



JOB DESCRIPTION

Position: MEDICAL OFFICER, PALLIATIVE MEDICINE

Reports to: Palliative Medicine Specialist or delegate

Works with: The Hospice Medical Team
Palliative Medicine Specialist, other Medical Officers and Nurse Practitioner
Clinical Nurse Manager, Clinical Nurse Coordinator, Nursing Staff,
Allied Health staff, including Social Worker, Kaiāwhina, Grief & Loss support,
Administration team and volunteers
External primary care providers e.g., General Practice Teams, Wairau Hospital Departments.

Location: Hospice Marlborough, Wairau Hospital and Marlborough community

Hours of work: Negotiable

PURPOSE OF HOSPICE MARLBOROUGH

Hospice Marlborough provides Specialist Palliative Care services to the people of Marlborough. We work closely and support those who know they are dying, and their families.

Our vision is that our Marlborough Community has access to specialist palliative care and can live and die with compassion, dignity, in comfort and in peace in the place of their choice.

Palliative care defined¹ as, the care for people of all ages with a life-limiting illness, which aims to:

- optimise an individual's quality of life until death by addressing the person's physical, psychosocial, spiritual and cultural needs.
- support the individual's family, whānau, and other caregivers where needed, through the illness and after death.

TREATY OF WAITANGI

Hospice Marlborough is committed to its obligations under Te Tiriti o Waitangi. All employees are required to effect to the principles of Te Tiriti o Waitangi – Partnership, Participation and Protection.

PURPOSE OF THE POSITION

The provision of a high-quality medical service within a multi-disciplinary hospice team. Contribute where appropriate to hospice clinical, educational and research activities.

The primary focus of this role is to work in the Marlborough community but also within the hospice inpatient unit and palliative care consultative services and be part of the overall hospice experience.

Further, this role provides an opportunity to learn about specialist palliative care, to mentor colleagues in the community as well as to contribute to the ever-evolving palliative needs of the Marlborough community. In addition, access to expert mentoring support is available along with the opportunity to complete the Diploma in Palliative Medicine, if desired.

KEY COMPETENCIES	PERFORMANCE INDICATORS
Cultural Competence: Attitudes and Clinical Skills	<ul style="list-style-type: none"> • Demonstrates a bicultural approach in their work and recognises the Treaty of Waitangi as Aotearoa New Zealand’s founding document. • Is prepared to ask patients and/or whānau about their ethnic background, giving them the opportunity to discuss their cultural preferences, practices and a willingness to follow their lead. • Demonstrates a willingness to develop a rapport with Māori patients and their whānau. • Awareness that Māori people strongly prefer face to face communication and that this manifests as an expectation of formal introductions with initial meetings and before proceeding with the purpose of the appointment or visit. • Shows awareness that Māori place great emphasis on the spoken word and the correct pronunciation of words, asking for assistance if unsure before attempting it. • Awareness that body language can be different between Māori and people of other cultures. • Ability to involve whānau when a patient involves them in the consultation session. • Ensures that patients and their whānau understand their condition and are encouraged to actively participate in setting and reviewing their goals of care. • Ability to seek advice when appropriate, engaging with the Kaiāwhina in the Hospice team for support and advice when working with patients who identify as Māori.
Principles of Specialist Palliative Care	<ul style="list-style-type: none"> • Demonstrate in-depth understanding of the full spectrum of trajectories of life-limiting conditions in the context of your specialist palliative care. • Understand, recognise, and address the management of pathological responses to loss which may impact on the mental health and decision-making of individuals and families, referring to specialists where appropriate. • Demonstrate leadership in the delivery of palliative care education to clinical staff in generalist and specialist palliative care services. • Lead, facilitate or engage in research in palliative care and in the context of the specialist palliative care work environment.
Community Palliative Care – primary role	<ul style="list-style-type: none"> • Attend weekly hospice multi-disciplinary team meetings. • Contribute to building a community outreach and support to community healthcare providers through networking, building of relationships and innovation. • Mentor and support community healthcare providers on palliative care and help educate providers on best practices in palliative care. • Actively engage with general practice teams and other referrers to build effective, collaborative relationships • Educate hospice team on unique needs of the community for specialty palliative care to provide additional support, mentoring and education. • Undertake home visits with community nurse, GP or alone as appropriate • Provide palliative clinics at the hospice or in the community (e.g., general practice teams, aged residential care facilities, etc). • Document visits in PalCare and advise outcomes via letters to involved health practitioners.

	<ul style="list-style-type: none"> • Liaise with general practice teams and other health practitioners requesting urgent advice by telephone. • Be available and flexible in responding to general practice teams and other community providers' requesting advice and support.
Hospice Inpatient Unit – secondary role	<ul style="list-style-type: none"> • Attend daily multi-disciplinary team handovers (when on duty). • Review all inpatients daily, as appropriate, and provide medical assessment information back to team through accurate recording in PalCare and verbal handover to appropriate staff member. • Treat medical problems arising in Inpatients unit as appropriate. • Admit patients from the community or outpatients or from the hospital. • Plan investigations, ensure that they are performed and that the results are seen and acted on without delay. • In consultation with the clinical team, arrange appropriate discharge consistent with patients' needs, comforts and social situation. • Ensure that on discharge the GP is contacted and that discharge summary, medications, scripts and medication summaries are completed prior to discharge. • Liaise with and advise by phone to GPs and other health practitioners (including other providers and team members) regarding patients in the community.
Palliative Care Consultancy Team – secondary role	<ul style="list-style-type: none"> • Attend weekly hospice multi-disciplinary team meetings. • Undertake consultations for patients referred to the service. Document consultation visits in PalCare and advise via letters to involved health practitioners. • Liaise with GP or other Health Practitioner(s) by telephone to give urgent advice or report on significant findings.
Communication	<ul style="list-style-type: none"> • Able to communicate diagnosis and likely prognosis in an accurate and compassionate manner, considering the persons need and wishes. • Demonstrates an ability to enlist the skills of the multidisciplinary team/colleagues to enhance and support communication with the person with a life-limiting condition and their whānau. • Able to mediate conflict in decision-making in the palliative care setting and work towards consensus building in care planning. • Documentation in the person's clinical record clearly sets out clinical indicators, assessment, and reasoning in the goals of care for each patient and their whānau.
Optimising Comfort and Quality of Life	<ul style="list-style-type: none"> • Ability to assess and manage common symptoms associated with life-limiting conditions. • An ability to consider the benefits, burdens and risks of clinical investigations and treatments and make decisions regarding the appropriateness of these for each person living with a life-limiting condition. • Demonstrate an ability to appropriately manage decisions about withholding or withdrawing treatment. • Demonstrate an ability to appropriately modify the management of co-morbidities in the context of life-limiting conditions.

