

## Job Description

### Cardiologist

### Medical & Elder Services

<b>Position Title:</b>	Cardiologist
<b>Organisation Unit:</b>	Directorate of Medical & Elder Services
<b>Location:</b>	Department of Medicine - Cardiology, Te Whatu Ora Te Tai Tokerau
<b>Responsible to:</b>	Clinical Lead – Cardiology, Department of Medicine, Te Whatu Ora Te Tai Tokerau
<b>Primary Functions of the Position:</b>	<ol style="list-style-type: none"> <li>1. To provide clinical service and direction within cardiology</li> <li>2. To provide cardiology care for both inpatients and outpatients for the medical service in Northland</li> </ol>

### Functional Relationships

The Cardiologist will develop and maintain excellent relationships with:

Internal	External
<ul style="list-style-type: none"> <li>• Clinical Lead Cardiology (CL)</li> <li>• Service Managers</li> <li>• General Managers</li> <li>• Other physicians</li> <li>• Clinical Nurse managers and other senior nurses</li> <li>• Senior Medical staff employed by Te Whatu Ora – Te Taitokerau</li> <li>• Registrars and House Officers</li> <li>• Chief Medical Advisor</li> <li>• Regional Hospital services</li> <li>• Other Whangarei Hospital services</li> </ul>	<ul style="list-style-type: none"> <li>• Patients and family/whanau</li> <li>• GPs</li> <li>• Tertiary specialists and referral hospitals</li> </ul>

## 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
<b>Tāngata i te tuatahi</b> 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
<b>Whakaute (tuku mana)</b> Respect	He whakaaro nui ki ētahi atu We treat others as they would like to be treated
<b>Manaaki</b> 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
<b>Whakawhitiwhiti Kōrero</b> Communication	Whakawhitiwhiti kōrero i runga te tika, te pono me te We communicate openly, safely and with respect to promote clear understanding and aroha
<b>Te Hiranga</b> Excellence	Kia kaha, kia māia, kia manawa nui Our attitude of excellence inspires confidence and innovation

The position of Cardiologist encompasses the following major functions or key result areas:

- Te Tiriti o Waitangi
- In collaboration with the Clinical Lead Cardiology (CL) and other physicians/cardiologists, provide specific Cardiology services
- In consultation with Clinical Lead (CL), and Clinical Director (CD) ensure that knowledge and skills development is ongoing and up to date with current trends
- In conjunction with CL, CD and Service Manager (SM), contribute to the successful management and service planning and development of the Cardiology service of Northland
- Telehealth
- Health and Safety
- Privacy & Confidentiality

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

Key Responsibility Area	Expected Outcomes
<b>Te Tiriti o Waitangi</b>	<ul style="list-style-type: none"> <li>• 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 Te Whatu Ora management processes and procedures</li> <li>• Include the articles and principles of Te Tiriti o Waitangi within all aspects of the role and its outcomes</li> <li>• Ensure that consultation and engagement processes include appropriate mechanisms to meet the need of Māori in a culturally appropriate and safe manner</li> <li>• Attend the Te Whatu Ora Te Tiriti o Waitangi Training</li> </ul>
<b>To provide Cardiology support to inpatient teams and deliver outpatient care</b>	<ul style="list-style-type: none"> <li>• Participate in the supervision/triage/calls roster</li> <li>• Be available for telephone consultation from GPs, other hospitals, junior medical staff and other services, during both normal hours of work and while on call.</li> <li>• Discuss patients with multi-disciplinary team and refer patients to tertiary services as appropriate</li> <li>• Be available to discuss and/or see patients as required at other times.</li> <li>• Attend to referrals from other wards/services as necessary.</li> <li>• Participate in multi-disciplinary ward team meetings to establish goals, review progress, management and develop discharge plans.</li> <li>• Ensure handover of information regarding patients of concern to on-call medical team.</li> <li>• Delegate tasks and responsibilities to junior doctors as appropriate to their level of skill and supervise their work.</li> <li>• Liaise regularly with tertiary referral services regarding aspects of patient care and for education purposes.</li> <li>• Accept outpatient referrals for new and follow-up Cardiology patients, as part of the outpatient service for Te Whatu Ora – Te Tai To.</li> <li>• Provide regional visiting service to other peripheral sites, seeing outpatients and inpatient referrals.</li> <li>• To set and maintain high quality standards of care for inpatient and outpatient care.</li> <li>• Ensure all documentation and processes are clear and meet the regulations of Te Whatu Ora Te Tai Tokerau.</li> <li>• Ensure all documentation and processes are clear and meet the regulations of Te Whatu Ora Te Tai Tokerau.</li> </ul>

