from time-to-time.

Position title:	Palliative Care Doctor
Primary place of work:	Hospice Whanganui
Position status:	Permanent
Hours of work:	Part time or Full-time (<i>Minimum 3 days per week</i>)
Reports to:	Medical Lead

Purpose of position

To provide excellent palliative care to patients of Hospice Whanganui (HW) within the clinical scope of this position and in response to patients' needs and wishes.

To actively contribute to HW's clinical excellence as part of an inter-disciplinary team (IDT), in line with its holistic ethos and in accordance with the NZ Palliative Care Standards.

To provide timely medical advice/support to external partners, including GPs, Hospital clinicians, Aged Residential Care Providers, St John's Ambulance and others.

To provide medical support and training to staff, patients, whānau and external partners as required.

Functional Relationships

Internal: Chief Executive Officer, Medical Lead and members of the HW Management Team
Hospice Medical, Nursing and Whānau Support Teams
Medical on-call team
Hospice Wanganui staff and volunteers

External: Patients and their whānau (families/friends)

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<p>Local GP (General Practice) teams Te Whatu Ora o Whanganui and all hospital clinicians St John’s Ambulance Māori Health providers Community health care providers Aged care providers Relevant partners like pharmacies and other providers of services Arohanui Hospice and other Hospices in the HNZ network ANZSPM (Australia and NZ Society of Palliative Medicine) Hospice NZ</p>
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Summary of Key Duties	
1. Clinical responsibilities	2. Training and Professional Development
3. Teamwork and Collaboration	4. Health and Safety
5. Organisational Values	6. Te Tiriti o Waitangi
7. Other Duties	

KEY DUTIES

1. Clinical responsibilities

Responsibilities	Key Performance Indicators
<p>Ensure that the highest standard of clinical care and management is provided to Hospice patients in line with the NZ Palliative Care Standards and Hospice Whanganui Standards.</p>	<ul style="list-style-type: none"> An equitable, 24/7 medical service is provided that responds to the holistic needs of our patients and whānau. This includes clinical assessment, symptom management, end of life care, and psycho-social support, in line with Hospice philosophy. Registered Nurses (RN) and Nurse Practitioners are supported with effective triage of referrals and discharge from the service based on a sound understanding of referral criteria.

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	<ul style="list-style-type: none"> • Patients are assessed and reviewed in a timely and efficient manner as determined by the inter-disciplinary team; and a shared care plan that reflects the patient’s goals of care is formulated for all patients. • Patient assessments take into account the patient’s unique circumstances and use accepted assessment tools and methods. • Care is tailored to the patient’s preferences which includes visits to the patient’s place of residence, providing out-patient clinics, providing ‘virtual’ consultations or supporting care for patients admitted to the Hospice in-patient unit. • Timely support is provided to the inter-disciplinary team to manage complexity using critical thinking in a calm, considered manner. • Timely and effective communication with the primary care providers (including GPs and ARCs) as well as other providers (such as allied services, St John’s Ambulance, hospital staff and community/health services) ensure seamless and integrated care for the patient. • After-hour care (on a rostered basis) is provided in a timely way that aims to prevent unnecessary hospital admissions and responds to patient need. • Accurate and timely documentation of clinical records and data are kept. This includes all required records in our patient-information systems as required by the organisation, professional standards and audit processes; and timely reporting and recording of all incidents or near-misses.
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2. Training and Professional Development

Responsibilities	Key Performance Indicators
<p>Contributes to palliative care training and education where appropriate and commits to ongoing professional development.</p>	<ul style="list-style-type: none"> Regularly, and as agreed with the Medical Lead, contributes to education and training of in-house and external colleagues. Stays abreast of current developments and best practice in palliative care and is aware of emerging trends and issues impacting on palliative care (such as End of Life Choice Act, changes to Health & Disability Standards etc) Commits to ongoing professional development in line with agreed annual professional development goals. Engages proactively in regular clinical supervision and accepts /acts on feedback in a professional manner. Demonstrates reflective practice and constructively participates in IDT / case discussions with the aim of continuous learning and improvement.

