

Job Description

Emergency Medicine Specialist

Directorate of Medical & Elder Services

Position Title:	Emergency Medicine Specialist
Organisation Unit:	Directorate of Medical & Elder Services
Location:	Emergency Department, Whangarei Hospital, Te Whatu Ora Te Tai Tokerau
Responsible to:	Clinical Director, Emergency Department, Te Whatu Ora Te Tai Tokerau
Primary Functions of the Position:	<p>The Emergency Medicine Specialist will work in consultation with the Clinical Director to:</p> <ul style="list-style-type: none"> • Provide efficient, safe and effective patient care through existing coordinated clinical systems • Participate in quality assurance planning to facilitate the achievement of the goals and objectives of the department • Ensure compliance with contractual and statutory obligations. <p>The Emergency Department is a 24-hour service for which Specialists are rostered on duty for routine work between the hours of 0800 and 0200 each day with on-call between 0200 and 0800.</p>

Functional Relationships

The Emergency Medicine Specialist will develop and maintain excellent relationships with:

Internal	External
<ul style="list-style-type: none"> • Clinical Head of Department ED • Consultants in the department • Nursing and other medical staff of the department • Other hospital clinicians • General Manager of the service • Clinical Director of the service • Service Manager of the service • Chief Medical Officer • Director of Nursing and Midwifery 	<ul style="list-style-type: none"> • Professional bodies • GPs • Patients and family/whanau • Tertiary specialists

Key Responsibilities and Expected Outcomes

Te Whatu Ora Te Tai Tokerau has established a set of values by which the organisation will respond, in part, to achieving its goals and objectives through their workforce. The following Values and supporting statements are expected behaviours of each individual employed with Te Whatu Ora Te Tai Tokerau:

Values	Supporting Statement
Tāngata i te tuatahi People First	He whakapapa, he mokopuna, he tamariki, he mātua, he tūpuna. He aha te mea nui. He tāngata, he tāngata, he tāngata Our people are central to all we do
Whakaute (tuku mana) Respect	He whakaaro nui ki ētahi atu We treat others as they would like to be treated
Manaaki Caring	Ko te manaaki – he whāngai, he kākahu, he ropiropi. Akona e te whānau whānui We nurture those around us, and treat all with dignity and compassion
Whakawhitiwhiti Kōrero Communication	Whakawhitiwhiti kōrero i runga te tika, te pono me te We communicate openly, safely and with respect to promote clear understanding aroha
Te Hiranga Excellence	Kia kaha, kia māia, kia manawa nui Our attitude of excellence inspires confidence and innovation

The position of Emergency Medicine Specialist encompasses the following major functions or key result areas:

- Te Tiriti o Waitangi
- Assessing, investigating and undertaking relevant further medical management of patients presenting to Emergency Department (ED)
- Supervising the activities of junior medical staff working in ED. These include registrars, house-officers, medical students, nursing staff and other medical staff
- Coordinating handover of patients within the department at the junior staff shift change
- Screening of “definitive” or “reported” investigation results performed on patients during their ED attendance
- Liaising with other health professionals to ensure efficient inter-service patient management with an emphasis on continuity of patient care
- Liaising with Emergency Services management and other personnel relevant to the efficient functioning of ED itself
- Education of other medical staff (registrars, house officers, nursing staff, medical students and other medical personnel)
- Research
- General Department administration
- Quality Assurance and Results
- Training Junior Medical Staff and 5th and 6th year Medical Students
- Statutory Requirements
- Telehealth
- Health and Safety
- Privacy & Confidentiality

The outcome requirements of the above key responsibility areas are outlined below:

Key Responsibility Area	Expected Outcomes
Te Tiriti o Waitangi	<ul style="list-style-type: none"> • Contribute to the promotion of the articles and principles of Te Tiriti o Waitangi and the involvement of Māori within the decision-making process for their health and independence, within District Health Board management processes and procedures • Include the articles and principles of Te Tiriti o Waitangi within all aspects of the role and its outcomes • Ensure that consultation and engagement processes include appropriate mechanisms to meet the need of Māori in a culturally appropriate and safe manner • Attend the Northland District Health Board Te Tiriti o Waitangi Training
Assessing, investigating and undertaking relevant further medical management of patients presenting to ED	<ul style="list-style-type: none"> • Activities included/associated with this include: <ul style="list-style-type: none"> ○ organising / supervising effective triage of patients presenting to ED ○ Reading documentation (referral letters, previous case notes, investigation results, and background material) ○ Completing documentation (case notes, investigation requests, medication prescription, referral letters, and correspondence to general practitioners) ○ Contacting other persons to obtain or give relevant information (relatives, general practitioners) ○ Discussion of the case with hospital staff to arrange specialist assessment, intervention or admission ○ Liaison with nursing staff ○ General clinical administration. • During these sessions the Emergency Medicine Specialist is primarily responsible for overseeing, coordinating, and where appropriate personally providing effective, clinically appropriate, and safe assessment and treatment of patients presenting, in accordance with clinical practice protocols and guidelines • The Emergency Medicine Specialist is accountable for safe management of patients under his/her care, obtaining informed consent where required, optimum utilisation of available resources (including time), direction of and/or liaison with nursing staff, and effective communication and liaison with other hospital staff for arranging further treatment/diagnosis, investigations and/or admissions.

