

**POSITION DESCRIPTION:
Clinical Director | General Practitioner
Golden Bay Community Health**

KUPU WHAKATAKI - FOREWORD

Nelson Bays Primary Health (NBPH) promotes and supports quality community health services, with an emphasis on keeping people healthy. Our vision is “healthy community...healthy people...healthy workforce” – Hapori Ora, Tāngata Ora, Kaimahi Ora.

Nelson Bays Primary Health (NBPH) leads and coordinates a range of primary health care services through its contracted general practices and other primary health providers e.g. Māori Providers and non-government organisations, in the delivery of the Primary Health Care Strategy. The organisation holds contracts with Health New Zealand | Te Whatu Ora (HNZ) and other providers for these services. Nelson Bays Primary Health is committed to reducing health inequalities within the health system.

HE KAUPAPA NUI - PURPOSE

Golden Bay Community Health is committed to delivering quality clinical and evidence-based services to best support excellence in health care for the health of our community. This role is responsible for providing clinical oversight to the Clinical Governance Committee (CGC) and to GBCH through provision of strategic clinical advice, this will include ensuring smooth implementation of new or innovative programmes coming from local, regional or national health leadership directives.

This position is also a role model for the provision of competent patient centred, culturally appropriate care that addresses individual and whanau health needs and promote wellness to a defined population. The GP works closely with nursing and multi-disciplinary colleagues to provide clinical support, assistance and guidance within the integrated health care facility.

WHĀINGA TŪRANGA - POSITION OBJECTIVES

The Clinical Director role will be focused on supporting the GBCH vision of continuously improving the quality of its services and safeguarding high standards of care by creating an environment in which excellence in clinical care will flourish. These objectives will be achieved by:

- Being a confident and skilled practitioner who is a role model and supports primary care teams to think differently and foster innovation.
- Facilitation of discussions, including forums such as in the role of Chair for GBCH’s Clinical Governance Committee (CGC)
- Having a sound understanding the national primary care landscape and government directions impacting on clinical practice
- Supporting a continuous quality improvement process and ensuring Quality Assurance Standards are being met
- Supporting the medical team to work in a professional and effective manner
- Contribute to the strategic planning and the evolution of models of care within the Golden Bay Community Health integrated care facility in line with strategic objectives.

WHANAUNGATANGA - RELATIONSHIPS

- **Reports to:** **General Manager, Golden Bay Community Health**
- **Direct Reports:** None
- **Internal Relationships:** All Golden Bay Community Health & Nelson Bays Primary Health Staff
- **External Relationships:** Patients/Whanau
Other organisation and businesses as appropriate

TE WĀHI - LOCATION

This position is located at Golden Bay Community Health, although travel throughout the region may be required due to the nature of the role.

HAUORA WHAKARURUHAU - HEALTH AND SAFETY

Nelson Bays Primary Health is committed to achieving the highest level of health and safety for its employees. All employees are expected to take the initiative and identify report and resolve issues that may cause harm to themselves or others in the organisation. As an employee of Nelson Bays Primary Health, the health and safety of yourself, all employees, colleagues and visitors are your responsibility. You are expected to work safely at all times, and to actively participate in health and safety programmes in your area. It is required that you report all accidents, incidents or potential hazards to your direct line supervisor.

TE TIRITI O WAITANGI

Nelson Bays Primary Health is committed to its obligations under Te Tiriti O Waitangi. All employees are required to understand and implement Te Tiriti O Waitangi within their work and actively participate in opportunities and initiatives that will contribute to reducing the disparity in health status between Māori and non-Māori.

NGĀ MAHI MATUA - KEY TASKS	NGĀ HAEPAPA - RESPONSIBILITIES
CLINICAL LEADERSHIP & OVERSIGHT	<ul style="list-style-type: none"> • Chair the GBCH Clinical Governance Committee on a monthly basis to represent all of GBCH. This includes leading agenda setting preparation with the team • Provide clinical strategic advice to GBCH management and clinical teams as required • Provide clinical implementation advice and support to GBCH staff as required. • Attend meetings as Clinical Director where appropriate and feasible, and as requested by GBCH/NBPH • Maintain awareness of National strategic direction and potential impacts on primary care to proactively lead GBCH forward • Provide Clinical advice and oversight to clinical care.

