

## **Kōrero mō te tūranga - About the role**

This is an exciting opportunity to work as a Senior Medical Officer in a busy, well established, hospital palliative care service in a regional hospital which provides both secondary and tertiary care. The role is to cover sabbatical leave within the department. This may appeal to established consultants as well as those who have just completing specialty training.

## **Mō tō mātou rōpū - About our team**

The team comprises two SMOs (including this position), one advanced trainee, one Nurse practitioner/nursing lead, three FTE CNS and one RN. The service sees about 900 referrals a year as a consult service and enjoys good relationships throughout the hospital. The team work closely with our partners in the community with strong clinical and educational links.

## **Moū - About you:**

- Vocationally registered in Palliative Medicine with the Medical Council of New Zealand ([MCNZ](#))
- FACHPM or equivalent qualification and be able to register for vocational registration with the MCNZ
- Work in collaboration with multidisciplinary team
- Able to provide consistently high standards of medical care
- Relevant experience and training

## **E pā ana ki a tatou - About us**

[Capital, Coast](#) and [Hutt Valley](#) district is located centrally in Wellington and has over 6,000 full-time equivalent staff, making us one of the major employers in the Wellington region. We operate three hospitals - [Wellington](#) Regional Hospital in Newtown, [Hutt Valley](#) Hospital and Kenepuru Hospital in [Porirua](#) - as well as the [Kāpiti](#) Health Centre at Paraparaumu.

Here at Capital, Coast & Hutt Valley District we embrace diversity and welcome applications from all people, including all gender identities, ages, ethnicities, sexual orientations, disability and religions. A workforce that is diverse and inclusive means that we are better positioned to understand and serve our community.

Capital, Coast & Hutt Valley District are pro-equity health organisation, with a particular focus on Māori, Pacific Peoples, and the Disability Community.

## **Me pēhea te tuku tono - How to apply**

Click the [apply now](#) button to send your application directly to us. For further information on this role please email [sandra.tam@ccdhb.org.nz](mailto:sandra.tam@ccdhb.org.nz) and indicate the job title and vacancy number in the subject line.

Please note we will be reviewing applications when received and will progress through the recruitment process.

*We require all our employees to be fully vaccinated against COVID-19. This includes the booster dose within six months of receiving the second dose of initial vaccination (for some people the initial vaccination will have comprised of three doses). We are not accepting applications that do not meet this criteria.*

Ma tini, ma mano, ka rapa te whai.

By joining together we will succeed

## Position Description

<b>Position</b>	<b>Senior Medical Officer : Palliative Medicine</b> <b>(6 month Fixed Term)</b>
<b>Service / Directorate</b>	Hospital Palliative Care Service
<b>Directorate</b>	Cancer, Blood, Pharmacy and Palliative Care
<b>District</b>	Capital, Coast & Hutt Valley
<b>Responsible to</b>	Clinical Leader – Hospital Palliative Care Service Operations Manager – Cancer, Blood and Palliative Care Services
<b>Children’s Act 2014</b>	This position is classified as a children’s worker, requiring a safety check including police vetting before commencing and every three years
<b>Location</b>	This position is expected to work from multiple sites.

## Te Whatu Ora

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The Health System in Aotearoa is entering a period of transformation as we implement the Pae Ora/Healthy Futures vision of a reformed system where people live longer in good health, have improved quality of life, and there is equity between all groups.

We want to build a healthcare system that works collectively and cohesively around a shared set of values and a culture that enables everyone to bring their best to work and feel proud when they go home to their whānau, friends and community. The reforms are expected to achieve five system shifts. These are:

1. The health system will reinforce Te Tiriti principles and obligations
2. All people will be able to access a comprehensive range of support in their local communities to help them stay well
3. Everyone will have equal access to high quality emergency and specialist care when they need it
4. Digital services will provide more people the care they need in their homes and communities
5. Health and care workers will be valued and well-trained for the future health system

## Context

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Capital, Coast & Hutt Valley district provides hospital and health services in primary, secondary and tertiary healthcare to a total population base of approximately 445,000 citizens.

We are accountable for meeting the needs of and improving health outcomes for all the constituent populations of our district, and the region more broadly. Together we:

- provide secondary and tertiary, medical and surgical hospital services alongside community based health care
- fund local health providers and work collaboratively with the community to create and support multiple health education initiatives and projects within the region

- deliver health services directly as well as contracting external providers
- provide local, sub-regional, regional and national health services as well as community-based health, rehabilitation and support services.