Key Responsibility Area	Expected Outcomes
<p>Supervising the activities of junior medical staff working in ED. These include registrars, house-doctors, medical students, nursing staff and other para-medical staff</p>	<ul style="list-style-type: none"> • Activities included/associated with these sessions include: <ul style="list-style-type: none"> ○ consultation by junior staff ○ presentation of cases seen by junior staff ○ assessment of these cases ○ discussion and advice on further management of these cases ○ instruction in respect to medical procedures ○ organise where appropriate, debriefing sessions for junior medical, nursing and other medical staff involved in specific cases • During these sessions the Emergency Medicine Specialist is primarily responsible for the supervising of management of patients seen by junior staff • The Emergency Medicine Specialist is accountable for effective supervision and teaching of assigned medical staff in training.
<p>Coordinating hand-over of patients within the department at the junior staff shift change</p>	<ul style="list-style-type: none"> • Activities included as part of these activities include: <ul style="list-style-type: none"> ○ presentation and discussion of all cases currently in the department ○ clarification of the management plan • During these sessions the Emergency Medicine Specialist is responsible for all patients in the department at the time, and the delegation of tasks and patients within this responsibility to the appropriate specialty teams • The Emergency Medicine Specialist is accountable for effective communication with the junior medical staff, optimum utilisation of available time and clear delegations of authority.
<p>Screening of “definitive” or “reported” investigation results performed on patients during their ED attendance</p>	<ul style="list-style-type: none"> • Activities included in this are: <ul style="list-style-type: none"> ○ reading of case notes ○ correlating the clinical and investigation data ○ arranging appropriate follow-up of the patient • The Emergency Medicine Specialist is accountable for adhering to the ED protocol for checking results.
<p>Liaising with other health professionals to ensure efficient inter-service patient management with an emphasis on continuity of patient care</p>	<ul style="list-style-type: none"> • This includes a time allowance for: <ul style="list-style-type: none"> ○ ad-hoc discussions as problems arise ○ attendance of regular (other) departmental or intradepartmental clinical meetings which have particular relevance to ED (Medicine, ICU, General Surgery and Orthopaedics) ○ attendance of other meetings on an ad-hoc basis when they have particular relevance to ED • The clinician is primarily responsible for the effectiveness of the liaison by themselves with other health professionals • The clinician is accountable for attendance at relevant meetings, for effective participation and communication in these meetings, and for the effectiveness of their communication with relevant people in this capacity.

Key Responsibility Area	Expected Outcomes
<p>Liaising with Emergency Services management and other personnel relevant to the efficient functioning of ED itself</p>	<ul style="list-style-type: none"> • This includes time for: <ul style="list-style-type: none"> ○ informal discussion on an ad-hoc basis ○ regular departmental (administrative) meetings • The clinician is primarily responsible for the effectiveness of the liaison by themselves with the relevant people • The clinician is accountable for the attendance at the relevant meetings, for effective participation and communication in these meetings, and for the effectiveness of their communication with the relevant people in this capacity.
<p>Education of other medical staff (registrars, house-officers, nursing staff, medical students and other medical personnel)</p>	<ul style="list-style-type: none"> • While a large amount of this time is involved in hands-on “supervising”, further teaching is given as the clinical opportunities arise (appropriate cases, unusual cases, complex cases, etc). Formal structured teaching and training takes place in the form of regular clinical meetings, tutorials and programmes. • Activities included in this are: <ul style="list-style-type: none"> ○ preparation of formal teaching sessions ○ tutorial, clinical meeting, and teaching programme scheduled times ○ informal “hands-on” teaching as the clinical opportunity arises ○ evaluation of teaching and learning experiences • The clinician is primarily responsible for the effectiveness of the learning experience for “students” • The clinician is accountable for the appropriate preparation, attendance at and taking of teaching sessions, review of the learning and teaching experience.
<p>Research</p>	<ul style="list-style-type: none"> • Activities associated with clinical research are encouraged. These include: <ul style="list-style-type: none"> ○ review and reading of relevant literature ○ compilation of research projects (as approved by the Clinical Governance Board or their delegates) ○ collection and processing of relevant data ○ coordination of junior staff research projects • The clinician is primarily responsible for undertaking research projects within the resources and approvals approved and allocated, while ensuring the operational requirements of ED are not compromised • The clinician is accountable for completion of research projects within agreed constraints, and accuracy of information and/or conclusions drawn (in accordance with normal protocols), or in the case of junior medical staff research projects, encouraging compliance with these requirements.