	<ul style="list-style-type: none"> • Prepare clinical reports and co-ordinate internal investigations and processes if/as required e.g. Sentinel events • Work in collaboration with NBPH Clinical Governance Group, remaining informed of activities and focus, and actively contributing to alignment of clinical processes where relevant across the two NBPH locations.
COMMUNICATION	<ul style="list-style-type: none"> • Participate in written, verbal and electronic communication systems and reporting as required • Provide media statements and communication externally when required on behalf of GBCH • Confidently facilitate discussions and resolution of clinical issues • Utilise health literacy skills in programme developments including conversations, via telephone, letter, email, portals etc, incorporate a health literacy lens • Develop rapport and empathy and demonstrate active listening skills, cultural awareness and respect
PROVISION OF GOOD CLINICAL CARE	<ul style="list-style-type: none"> • Providing skilled health assessment, diagnosis and treatment services to patients. • Ordering diagnostic tests as needed, checking, acting on and informing patients of results in a timely manner. • Referring patients appropriately and in a timely manner to other providers if their needs exceed the range of care you are able to provide, and following up these referrals • Consulting and collaborating with colleagues to provide optimal care. • Documenting all care provided and education/information given to patients within their health record, as per professional and Nelson Bays Primary Health standard • Maintain personal task boxes and inbox within the patient management System to ensure timely follow up is maintained for patients • Work within the GBCH buddy system
IMPROVE PATIENT HEALTH	<ul style="list-style-type: none"> • Health promotion to the practices' enrolled population, linking to public health programmes at a national, regional and local level and utilising such programmes to target specific populations. • Health education, counselling and information provision about how to improve health and prevent disease and interventions or treatments that treat risk factors.
MAINTAIN GOOD MEDICAL PRACTICE	<ul style="list-style-type: none"> • Maintaining professional knowledge and standards through continuing medical education, and more formal academic education and personal professional development • Works within the guidelines from NZMC and internal policies and procedures. • Involvement in peer review activities and undergraduate and postgraduate teaching.

	<ul style="list-style-type: none"> • Participating in an annual performance appraisal and setting work and personal goals for the coming year with a written personal development plan (PDP). • Having a working knowledge of legislation that affect medical practice • Maintaining a current resuscitation certification at Level 7 • Maintain PRIME certification and participate in the after hours on call roster as required • Maintaining or working towards Fellowship of RNZCGP • A professional development plan is required for MoPs, GPEP2 and BPAC
MAINTAINING TRUST (PROFESSIONAL RELATIONSHIPS WITH PATIENTS)	<ul style="list-style-type: none"> • Understanding and implementing the Health and Disability Consumers Code of Rights, the Health Information Privacy Code, The Health Practitioners Competence Assurance Act and the NZMZ Code of Ethics • Providing services courteously and respectfully, with regard to the cultural beliefs and needs of patients. • Responding openly to complaints or feedback in line with policy, notifications and delegations responsibilities
DUTY TO PROTECT ALL PATIENTS	<ul style="list-style-type: none"> • Recognising when you are unwell or overburdened and taking action • Reporting as required by legislation when you believe patients or their families/whanau or the public are at significant risk • Consulting, supporting and if needed reporting, colleagues who you feel are not competent to practice
QUALITY IMPROVEMENT/AUDIT ACTIVITY	<ul style="list-style-type: none"> • Actively review National, Regional & Local initiatives, activity and programmes to seek opportunities for continuous quality improvement • Work with the Cornerstone modules to achieve Accreditation for GBCH • Demonstrate willingness and involvement in quality activities to achieve service and organizational objectives in an innovative manner • Contribute to the wider team environment in which performance can be improved or enhanced, and objectives and plans can be achieved to a high- quality standard • Utilise best-practice and evidence-based approaches in all aspects of work • Take personal responsibility for making things happen • Ensure GP clinical standards are maintained within the team, working in partnership with General Manager and People & Capability team as required • Provide professional guidance to team members when required to ensure the team are working to best practice guidelines. • Assist GBCH management in the management of complaints related to GP Clinical practice.
REDUCING HEALTH INEQUALITIES	<ul style="list-style-type: none"> • Identify and work towards reducing barriers to increase participation for Māori, Pacific and other groups;