3. Teamwork and Collaboration

Responsibilities	Key Performance Indicators
<p>Teamwork is exemplified in the timely and constructive support provided to the IDT as well as medical advice and support to other providers.</p>	<ul style="list-style-type: none"> Positive and proactive engagement in daily hand-over meeting and weekly IDT meetings. Regular attendance and active engagement at clinical and management team meetings. Values and respects input from all members of the multidisciplinary team, basing management of patient / whānau needs on

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	<p>shared assessment and care planning documents and processes.</p> <ul style="list-style-type: none"> • Support and training are provided to new or visiting staff members (eg Nurse Practitioners, visiting MOs, interns or other clinical staff) • Positive and regular engagement with all GPs in Whanganui, including through the Palliative Care Partnership. • A flexible approach to working across the Community, out-patient clinic and In-patient unit in a non-siloed manner. • Contributes to the ongoing learning, development and excellence of the clinical team at Hospice Whanganui. • Engages effectively and positively with all non-clinical staff and volunteers of HW.
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4. Health and Safety

Responsibilities	Key Performance Indicator
<p>Comply with all safe work procedures, policies and instructions.</p> <p>Report all incidents, hazard, near misses and injuries in a timely manner.</p>	<ul style="list-style-type: none"> • Completed Hospice Whanganui mandatory training. • Takes personal responsibility for maintaining safe environment for self, colleagues and the patient / whānau. • Timely and accurate completion of accident and hazard forms if and when required, including medical and drug errors.

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5. Organisational Values

Responsibilities	Key Performance Indicator
Owning and living HW's core values	<ul style="list-style-type: none"> • Core HW values are lived out and demonstrated in all aspects of work. • The patient and their whānau are central to all clinical decisions. • The aspirational goals and strategic direction of the organisation are advanced in all aspects of work. • Constructive and respectful feedback from others is welcomed and accepted in an open and collegial way. • Conflicts and tensions are resolved in a timely, respectful and courageous manner to maintain a culture of kindness and respect. • Kotahitanga (unity), Māia (courage), manaakitanga (respect, generosity, kindness) and accountability are foundational principles in all aspects of work and relationship at HW. • Positively represents Hospice Whanganui in all dealings with stakeholders, partners and our community.

6. Te Tiriti o Waitangi

Responsibilities	Key Performance Indicator (Job holder is successful when)
Commitment to the principles of Te Tiriti O Waitangi Other duties as required.	<ul style="list-style-type: none"> • Demonstrates an understanding of the Treaty of Waitangi and its principles.

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<p>Understanding of and commitment to addressing the barriers to equitable access to our service</p>	<ul style="list-style-type: none"> Integrates the principles of the Treaty of Waitangi into all practices and management procedures where possible. Commits to ongoing learning to better support our Māori community and to address any real or perceived barriers to equity.
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7. Other Duties

Responsibilities	Key Performance Indicator
<p>Other duties are performed as agreed with Manager</p>	<ul style="list-style-type: none"> Other duties that fall outside of this Job Description and reasonably requested by the Manager are performed to expectations.

Person Specifications

The following are the requirements the individual must have to successfully perform the requirements of this job:

<p>Experience and Skills</p>	<ul style="list-style-type: none"> A minimum of two years' relevant clinical experience is desirable but not essential. Experience working in a palliative care setting or with patients with life-limiting conditions is desirable but not essential. Experience working in a clinical setting with a holistic kaupapa or philosophy is desirable. Experience and interest working in a community setting is desirable. An interest in palliative care and willingness to continue learning and to gain qualifications where necessary. An interest in tikanga Māori and addressing barriers to equity in healthcare is desirable.
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<p>Qualifications, other requirements</p>	<ul style="list-style-type: none"> • Will be an appropriately qualified and registered medical practitioner in New Zealand (or able to obtain registration) with a scope of practice that enables him/her to undertake the duties of this position. • Palliative Care qualification or interest in working towards one is desirable. • He/she will have a commitment to the Hospice philosophy. • Current drivers' license is essential as a large component of this role involves visiting patients and whānau in the community, including rural areas. • Fluency in English is essential as is the ability to communicate and interact effectively with a diverse range of people.
<p>Essential Personal Attributes</p>	<ul style="list-style-type: none"> • Able to maintain a high level of professionalism and resilience even when under pressure. • Approachable and willing to always engage positively with colleagues. • Able to reflect on own practice and act on constructive feedback from others. • Able to work effectively as part of a cohesive, interdisciplinary team, recognising the value of others' inputs and expertise. • Able and willing to solve problems and contribute to solutions in the interest of the organisation. • Able to make effective and timely decisions. • Able to teach and support other clinical staff while working. • Excellent time management and prioritisation skills and able to be highly productive. • Committed to the values of the organisation at all times.