Key Responsibility Area	Expected Outcomes
General Unit Administration	<ul style="list-style-type: none"> • General administrative work arising from the operations of ED, which are not covered by the other routine activities include: <ul style="list-style-type: none"> ○ developing and implementing clinical management protocols ○ documentation relevant to ACC administration (Accident Compensation Corporation) ○ assessment of junior medical staff performance ○ responding to patient complaints in conjunction with the Customer Services Manager ○ Police reports ○ medico-legal documentation ○ disaster planning ○ roster discussion and organisation in conjunction with Medical Staff Coordinator for junior medical staff ○ attendance at monthly Department SMO meetings is required. • The clinician is primarily responsible for successfully undertaking these tasks as allocated within ED • The clinician will be accountable for the accuracy and timely completion of required documentation, the accuracy and veracity of information provided in response to Police report requests and patient complaints, and effective participation in all other listed activities (as assigned within ED).
Quality Assurance and Results	<ul style="list-style-type: none"> • Service policies and guidelines are developed and implemented consistently • Medical standards are maintained and reviewed regularly by way of Quality Assurance
Training Junior Medical Staff and 5th and 6th year Medical Students	<ul style="list-style-type: none"> • Deliver a Departmental RMO training programme • Ensure that systems are in place for the requirements to train and assess University of Auckland 5th year students and 6th year students.
Statutory Requirements	<ul style="list-style-type: none"> • The requirements of all Acts relevant to clinical practice are observed • Procedures involving patients meet statutory requirements and are fair and clinically appropriate.
Telehealth	<ul style="list-style-type: none"> • It is the expectation of this organisation that SMOs are aware of the benefits of Digital Health (including Telehealth) and how it supports healthcare delivery and reduces inequity including for our Māori and rural people. SMOs will openly adopt and practice digital health delivery as part of the role either within existing services or future planned services.

Key Responsibility Area	Expected Outcomes
Health & Safety	<ul style="list-style-type: none"> Observe and promote safe work practices, rules and instructions relating to work, and be pro-active in hazard management Willingly co-operate in the achievement of all health and safety goals and initiatives by: <ul style="list-style-type: none"> Practicing and observing safe work methods; The use of safety equipment; Reporting unsafe conditions or equipment; and Reporting and documenting all accidents or incidents
Privacy and Confidentiality	<ul style="list-style-type: none"> Undertake all duties and responsibilities in accordance with the Privacy Act 2020, Health Information Privacy Code 2020, and Privacy Policies and Procedures of Te Whatu Ora Te Tai Tokerau Complete mandatory induction training on Privacy responsibilities

Variation of Duties

Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit in any way the scope or functions of the position. Duties and responsibilities may be amended from time to time, in consultation with the employee, to meet any changing conditions and service requirements.

Person Specification

Education and Qualifications

Essential	Desirable
<ul style="list-style-type: none"> Legally qualified practitioner Registered or registerable with the MCNZ Fellowship with the Australasian College for Emergency Medicine or its equivalent The appointee must have demonstrable clinical expertise and experience in Emergency Medicine 	

Experience

Essential	Desirable
<ul style="list-style-type: none"> Well-developed clinical skills in Emergency Medicine 	

Awareness and Understanding of

Essential	Desirable
<ul style="list-style-type: none">• Te Tiriti o Waitangi and its application to the health setting• Privacy Act (2020) and Health Information Privacy Code (2020)• Health and Safety at Work Act 2015	<ul style="list-style-type: none">• Health and Disability Commissioner (Code of Health and Disability Services Consumers' Rights) Regulations (1996)• New Zealand Council of Healthcare Standards

Skills & Personal Attributes

Skills
<ul style="list-style-type: none">• Developed interpersonal skills• Excellent written and verbal communications skills• Ability to balance competing priorities• Good time management skills• A high standard of written and oral communication• Ability to initiate and facilitate open communication

Personal Attributes
<ul style="list-style-type: none">• Ability to be flexible, versatile and open to change• Must be a team player• Ability to work in a multidisciplinary team• A high standard of personal presentation• The ability to work autonomously and harmoniously within a multi-disciplinary team.• Diplomatic and approachable

Performance Development Review

An initial review of performance will be conducted after three months, with an annual review thereafter.

An individual Development Plan will be developed to reflect the contribution this position is expected to make towards achieving the team's objectives and measures. Key result areas will be developed and agreed at this time.

Authorised by:

Signature:

Date:

Acceptance

Acceptance of the position implies acceptance of this position description.

Position Title

Signature of employee:

Date: