

Position Description

Employment Agreement:	Senior Medical and Dental Officers Collective Agreement
Position Title:	CONSULTANT ECHO CARDIOLOGIST
Service & Directorate:	Medicine Women and Children’s Directorate
Location:	Dunedin/Invercargill
Reports to:	Clinical Leader Cardiology Service Manager, ED and Medicine Departments
Number of direct reports:	Junior medical staff
Date:	December 2020

Our Vision

Better Health, Better Lives, Whānau Ora

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 Shared Values and Behaviours

Kind <i>Manaakitanga</i>	Open <i>Pono</i>	Positive <i>Whaiwhakaaro</i>	Community <i>Whanaungatanga</i>
<i>Looking after our people:</i> We respect and support each other. Our hospitality and kindness foster better care.	<i>Being sincere:</i> We listen, hear and communicate openly and honestly. We treat people how they would like to be treated.	<i>Best action:</i> We are thoughtful, bring a positive attitude and are always looking to do things better.	<i>As family:</i> 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 Māori 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 use and to exhibit a sense of social and environmental responsibility

PURPOSE OF ROLE

- The appointee would share clinical responsibility for the Echocardiography service provided by the Southern District Health Board in both Dunedin and Invercargill Hospitals. The appointee is expected to be proficient in the performance and interpretation of standard adult transthoracic Echocardiography, dobutamine/exercise stress echo testing and adult transoesophageal echocardiography including for interventional procedures. Reporting of adult echos is required to ensure all adult echos in the DHB are formally reported.
- Expertise in performance and interpretation of echoes for paediatric patients and adult patients with congenital heart disease would confer an advantage.
- Experience with new echocardiographic technology such as strain imaging and 3D echocardiography is required.
- Each Physician will participate in the rostered leadership of the on call Cardiology Team. This service operates 24 hours per day, 7 days per week, 365 days per year.
- All Physicians will be expected to provide a reasonable and equal share of annual leave cover for colleagues in this service for periods of up to two (2) weeks duration.
- There is an expectation, as part of this position, that Physicians by mutual agreement will be available to take a Rural Clinic (if required) within the Southern District Health Board district.
- Hours of work (full time FTE) are expected to average 40 hours / week plus 3 hours / week for out of hour's duties (over the duration of a roster) including time spent on duty during weekends. An annual job size exercise can be requested.
- This contract allows some flexibility of normal working hours within the limits of service requirements and availability of cover.
- Service provision will include participation in the after hour roster for weeknights and weekends.

Please note:

Private practice work may not be undertaken during your fulltime position contracted with the Southern DHB.

Competencies

The following competencies apply to this position. The employee will be assessed against these as part of their annual performance and development review.

Organisational Competencies

Customer Focus	Is dedicated to meeting the expectations and requirements of internal and external customers; gets firsthand 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.

Role Specific Competencies

Decision Quality	Makes good decisions (without considering how much time it takes) based upon a mixture of analysis, wisdom, experience, and judgment; most of his/her solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions.
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Strategic Agility	Sees ahead clearly; can anticipate future consequences and trends accurately; has broad knowledge and perspective; is future oriented; can articulately paint credible pictures and visions of possibilities and likelihoods; can create competitive and breakthrough strategies and plans.
Priority Setting	Spends his/her time and the time of others on what's important; quickly zeros in on the critical few and puts the trivial many aside; can quickly sense what will help or hinder accomplishing a goal; eliminates roadblocks, creates focus.
Building Effective Teams	Blends people into teams when needed; creates strong morale and spirit in his/her team; shares wins and successes; fosters open dialogue; lets people finish and be responsible for their work; defines success in terms of the whole team; creates a feeling of belonging in the team.
General Objectives	
<ul style="list-style-type: none"> The Medical Directorate is 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. We aim to improve value of the Service by increasing quality while reducing the costs. The Appointee will be expected to participate in the peer review activities with the objective of providing a high standard of clinical expertise and contributing to the provision of effective and efficient Cardiology Services at Dunedin Hospital and throughout the Otago and Southland region. It is anticipated that the Appointee will provide teaching to the junior medical staff. 	
Key Relationships	
<ul style="list-style-type: none"> Multi-disciplinary staff within Southern District Health Board, their families and whanau Heads of Department/other Clinical Leaders/Managers/Community Service Staff 	<ul style="list-style-type: none"> Staff from other District Health Boards and Community Trusts Dunedin School of Medicine, University of Otago
Role Specific Competencies	
Problem Solving	Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answers
Dealing with Ambiguity	Can effectively cope with change; can shift gears comfortably; can decide and act without having the total picture; isn't upset when things are up in the air; doesn't have to finish things before moving on; can comfortably handle risk and uncertainty.
Managing and Measuring Work	Clearly assigns responsibility for tasks and decisions; sets clear objectives and measures; monitors process, progress, and results; designs feedback loops into work
Interpersonal Savvy	Relates well to all kinds of people—up, down, and sideways, inside and outside the organization; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can defuse even high-tension situations comfortably.
Person specifications	
Essential Criteria Work Experience/Qualifications and Remuneration	<ul style="list-style-type: none"> Be registered as a Medical Practitioner with the Medical Council of New Zealand or eligible for registration with the Medical Council to enable practice within New Zealand. Qualified in Echocardiography. Applicants must hold medical qualifications registerable in New Zealand and possess the Fellowship of the Royal Australasian College of Physicians or an equivalent qualification.