Care Planning and Collaborative Practice	<ul style="list-style-type: none"> • Be able to facilitate key events in in the care of the person with a life-limiting condition, such as family meetings and advance care planning, involving other team members as appropriate. • Able to refer the person with a life-limiting condition and their whānau, to, and collaborate with other health care professionals practising in other health specialities to address issues outside the scope of palliative care practice.
Loss Grief and Bereavement	<ul style="list-style-type: none"> • Identifies those suffering with complicated or disenfranchised grief and appropriately refer them to hospice based or community-based professionals and services.
Professional and Ethical Practice in the Context of Palliative Care	<ul style="list-style-type: none"> • Be aware of and act in accordance with the Medical Council of New Zealand’s Ethical Guidelines as it applies to the care of people with life-limiting conditions. • Demonstrate an understanding of the difference between managing a life-limiting condition and providing end-of-life care. • Participate in processes of clinical governance and quality assurance to maintain and improve clinical practice in palliative care.
Continuous Quality Improvement <i>We are committed to a process of continuous quality improvement in all activities to ensure the best outcomes for our patients, their whānau, staff and the wider community</i>	<ul style="list-style-type: none"> • Participate in the development and review of organisational policies and procedures specifically those that are clinically based. • Undertake clinical audits and assist with addressing any outcomes. • As required participate in the resolution of service-related feedback and concerns raised either externally or internally to the service.
Health, Safety and Wellbeing <i>Health and Safety at work is everyone’s business</i>	<ul style="list-style-type: none"> • Is committed to and undertakes clinical or professional supervision in line with the Hospice Marlborough Supervision Standards. • Work safely and utilises the relevant safety equipment provided to them in their role, always. • In the event of a personal injury or accident, a reportable event form is completed as soon as practically possible. • All hazards, including near misses are reported and managed in line with the organisational policies and procedures. • Positively participates in organisational, team and individual based health and safety initiatives.
Ongoing Professional and Personal Development	<ul style="list-style-type: none"> • Actively participates in, including facilitating, ongoing clinical or professional education across the range of opportunities that are available at hospice and beyond. • Participates in setting and reviewing annual goals performance on the job, ongoing education, and professional development.

PERSON SPECIFICATION

Position: MEDICAL OFFICER, SPECIALIST PALLIATIVE CARE

It is expected that the successful appointee to this position will meet all or most of the following criteria:

QUALIFICATIONS

Essential:

- Be a registered Medical Practitioner with the New Zealand Medical Council, and
- Hold a current practicing certificate issued by the New Zealand Medical Council
- Have the right to live and work in New Zealand.

Desirable:

- Advanced practice qualifications, e.g., hold vocational scope of practice in General Practice with the New Zealand Medical Council.

EXPERIENCE

Essential:

- Practiced for a minimum of 4 years post registration
- Actively participating in ongoing professional development e.g., BPAC
- Have a working knowledge of Te Tiriti o Waitangi and able to contribute to the oranga [health] and whānau ora for Māori, and all people accessing specialist palliative care services.
- Keyboard and computing skills and a high level of competency in using the Microsoft Office suite of programmes, as well as the computerised patient management system and other programmes.

Desirable:

- Practiced palliative medicine in a specialist palliative care team/hospice in a rural setting internationally and/or in New Zealand.

PERSONAL ATTRIBUTES

- A commitment to, and an understanding of, the Treaty of Waitangi as New Zealand foundation document and biculturalism.
- An ability to build relationships with a wide range of people.
- Demonstrate strong communication skills with an ability to communicate at all levels, written, oral and presentations.
- Excellent networking skills including experience in building positive relationships with colleagues and other stakeholders.
- Experience in, and understanding of, education and research methodologies and how these could apply to palliative care and Marlborough Hospice.
- A commitment to collaborative work in a multidisciplinary team setting
- A high level of professionalism.
- A high level of integrity and understanding of what this means in a hospice environment and how these fit with the values of Marlborough Hospice.
- An ability to work independently and to show initiative when solving complex problems.
- A 'can do', problem-solving approach and ability to prioritise and respond quickly to daily challenges.
- A good sense of humour and fun.
- Friendly and approachable.

NOTE: *This job description is designed to give an indication of the types of work and performance expected of the job holder. It does not contain an exhaustive list of duties or performance standards, and the job holder agrees to undertake any other tasks that are consistent with the position and with the provisions of quality service to Hospice Marlborough patients and their whānau.*

This job description is subject to regular and ongoing review which may necessitate changes to its intent and content. This review and any changes will be undertaken in consultation with the job holder[s] at the time.