Key Responsibility Area	Expected Outcomes
<p><b>In consultation with Clinical Lead (CL) and Clinical Director (CD) ensure that knowledge and skills development is ongoing and up to date with current trends</b></p>	<ul style="list-style-type: none"> <li>• Develop and maintain personal professional practice in accordance with RACP maintenance of professional standards, legislative requirements, policies and guidelines (or equivalent).</li> <li>• Peer group supervision/networking is undertaken on a regular basis.</li> <li>• Participate in the provision of supervision and training for the Registrars and House Surgeons, nursing staff and allied health professionals in the Inpatient and Outpatient services, community groups and agencies.</li> <li>• Be involved in performance management which reflects the current environment, and which is reviewed at least once annually.</li> <li>• In accordance with Service delivery priorities develop special area of expertise consistent with own professional discipline and interests, and thereby act as a resource person for the Service.</li> </ul>
<p><b>In conjunction with CL, CD and Service Manager (SM), contribute to the successful management and service planning and development of the medical service of Northland</b></p>	<ul style="list-style-type: none"> <li>• Along with the other specialist staff, provide clinical Cardiology services in Northland.</li> <li>• Develop liaison with tertiary referral hospital and tertiary specialists.</li> <li>• Contribute to the planning and provision of Medical Service and particular aspects relating to Cardiology services in Northland.</li> <li>• Attend planning or management meetings as requested.</li> <li>• Prepare reports as required.</li> <li>• Provide direction, both written and verbal, to ensure safe management and where necessary, develop written guidelines.</li> </ul>
<p><b>Telehealth</b></p>	<ul style="list-style-type: none"> <li>• 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 Maori 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.</li> </ul>
<p><b>Health &amp; Safety</b></p>	<ul style="list-style-type: none"> <li>• Observe and promote safe work practices, rules and instructions relating to work, and be pro-active in hazard management</li> <li>• Willingly co-operate in the achievement of all health and safety goals and initiatives by:</li> <li>• Practicing and observing safe work methods; <ul style="list-style-type: none"> <li>○ The use of safety equipment;</li> <li>○ Reporting unsafe conditions or equipment; and</li> <li>○ Reporting and documenting all accidents or incidents</li> </ul> </li> </ul>
<p><b>Privacy and Confidentiality</b></p>	<ul style="list-style-type: none"> <li>• 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</li> <li>• Complete mandatory induction training on Privacy responsibilities</li> </ul>

## 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"><li>• Primary medical qualification eligible for full registration with the Medical Council of New Zealand (conditional or temporary registration may be acceptable under certain circumstances)</li><li>• Cardiology Specialist post-graduate qualification eligible for registration on the Vocational register with the Medical Council of New Zealand (FRACP) (recognisable other specialist qualifications may be acceptable in certain situations).</li><li>• Current Drivers' License – valid for New Zealand</li><li>• Qualify to undergo “Maintenance of Profession Standards” requirements of the RACP</li></ul>	

## Experience

Essential	Desirable
<ul style="list-style-type: none"><li>• Recognised specialist qualifications to be vocationally registered by Medical Council of NZ</li><li>• Experience in Cardiology</li><li>• Cardiac Echo</li><li>• TOE</li></ul>	<ul style="list-style-type: none"><li>• Pacing</li><li>• Cardiac Imaging</li></ul>

## Awareness and Understanding of

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

## Skills & Personal Attributes

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

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

## 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: Cardiologist

Signature of employee: \_\_\_\_\_

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