	<ul style="list-style-type: none"> • The applicant must be fully trained in Cardiology and have been qualified for at least seven years. • The applicant must hold an up to date Annual Certificate of Registration at all times. • Local credentialing may be required for procedures that may need to be performed within Southern District Health Board on patients in the Cardiology Service. • You will be required to have Medical Indemnity Insurance (Southern District Health Board has a group scheme with the Medical Protection Society which can be arranged through the recruitment Advisor, Dunedin Hospital or you may wish to arrange your own cover). <p>A remuneration package will be negotiated with the successful applicant and commencing salary will be dependent on qualifications and experience</p>
Personal Qualities	<ul style="list-style-type: none"> • Resilience and tenacity • Empathy • Commitment and personal accountability • Excellent interpersonal skills • Acts with discretion • Is adaptable and flexible • Maintains and exceptionally high level of confidentiality
Key Accountabilities:	Example of successful delivery of duties and responsibilities
Clinical Duties	
<ul style="list-style-type: none"> • Maintain a high standard of echo reporting and quality control through peer review and training. • Provide in conjunction with other cardiologists support to the Echo Department in the form of assistance with: <ul style="list-style-type: none"> - Grading of referrals, including those from other clinical services. - Reporting on echos carried out by Cardiac Sonographers - Assist with the training of Sonographers and Advanced Trainees. • Patients to be well informed of all treatment options. Informed consent will be obtained for all patients in accordance with SDHB policy for undertaking any operation, test or procedure. • 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 • To maintain appropriate liaison with services and other agencies whose aim is to support patients with medical problems and their families/whanau. 	<ul style="list-style-type: none"> • A robust peer review program is instituted in the Cardiology Department. • Explain and discuss with patients their treatment options including the risks and benefits of such treatments. • Obtains informed consent for all patients in accordance with SDHB policy for undertaking any operation, test or procedure. • See patients promptly and advise on their management when referred for a specialist opinion. • Undertake 1 outpatient session (sessions average 4 hours duration) per week including Outpatient Clinic Services in peripheral hospitals as required. • Provide inpatient cardiology services (including Coronary Care Unit) for patients with cardiology disorders as necessary and expedite prompt discharge of patients. • Be available for telephone consultations with health professional about patients throughout the Otago/Southland region. • Participate in the on-call roster for Cardiology in conjunction with other specialists in the Cardiology service, including review of inpatients under the care of the Service on Saturdays, Sundays, and statutory holidays when on call.