The majority of the district's population live in Wellington and Lower Hutt. The Māori and Pacific populations of Lower Hutt and Wellington are proportionally similar, with the largest Pacific population in the region in Porirua. Kapiti and Upper Hutt have similar numbers of Māori and Pacific people. Most people are enrolled with a GP near their place of residence, so the increasing focus on community-based healthcare is expected to lead to better health outcomes for these population groups. Hutt Hospital provides secondary and some tertiary, medical and surgical hospital services alongside community based health care from its main facility in Lower Hutt City. In addition to funding local health providers and working collaboratively with the community to create and support multiple health education initiatives and projects, Hutt Hospital is the centre for five tertiary regional and sub-regional services - Plastics, Maxillofacial and Burns Services; Rheumatology; Dental Services; Regional Public Health; and Regional (Breast and Cervical) Screening Services.

Wellington Regional Hospital in Newtown is the region's main tertiary hospital with services such as complex specialist and acute procedures, intensive care, cardiac surgery, cancer care, neurosurgery and renal care. The hospital is the key tertiary referral centre for the lower half of the North Island and the upper half of the South Island.

Kenepuru Community Hospital and Kapiti Health Centre provide secondary and community services based in Porirua and the Kapiti Coast

MHAIDS is the mental health, addictions and intellectual disability service for the Wairarapa District and Capital, Coast & Hutt Valley District, with multiple specialist facilities. Ratonga Rua-o- Porirua is our forensic, rehabilitation and intellectual disability inpatient unit.

## Te Tiriti o Waitangi and Māori Health Outcomes

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Māori are the indigenous peoples of Aotearoa. We have particular responsibilities and accountabilities through this founding document of Aotearoa. We value Te Tiriti and have adopted the following four goals, developed by the Ministry of Health, each expressed in terms of mana and the principles of:

**Mana whakahaere** Effective and appropriate stewardship or kaitiakitanga over the health and disability system. This goes beyond the management of assets or resources.

**Mana motuhake** Enabling the right for Māori to be Māori (Māori self-determination); to exercise their authority over their lives, and to live on Māori terms and according to Māori philosophies, values and practices including tikanga Māori.

**Mana tāngata** Achieving equity in health and disability outcomes for Māori across the life course and contributing to Māori wellness.

**Mana Māori** Enabling Ritenga Māori (Māori customary rituals) which are framed by Te Aō Māori (the Māori world), enacted through tikanga Māori (Māori philosophy & customary practices) and encapsulated within mātauranga Māori (Māori knowledge).

We will target, plan and drive our health services to create equity of health care for Māori to attain good health and well-being, while developing partnerships with the wider social sector to support whole of system change.

## The Vision, Mission and Values from our District

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We bring forward and join our values within our district. These will change as we become a team of teams within Te Whatu Ora.

### Hutt Valley

- Vision:** Whanau Ora ki te Awakairangi: Healthy people, healthy families and healthy communities are so interlinked that it is impossible to identify which one comes first and then leads to another.
- Mission:** Working together for health and wellbeing.
- Ō mātou uara - Values:** Mahi Pai 'Can do': Mahi Tahi in Partnership: Mahi Tahi Te Atawhai Tonu Always caring and Mahi Rangatira being our Best

### Capital and Coast:

- Vision:** Keeping our community healthy and well
- Mission:** Together, Improve the Health and Independence of the People of the District
- Values:** Manaakitanga – Respect, caring, kindness  
Kotahitanga – Connection, unity, equity  
Rangatiratanga – Autonomy, integrity, excellence

## District Responsibility

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The district leadership have collective accountability for leading with integrity and transparency a progressive, high performing organisation, aimed at improving the health and independence of the community we serve and achieving equitable outcomes for all. The leadership team are responsible for achieving this aim, aligned with our Region, within the available resources, through a skilled, empowered, motivated and supported workforce in line with government and HNZ policy.

## Unit Perspective

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There are six Groups within the Capital, Coast and Hutt Valley District Provider Services with the Cancer, Blood, Pharmacy and Palliative Care Group providing an integrated regional and supra-regional service.