	<ul style="list-style-type: none"> Support team members to advance the health and social wellbeing of clients accessing services and support the reduction in health disparities and inequalities.
NGĀ TIKANGA MĀORI	<ul style="list-style-type: none"> Utilise Te Reo whenever possible; Attend to cultural practices of Māori, such as Te Reo, Powhiri, Whanaungatanga, Whānau ora, Karakia, Waiata, Wairuatanga and Manaakitanga; Assist in the establishment and maintenance of effective relationships with Iwi Māori Health, Mental Health Providers, General Practices and community agencies; Integrate Māori practice models alongside clinical practice where possible; Tino Rangatiratanga is encouraged in all professional relationships; Undertake ongoing development and training in cultural development and/or through cultural competency training requirements.
HEALTH AND SAFETY	<ul style="list-style-type: none"> Health & Safety is considered to be everyone's responsibility; all staff are required to actively contribute to maintaining a safe working environment Demonstrate willingness and involvement in health & safety activities Maintain familiarity with and active involvement in the identification and management of Health and Safety. Be familiar with and actively involved in the identification and management of Health and Safety issues, risks, policies and reporting processes applicable to all work-related environments
POLITICAL AND ADVOCACY SKILLS	<ul style="list-style-type: none"> Work positively, sensitively and constructively with all staff, members and community representatives to secure positive ongoing primary health outcomes and relationships Maintain strict confidentiality
OTHER DUTIES	<ul style="list-style-type: none"> Any other duties as required to support the strategy, service and performance outcomes of GBCH

MĀTAURANGA ME NGĀ PUKENGA - EXPERIENCE AND KNOWLEDGE

Essential

- Current Registration as a General Practitioner with the Medical Council New Zealand or Australian equivalent, ideally with Vocational Registration (or working towards)
- Previous experience in leadership roles
- Excellent facilitation skills
- Exceptional communication skills to interface with stakeholders, management staff and clinical service delivery staff.
- The ability to work well under pressure
- Proficient in using Microsoft Windows, Microsoft Office and Patient Management Systems. Preference is to have experience or knowledge of using HealthOne and Health Connect South
- Strong problem-solving skills

- Ability to clearly articulate information and technical instructions
- Excellent verbal and formal written communication skills
- An ability to multi-task and manage time carefully
- Ability to present and articulate well in consultation forums and in front of diverse audiences
- A full and current driver's licence

Preferred

- Be vocationally registered with the Royal New Zealand College of General Practice (RNZCGP), or the Australian equivalent
- Experience in a rural setting
- Can orchestrate multiple activities at once to accomplish a goal
- Uses resources effectively and efficiently
- Arrange information and files in a useful manner
- Able to work effectively as part of a multidisciplinary team as well as independently
- Demonstrate excellent organizational including attention to detail and multitasking skills, problem-solving, written communication, interpersonal skills, and work well in a complex environment with diverse stakeholders
- A passion for improving the health of our communities, be energized by implementing new initiatives, and you will enjoy networking with various stakeholders to make it all happen
- Positive attitude with a realistic outlook
- Energetic and motivated, demonstrating flair and initiative

WHANONGA PONO – PRINCIPLES AND ATTRIBUTES

- Able to lead, work effectively and independently as well as part of a multidisciplinary team role modelling required professional standards
- Strong organisational skills with the ability to follow a task through to completion and the ability to prioritise competing demands
- Ability to work across and be respectful of diverse cultures and communities to achieve health gains for all
- Sound problem solving skills
- Positive attitude with a realistic outlook
- Energetic and motivated, demonstrating flair and initiative
- Adaptable and flexible in the work environment, with an ability to think laterally
- Open to change and willing to adopt and initiate change within the overall development of services to better meet the needs local communities
- Takes ownership of own decisions in order to meet responsibilities of the role

Signed by NBPH Employee:	Signed for an on behalf of NBPH, the Employer:
Name: _____	Name: _____
Signature: _____	Signature: _____
Date: _____	Date: _____