



JOB DESCRIPTION
MEDICAL DIRECTOR AND PALLIATIVE CARE SPECIALIST

Reporting To: Chief Executive Officer

Position Size: 1.0 Full Time Equivalent or as negotiated

Functional Relationships: Members of the Clinical Team
Nursing Director / Clinical Manager
Quality/Practice Development Coordinator
Patient and Family Team Leader
Community Team, which includes Aged Residential
Care (ARC) support

Inpatient Unit Team
All Hospice Staff
Southland Hospital Palliative Care Advisory
Service (PCAS)
External agencies and other healthcare professionals

Key Teams:

- Senior Leadership Team** - CEO, Medical Director, Clinical Manager/Nursing Director, (Patient and Family Support Team Leader)
- Clinical Governance Committee** - CEO, Medical Director, Clinical Manager/Nursing Director, Patient and Family Support Team Leader, Quality/Practice Development Coordinator
- Clinical Team** - Junior and Senior Medical Officers, Nurse Practitioner (NP), rotating second year house officers
- Hospice Team** - inpatient, community, and aged residential care nurses; patient and family support team (social workers, spiritual carer, day programme coordinator, counsellors), pharmacist, non-clinical and administrative personnel, volunteers

Purpose of the Position:

To oversee, develop, and coordinate clinical specialist palliative care services provided to Hospice Southland patients in the inpatient, community, and aged residential care settings.

As a senior manager within the organisation, guide and nurture the development of hospice clinical services and support palliative education and quality improvement to ensure that Hospice Southland meets the Hospice Southland Charitable Trust objects and its Southern District Health Board contractual obligations, and is responsive to the changing needs of the communities it serves.

Primary Objectives:

- Provide an excellent standard of Clinical Leadership for all staff at Hospice Southland and participate fully as a member of the Senior Leadership Team.
- Coordinate all hospice medical services - including supervising Medical Officers and Nurse Practitioners - to ensure delivery of high-quality, evidence-based, and holistic specialist palliative care to all patients referred to the Hospice.
- Participate as a member of the Senior Leadership Team in the ongoing provision and development of specialist palliative care services at the strategic and operational levels. Ensure clinical services are provided to the highest professional standards.
- Develop and maintain a culture of continuous quality improvement, on-going clinical staff development, teaching, support, and mentoring.

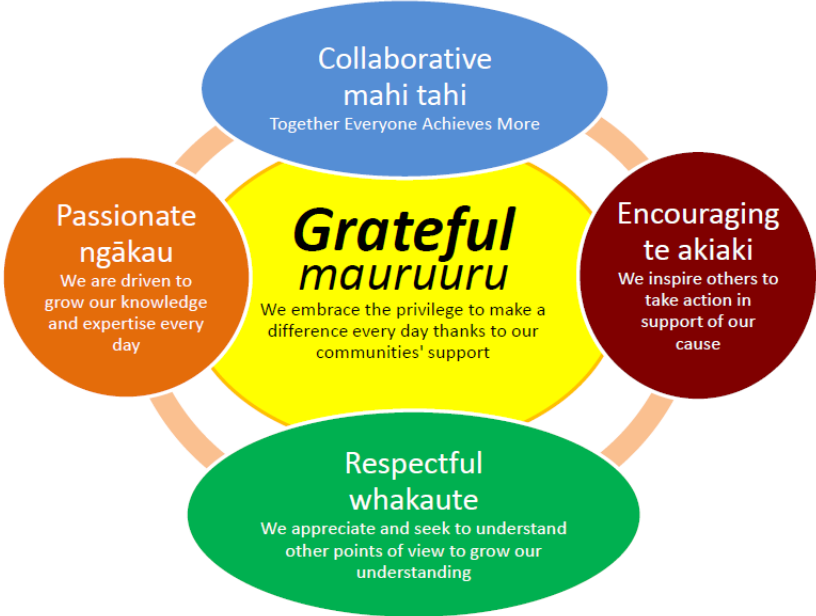
Treaty of Waitangi

Hospice Southland acknowledges the Treaty of Waitangi as foundation document of New Zealand. In recognising the three principles of the Treaty - Partnership, Protection and Participation, we will deliver our services at all levels of the organisation within the spirit of the Treaty.