Administration	
<p>Southern DHB is committed to developing self-managing teams utilising clinical guidelines and Clinical Care Pathways. The specialist will participate in developing these to meet service and organisational objectives.</p>	<ul style="list-style-type: none"> • Demonstrate a personal commitment to meeting Southern DHB service and team objectives. • Ensure comprehensive, accurate and up to date clinical records are maintained for all patients seen. • Ensure reports and letters are completed and dispatched in a timely manner or by due date. • Ensure procedure and policy documents that you are responsible for are updated when necessary. • Collect the relevant clinical data on patients for the database kept by the Cardiology Service so as to facilitate appropriate audit and quality assurance activities. • Attend review session, including strategic development sessions, budgetary meetings and other service meetings as appropriate. • Work as part of the allocated team(s) to meet the throughput and budget targets for that team as contained in the operating plan. • 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. • Prepare reports for management as required. • Maintenance of department database.
Information Management/Technology	
<p>All Cardiology Physicians will participate in the following:</p>	<ul style="list-style-type: none"> • Information gathering processes are followed to collect patient, clinical and volume information. • Identifies information requirements and resources needed. • Is a role model in the use of on-line tools. • Follows documentation standards for external and internal communications
Communication	
<p>All Southern DHB employees 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"> • Maintain effective interpersonal relationships with multidisciplinary staff, patients and relatives. • Handle problems and complaints sensitively, following SDHB protocols for dealing with complaints. • Provide services in a sensitive way to users of the service and be culturally sensitive in all personal decisions and actions. • 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. • Ensure that patients receive an appropriate level of information regarding their condition and its management. • Communicate with next of kin, in particular where patients or minors are unable to comprehend fully the implications of management options. • Communicate with general practitioners to facilitate follow up care of patients. • Communicate with other medical teams who previously or subsequently have responsibility for patient care to ensure appropriate patient hand over.

Staff Training/Teaching/Supervision	
<ul style="list-style-type: none"> Each employee has a responsibility as part of their normal work activities to provide other staff with ongoing training, including informal instruction during routine clinical activities 	<ul style="list-style-type: none"> The Specialist has a professional responsibility to participate in the service training programmes, including as appropriate undergraduate teaching and postgraduate programmes. The Specialist is responsible for the direct supervision of House Physicians, Registrars, Trainee Interns and Nursing Staff working in the Cardiology Service, where appropriate. 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: <ul style="list-style-type: none"> Clinical competence. Timely and accurate documentation. Adherence to service protocols. Communication with patients, relatives, peers, other staff and GPs. Participation in orientation of new staff as appropriate.
Other Duties	
<p>Undertaking duties from time to time that may be in addition to those outlined above but which fall within your capabilities and experience.</p> <p>Act as a role model for the Southern DHB Organisational Values.</p>	<ul style="list-style-type: none"> You respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness. You produce work that complies with SDHB processes and reflects best practice. Research undertaken is robust and well considered. Live and support the DHB values in everything you do.
Professional Development – self	
<p>Southern DHB 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 organising 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"> Participate in the re-accreditation programme of the Australasian College of Physicians (MOPS) or equivalent College as appropriate. Participate in professional continuing education activities, regular performance review, and have a commitment to maintaining and updating their own knowledge and skills. Maintain involvement in professional organisations in order to: <ul style="list-style-type: none"> Fulfil CME and re-certification requirements. Contribute to maintenance of high professional and ethical standards in Cardiology. Contribute to professional education and assessment programmes.
Health, Safety and Wellbeing	
<p>Taking all practicable steps to ensure personal safety and the safety of others while at work, in accordance with the Southern DHB's Health, Safety and Wellbeing policies, procedures and systems.</p>	<ul style="list-style-type: none"> You understand and consistently meet your obligations under Southern DHB's Health and Safety policy/procedures. You actively encourage and challenge your peers to work in a safe manner. Effort is made to strive for best practice in Health and Safety at all times.

Treaty of Waitangi	
<p>Giving effect to the principles of the Treaty of Waitangi – Partnership, Participation and Protection through your interaction with others on a day to day basis.</p>	<ul style="list-style-type: none"> • <i>Partnership</i> – You interact in good faith and in the nature of a partnership. There is a sense of shared enterprise and mutual benefit where each partner takes account of the needs and interests of the other. • <i>Participation</i> – You work in partnership with our treaty partners to enable our organisation to prosper. You are mindful of the varying socio-economic conditions that face our people and work hard to remove barriers of access to health and education. • <i>Protection</i> – You work proactively to protect the rights and interests of Māori, including the need to proactively build the capacity and capability of Māori.

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.

CHANGES TO POSITION DESCRIPTION

From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. This Position Description may be reviewed as part of the preparation for your annual performance and development review.

Acknowledged / Accepted:

..... Date

Employee

..... Date

Manager