### Hospital Palliative Care Service

The Hospital Palliative Care Service (HPCS) is a multidisciplinary clinical team operating within the Cancer and Blood Service of the Cancer, Blood, Pharmacy and Palliative Care Group. It is based primarily at Wellington Regional Hospital.

Specialist hospital palliative care services are provided to help and support acutely admitted adult patients, their families and whanau. The Hospital Palliative Care Service also provides support and education on palliative care to hospital staff, as well as help influence the culture within C,C & HV District towards an inclusive model of palliative care and end of life provision. The Hospital Palliative

Care Service links to primary and specialist palliative community care providers and aims to enhance continuity of care for patients who transition between community and hospital.

The Hospital Palliative Care Service sees on average 800 new patients per year. Current staffing consists of 2.6 WTE SMO positions (including this post), 1.0 Registrar (accredited for higher training in Palliative Medicine), 1.0 Nurse Practitioner Candidate, 3.0 CNS Palliative Care Nurses and 1.0 RN position, and a 0.1 Team Administrator. There are close links with the Wellington School of Medicine (on campus)

### **Purpose of the role**

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- To cover sabbatical leave with a 6 month fixed term SMO post
- To mainstream a palliative care culture and approach into acute hospital care in order to improve quality of care and life for hospitalised adults with life-threatening diseases.
- To provide consultative specialist palliative care to adult hospitalised patients (and their family/caregivers and whanau) as an integrated and collaborative member of the multidisciplinary hospital palliative care team (HPCT)
- To develop and enhance professional links and relationships within the hospital and community to improve functioning of the HPCT, and outcomes for patients, families and whanau.
- To contribute to the HPCT's educational, audit and research capacity, and support continuing quality improvement consistent with the HPCT annual plan and strategy, and within the context of life-long learning and professional safety.
- To contribute to the on call rota which is a telephone advice only out of hours varying between a 1 in 3 and 1 in 6.

## Key Accountabilities

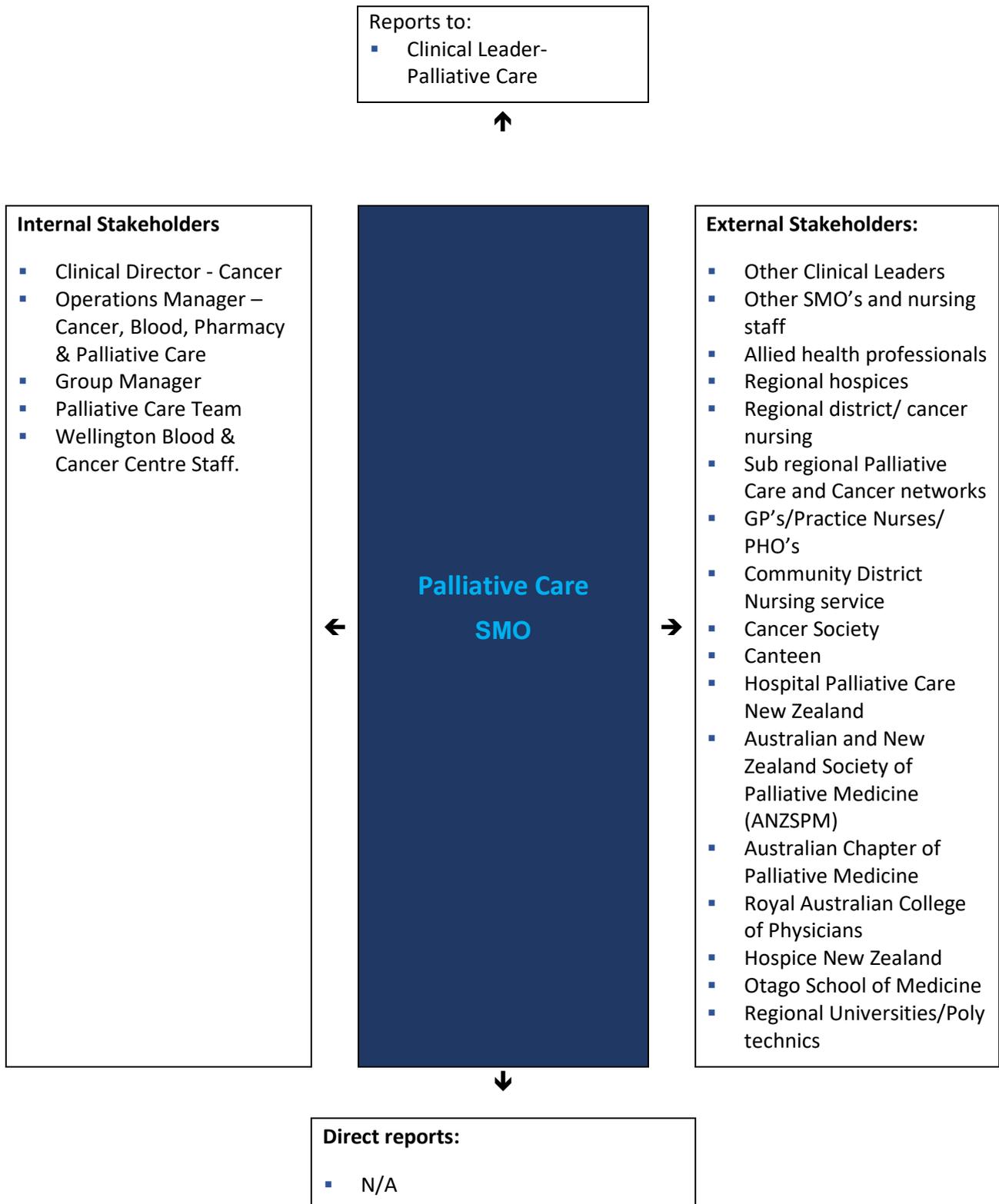
The following role accountabilities may evolve with organisational change and there may be additional duties, relevant to this position that will be required to be performed from time to time.