Hospice Southland Values

Demonstrates and is a champion of our values

OUR CORE VALUES:



KEY TASKS	EXPECTED OUTCOMES
Clinical	
<p>The ongoing development, promotion, and provision of comprehensive, holistic specialist palliative care services for terminally ill people of Southland and the Wakatipu Basin, across all care settings</p>	<ul style="list-style-type: none"> • Assume the overall responsibility for the specialist palliative medical care for all patients on the Hospice Southland programme. • Ensure, in conjunction with the Clinical Manager/Nursing Director and Chief Executive Officer, that effective and appropriate medical and nursing care is provided for Hospice patients at all times. • Together with the Clinical Manager/Nursing Director, oversee the referral and triage processes as well as the discharge of patients who no longer require specialist palliative care services. • Ensure 24-hour-per-day, seven-day-per-week medical cover for Hospice services, coordinating and participating in the clinical (medical and NP) on-call roster. • Ensure, in conjunction with the Clinical Manager/Nursing Director and Community Palliative Care Team, that the palliative care needs of community-based hospice patients (including patients in ARC facilities) are addressed in an effective, timely and appropriate manner. • Oversee the medical care for patients admitted to the Hospice Southland Inpatient Unit. • Maintain accurate and accessible clinical documentation and medication records in accordance with Hospice Southland Policies and Procedures. • Effectively communicate with patients, families, and whanau, and facilitate referrals to internal and external psychosocial, complementary, legal and financial support services and resources as appropriate. • Develop and maintain an effective bi-cultural perspective, which positively recognises the principles of the Treaty of Waitangi. • Demonstrate commitment to upholding the Hospice Southland values: gratitude, passionate, collaborative, respectful, and encouraging.

Liaison and Education	
<p>Support the development and provision of generalist and specialist palliative care in Southland and the Wakatipu Basin</p>	<ul style="list-style-type: none"> • Continue to maintain and develop outreach palliative care support services for rural areas within the Hospice Southland catchment, including Queenstown, Bluff, Gore, Lumsden, Te Anau and Winton as required, including liaison visits to General Practitioners and the provision of education sessions to rural health professionals as appropriate. Being open to changing perspectives on death and dying by encouraging innovative thinking and reflection. • Serve as required as a Senior Medical Officer (SMO) at Southland Hospital, and support and mentor the hospital-based Palliative Care Advisory Service (PCAS). Provide in-reach specialist palliative support to Lakes District Hospital in the Queenstown area and to Gore Hospital as required. • Develop and maintain an integrated approach to regional primary and specialist palliative care services. • Provide consultative and educational support for hospice clinicians and nurses as well as other health professionals • Oversee Hospice Southland’s clinical contracted education of medical students, pharmacy students, and rotating house officers to ensure that future clinicians are equipped with the tools to provide high-quality, competent palliative care. • Be an integral part of the orientation of new clinical team members and serve as a resource and mentor for new providers and clinicians in training. • Participate in planning and co-delivering a comprehensive palliative care education programme for hospice staff, health professionals, and community groups. • Develop and participate in quality improvement initiatives and service development opportunities to facilitate a culture of continuous learning, growth, and improvement.

KEY TASKS	EXPECTED OUTCOMES
Communication	
<i>Internal</i>	<ul style="list-style-type: none"> • Conduct regular meetings with Hospice clinical staff for the purpose of communicating relevant clinical and administrative information. • Regularly attend senior leadership, organisational, and committee meetings, participating in an open and constructive manner. • All communication is undertaken in a spirit of openness, positivity and transparency, and fosters team morale. • Provide a bi-monthly written report to the Chief Executive Officer detailing activities, outcomes and throughputs of the clinical team which is then reported through to the Board of Trustees. Attend Hospice Board meetings regularly. • Maintain an open and direct line of communication with the Senior Leadership team and other Hospice team members.
<i>External</i>	<ul style="list-style-type: none"> • Develop and maintain professional and effective working relationships with hospital-based providers including but not limited to medical and radiation oncologists, general and specialist medicine physicians, surgeons, obstetricians/gynaecologists, Emergency Department providers, clinical nurse specialists, and the hospital-based Palliative Care Advisory Service, encouraging delivery of palliative care services that is timely, appropriate, holistic, and evidence-based. • Maintain regular and ongoing contact with primary care providers including General Practitioners and Nurse Practitioners. • Utilise the support of other medical staff practising palliative medicine, through already established regional and national partnerships and professional networks. • Work effectively and collaboratively with Otago Community Hospice and other Hospices which are part of the Hospice New Zealand network.
Continuous Quality Improvement	
	<ul style="list-style-type: none"> • Actively participate as appropriate in strategic and quality improvement initiatives as well as internal and external committees and working groups. • Identify areas for continuous quality improvement and development of the services delivered by Hospice Southland, working through the implementation of such initiatives in consultation with the Quality/Practice Development Coordinator and the Chief Executive Officer. • Maintain practice that is reflective, current, holistic, and compliant, and support such practice in other clinical team members.

