

## Position Description

**Role:** Medical Director

**Department:** Medical

**Date:** February 2023

*This position description is designed to give an indication of the types of work and performance expected of the position holder. It does not provide an exhaustive list of duties or performance standards, and the position holder agrees to undertake any other tasks that are consistent with the position and with the provisions of quality service to Mary Potter Hospice patients and their families and whānau. In order to meet the changing needs of Mary Potter Hospice, this position description may require change from time to time.*

### Overview of the role

To provide medical leadership and management including line management of the medical team (which includes nurse practitioners).

Work closely with the Director Clinical Services and Director Health Equity sharing responsibility for articulating and ensuring implementation of our vision of quality, compassionate, equitable, patient- & whānau-centred palliative care, and contribute to clinical leadership across the Hospice.

Establishing effective collaborative relationships with key clinical stakeholders including Te Whatu Ora and primary care physicians.

Contribute to organisational strategic decision making as a member of the Executive Leadership Team.

### Scope

**Reports to:** Chief Executive

**Location:** Wellington

### Key Competencies

- Recognised medical leadership in palliative care
- Wide experience of hospice and palliative care at a strategic level
- Ability to articulate and contribute meaningfully to a credible vision of the future of palliative care
- Skilled people manager and leader, engaging and effective trust builder, able to work with a team to ensure they have the support they need to succeed and grow as reflective practitioners

- Skilled at identifying and solving complex problems
- Good understanding of, and commitment to, addressing the factors that contribute to health equity
- Experience influencing and improving organisational culture and in leading organisational change processes
- Experience navigating and leading the building of cultural capability in an organisation, ideally involving incorporating knowledge of te Ao Māori and Te Tiriti o Waitangi into organisational culture.

## Key Tasks

### **Strategic Clinical leadership**

- Provide clinical leadership for the medical team and nurse practitioners
- Ensure medical support and involvement in all aspects of clinical work across the Hospice including case review and quality improvement as required
- Promote and support clinical research projects and education
- Support the education and development of medical students in collaboration with Otago Medical School
- Support the training of junior doctors
- Identify and maintain relationships with key stakeholders including Te Whatu Ora, Hospital Palliative Care Team, Regional Hospices and Medical Director Forum
- Represent Mary Potter Hospice nationally and internationally as a leader in specialist palliative care
- Maintain clinical skills and undertake clinical work
- Work closely with the Director Clinical Services to promote a shared vision and purpose of clinical services
- Work closely with Director Health Equity to support processes to identify and address clinical service inequities.

### **Executive Team**

- Keep the Chief Executive informed on the state of the art in palliative medicine and care
- Contribute to the executive's strategic thinking, planning, monitoring, reporting and review processes, with a particular focus on supporting and influencing the medical and clinical directions of the Hospice
- Contribute to the hospice Incident Management Team as required
- Ensure that the views of the medical team are represented at the executive
- Manage the annual medical budgets and work with the executive to ensure the hospice operates in a financially sustainable way
- Ensure own professional development to maintain continued registration.

### **Staff Management**

- Oversight of the work the medical team across the hospice, making sure workloads are realistic and tailored to deliver best care within the resources available
- Overall responsibility for recruitment and retention of the medical team
- Ensure the medical team is contributing to the strategic direction of the hospice
- Provide professional leadership for the medical staff and Nurse Practitioners including supporting their professional development

- Ensure medical staff and nurse practitioners have an understanding of, and are contributing to, implementing the values of Mary Potter Hospice and the ways we are addressing health equity.

**Health and Safety** *(all roles have a Health & Safety component, the tasks here are the minimum expected of all roles)*

- Practice within Mary Potter Hospice health and safety policies and procedures outlined in the Health and Safety Policy Manual
- Report all identified hazards, incidents (including near-misses) and accidents
- Carry out investigations as required

Outputs/expected results/Key performance indicators.

- The medical team are seen as contributing to clinical leadership across the hospice
- Specialist palliative care is being delivered to a high standard and reflects Mary Potter Hospice’s values and quality indicators
- Strategic relationships between Mary Potter Hospice and Te Whatu Ora, Primary Care, Otago School of Medicine and others are collaborative and seen as positive and constructive by all other parties.

Outcomes

- Mary Potter Hospice is a trusted provider of specialist palliative care
- The vision and mission of Mary Potter Hospice is achieved
- Mary Potter Hospice is a safe and healthy place to work.

Person Specification

- Specialist qualification and vocational registration within the scope of Palliative Medicine
- Fellowship of Australasian Chapter of Palliative Medicine or equivalent
- Annual Practising Certificate with NZMC
- Current professional indemnity insurance (e.g. Medical Protection Society).
- Full current drivers licence

Signed: ..... Date: .....  
(Position Holder)

Signed: ..... Date: .....  
(Chief Executive)

## Position Description Appendix

The values of the Venerable Mary Potter and the vision of Dame Cecily Saunders are deeply held by Mary Potter Hospice staff and volunteers and underpin all the work we do.



### Our values

- Mana/Respect
- Aroha/Compassion
- Rangatiratanga/Dignity
- Manaakitanga/Hospitality
- Kaitiakitanga/Stewardship

### Our vision

That people in our communities who need palliative care have access to compassionate and quality care, when and where they need it.

### Our approach

Taking a whole person approach, we will provide and promote high quality specialist palliative care, grief support, education and care planning services. Working alongside our health partners, we aim to make a difference in the communities we serve.