Key accountabilities	Deliverables/ Outcomes	Key Performance
1. Clinical Practice	<ul style="list-style-type: none"> <li>▪ Clinically assess, diagnose and manage adult patients referred with palliative care need within the acute hospital with specialist expertise and as part of an integrated member of the multidisciplinary team.</li> <li>▪ Support patients, family and whanau and colleagues with difficult decision-making, advance care planning, ethical and psychosocial issues.</li> <li>▪ Develop, implement and support palliative care pathways, protocols and guidelines where appropriate.</li> <li>▪ Consult, liaise and professionally assist other professionals involved in the care of the patient.</li> <li>▪ Adhere to the protocols, guidelines and practice standards pertaining to the area of clinical practice and in a manner consistent with the established ethical standards as provided by the Medical Council of New Zealand, ACHPM, and RACP</li> <li>▪ Facilitate patient referrals to other local and regional primary and specialist palliative care providers to enable continuity of palliative care provision.</li> <li>▪ Ensure that national and organisational statutory and regulatory requirements are adhered to in practice and documentation</li> <li>▪ Completing required routine clinical activities including word work, clinical sessions, call and duties at other locations on days and times agreed with the Clinical Leader.</li> <li>▪ Providing cover for other specialists during their absences on leave as mutually agreed with the Clinical Leader.</li> <li>▪ Effectively delegate activities (taking into account the delegatee's knowledge/ experience level) and monitor their implementation.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Assessment documented and implemented.</li> <li>▪ Provide practical expertise and therapeutic procedures.</li> <li>▪ It is demonstrated that the patient is aware of and in agreement with proposed care plan.</li> <li>▪ The appropriate and established standards and protocols are adhered to.</li> <li>▪ Patient case notes, documentation and diagnosis accuracy is of a high standard at all times.</li> <li>▪ Work is performed in collaboration with the HPCT, as well as medical colleagues, nurses and other health professionals involved in ongoing management of the patient.</li> </ul>
2. Professional development	<ul style="list-style-type: none"> <li>▪ Is enrolled in recognised Continuing Professional Development (CPO) programme and keeps up to date with requirements of programme</li> <li>▪ Maintains membership of appropriate professional College</li> <li>▪ Participates in an annual Personal performance and development review</li> <li>▪ Provide evidence based best practice approach to develop Palliative Care team</li> </ul>	<ul style="list-style-type: none"> <li>▪ Supplies a copy of yearly CME record</li> <li>▪ College membership</li> <li>▪ Undergoes an annual performance review.</li> </ul>