Management and Service Planning	
	<ul style="list-style-type: none"> • Play an active role in the recruitment and supervision of medical staff in line with Hospice Southland Policies and Procedures. • Actively participate in and, as appropriate, lead planning and development activities as part of the annual business planning, budgeting, and strategic planning processes, where the perspective of clinical services is to be promoted. • Assist in development of and adherence to clinical and organisational Policies and Procedures. • Assist with investigations and responses to complaints and reportable events as appropriate. • Provide back-up specialist palliative support to the on-call clinical provider or ensure alternative coverage is in place. • Provide clinical leadership with certification, recertification and ACC audits.
Health & Safety in the Workplace	
	<ul style="list-style-type: none"> • Observe and practice safe work methods, including appropriate use of safety equipment and hazard mitigation strategies. • Promptly report unsafe working conditions or equipment to the Chief Executive Officer or Health & Safety Officer.
Project Management and Other Duties	
	<ul style="list-style-type: none"> • Manage and/or participate in special projects as appropriate and as requested by the Chief Executive Officer, Board of Trustees, or as outlined in the organisation's current annual operational and/or strategic plan. • Prepare board submission papers and reports for special projects, including costings if applicable. • As directed by the Chief Executive Officer, perform other duties that may be reasonably required from time to time.
Personal Development	
Maintain an awareness of own health needs and communicate these to the Chief Executive Officer as the line manager for this role	<ul style="list-style-type: none"> • An awareness of own workload pressures, personal responses to stress and the maintenance of strategies for the personal management of the same. • Undertake regular clinical supervision in line with the Hospice Southland Clinical Supervision Policy. • Establish ongoing criteria for the development of professional practice within palliative medicine, demonstrating high personal and professional standards of education, training, and skill. • Establish ongoing criteria for the development of skill and expertise as a manager and demonstrate

	<p>commitment to professional development in management practice.</p> <ul style="list-style-type: none">• Maintain a valid Practising Certificate with the Medical Council of New Zealand and participate fully in the Royal Australasian College of Physicians (RACP) continuing professional development “MyCPD” programme.
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PERSON SPECIFICATION

MEDICAL DIRECTOR AND PALLIATIVE SPECIALIST

PERSONAL SKILLS AND ATTRIBUTES

Educational and Work-Related:

- Vocational Registration as a Palliative Medicine Specialist with the Medical Council of New Zealand, or possessing the necessary qualifications, training, and experience to obtain Vocational Registration.
- Vocational Registration in a related specialty may be considered for a Medical Director/Senior Medical Officer (SMO) position if the applicant has worked primarily in palliative care.
- Current enrolment and participation in the Royal Australasian College of Physicians (RACP) continuous professional development “MyCPD” programme.

Experience:

- Minimum of 2 years of experience working as a Palliative Medicine Specialist or be progressing through RACP pathway (or similar College) to attain fellowship.
- Supervisory or managerial experience

Personal Attributes:

- Possess a thorough understanding of and commitment to the philosophy of Hospice and Palliative Care. Model this commitment for staff members and help them to adopt this attitude.
- Recognise and appreciate that Palliative Care is a multi-disciplinary, holistic, team-based health service.
- Willingness to work with and be part of the team at the clinical and managerial levels.
- Provide clear leadership and direction to staff as required.
- Strong organisational ability.
- Have and enjoy an aptitude for and commitment to teaching and quality improvement.
- Well-developed sense of humour
- A healthy sense of own limitations, skills, and expertise.
- Prepared to work in the spirit of the Hospice philosophy where so many people give freely of their time; demonstrate a willingness to contribute on a voluntary basis to the mission and vision of Hospice Southland
- Demonstrated commitment to upholding the Hospice Southland values: gratitude, passionate, collaborative, respectful, and encouraging.