<p>3. Teaching/ Education/ Research Quality</p>	<ul style="list-style-type: none"> <li>▪ Develop and facilitate undergraduate and postgraduate teaching in palliative care for hospital staff and undergraduate trainees as agreed with the Clinical Leader as appropriate.</li> <li>▪ Provide support and teaching as required for all team members including registrars and advanced trainees in palliative medicine.</li> <li>▪ Develop and support continuing education, quality and audit programmes with the department as agreed with the Clinical Leader.</li> <li>▪ Development and implement relevant research activities consistent with the strategy of the department in agreement with the Clinical Leader.</li> <li>▪ Develop and review service specific guidelines, policies and protocols.</li> <li>▪ Educated, up skill, and support clinical staff in primary palliative care provision</li> <li>▪ Participate in developing, reviewing and implementing, as required, the department's strategic plan</li> </ul>	<ul style="list-style-type: none"> <li>▪ Evidence of quality activities for: <ul style="list-style-type: none"> <li>○ Reportable events</li> <li>○ Complaints</li> <li>○ M&amp;M reviews</li> <li>○ Clinical Leaders</li> <li>○ Accreditation standards</li> <li>○ Service feedback surveys</li> </ul> </li> <li>▪ Clinical audit</li> <li>▪ Up-to-date risk register</li> <li>▪ Service specific guidelines, polices and protocols registered with quality committee</li> <li>▪ Supervisor accreditation with RACP achieved and maintained.</li> </ul>
<p>4. Teamwork and Professional development</p>	<ul style="list-style-type: none"> <li>▪ Constructively and collaboratively engage as a member of the clinical team, supporting strategic direction of team and contributing to its development.</li> <li>▪ Ensure teaching, learning and audit/research skills are maintained and continuously developed in line with best practice and lifelong learning principles</li> <li>▪ Establish annual goals, objectives, performance targets and strategies to meet these, with the Clinical Leader. This includes Maintenance of Professional Standards requirements, such as attending organised academic clinical/ CME meetings, to ensure ongoing vocational registration.</li> <li>▪ Maintain Palliative Medicine knowledge and clinical competence through continuing self-education including attendance at relevant courses/seminars/ conferences and review of relevant literature.</li> <li>▪ Participate in teaching activities consistent with the strategy of the department and in discussion with the Clinical Leader and providing evidence based and best practice approach to palliative care education.</li> <li>▪ Participate in research activities and clinical development projects consistent with the strategy of the service and in discussion with the Clinical Leader.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Positive feedback from Operations Manager, Charge Nurse Manager, and Clinical/ Operations Leaders</li> <li>▪ Annual appraisal: participate in annual performance appraisal/ credentialing with Clinical Leader with 360 degree reviews as required.</li> <li>▪ Teaching participant feedback/ assessment.</li> </ul>

<p>5. Health &amp; Safety</p>	<ul style="list-style-type: none"> <li>▪ Complies with responsibilities under the Health &amp; Safety in Employment Act 1992</li> <li>▪ Maintain individual and team psychological health in order to ensure sustainability to workforce and avoid burnout.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Evidence of support and compliance with health and safety policy and procedures including use of protective clothing and equipment as required, active participation in hazard management and identification process, and proactive reporting and remedying of any unsafe work condition, accident or injury.</li> <li>▪ Has read and understood the Health &amp; Safety policy and procedures.</li> <li>▪ Actively supports and complies with Health &amp; Safety policy and procedures.</li> <li>▪ Utilise professional supervision as required.</li> </ul>
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## Key Relationships & Authorities



## Capability Profile

Solid performance in the role requires demonstration of the following competencies. These competencies provide a framework for selection and development.

Competency	Behaviours
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>▪ Work constructively- develops and maintains excellent working relationships with other team members; seeks out opportunities to support others in achieving goals</li> <li>▪ Works cooperatively- willingly sharing time, knowledge and expertise with colleagues</li> <li>▪ Works flexibly – is willing to change work arrangements or take on extra takes in the short term to help the service or team meet its commitments.</li> <li>▪ Work collaboratively – to achieve objectives for the good of the whole; contributes to and accepts consensus team decisions.</li> <li>▪ Shows an understanding of how one’s own role directly or indirectly supports the health and independence of the community</li> <li>▪ Has a friendly manner and a positive sense of humour</li> <li>▪ Recognises and respects individual differences/roles.</li> </ul>
<b>Communication/ Interpersonal Skills</b>	<ul style="list-style-type: none"> <li>▪ Actively listens, draws out Information &amp; checks understanding.</li> <li>▪ Expresses information effectively, both orally and in writing, adjusts language and style to the recipients and considers their frame of reference.</li> <li>▪ Empathises with others and considers their needs and feeling.</li> <li>▪ Addresses strong emotion (e.g. anger/sadness) effectively and with compassion</li> </ul>
<b>Quality &amp; Innovation</b>	<ul style="list-style-type: none"> <li>▪ Provides quality service to those who rely on one's work.</li> <li>▪ Looks for ways to improve work processes - suggests new ideas and approaches.</li> <li>▪ Explores and trials ideas and suggestions for improvement made by others.</li> <li>▪ Shows commitment to continuous learning and performance development.</li> </ul>
<b>Integrity and Trust</b>	<ul style="list-style-type: none"> <li>▪ Is widely trusted</li> <li>▪ Is seen as direct, truthful individual</li> <li>▪ Can present the unvarnished truth in appropriate and helpful manner</li> <li>▪ Keeps confidences</li> <li>▪ Admits mistakes</li> <li>▪ Doesn’t misrepresent her/himself for personal gain</li> </ul>
<b>Leadership &amp; Organisation</b>	<ul style="list-style-type: none"> <li>▪ Can marshal resources (people, funding, material, support) to get things done</li> <li>▪ Develops and communicates a vision for the future, inspiring commitment to the goals of the organisation/ team</li> <li>▪ Establishes an action plan and achieves priority goals</li> <li>▪ Can orchestrate multiple activities at once to accomplish a goal</li> <li>▪ Uses resources effectively and efficiently</li> <li>▪ Arranges information and files in useful manner</li> <li>▪ Copes with stress and understands personal limitations</li> </ul>

Competency	Behaviours
	<ul style="list-style-type: none"> <li>Is proactive and displays initiative.</li> </ul>
<b>Value diversity</b>	<ul style="list-style-type: none"> <li>Understands the principles of Te Tiriti O Waitangi and how these apply within the context of health service provision</li> <li>Applies the notion of partnership and participation with Maori within the workforce and the wider community</li> <li>Promotes and participates in targeting Maori health initiatives by which Maori health gains can be achieved</li> <li>Implement strategies that are responsive to the health needs of Maori</li> <li>Display cultural sensitivity</li> <li>Appreciate insights and ideas of all individuals and works effectively with these differences.</li> </ul>

## Experience and Capability

Essential qualifications, skills and experience

### A. Knowledge, Skills & Experience:

- Clinical expertise in specialist palliative medicine with experience in hospital palliative medicine is desired.
- The individual is required to undertake clinical responsibilities and to conduct themselves in all matters relating to their employment, in accordance with best practice and relevant ethical and professional and standards and guidelines, as determined from time to time by
  - The New Zealand Medical Council
  - The Health & Disability Commissioner

### B. Essential Professional Qualifications / Accreditations / Registrations:

- Eligible for/ achieved vocational registration as a medical practitioner with the New Zealand Medical Council
- Fellowship of the Australian college of physicians (palliative medicine subspecialty). Or Australasian Chapter of Palliative Medicine or equivalent is desired.
- Evidence of maintenance of Professional standards Programme within the appropriate professional body overseeing this.

### C. Valuing the work

*Someone well-suited to the role will place a high value on the following*

- Teamwork: Able to maintain good professional relationships and be respectful of other team members' skills, able to work as an integral member of a multidisciplinary team.
- Having a commitment to Health and Independence Improvement goals, the values and goals of C&C DHB and to continuous learning and performance development
- Demonstrated evaluative and analytical skills
- Having a consumer and service orientated approach
- Excellent written and verbal communication skills
- Good organisation ability
- Able to work in pressure situations and prioritise work appropriately
- Self-motivated

**Ma tini, ma mano, ka rapa te whai**  
**By joining together we will succeed**

Te Whatu Ora is committed to Te Tiriti o Waitangi principles of partnership, participation, equity and protection by ensuring that guidelines for employment policies and procedures are implemented in a way that recognises Māori cultural practices.

We are committed to supporting the principles of Equal Employment Opportunities (EEO) through the provision and practice of equal access, consideration, and encouragement in the areas of employment, training, career development and promotion for all its employees.