

## POSITION DESCRIPTION

<b>Position:</b>	Consultant Radiologist	
<b>Responsible to:</b>	Radiology Manager, (Operational) Head of Department, Chief Medical Officer (Professional and clinical)	
<b>Location:</b>	Rotorua & Taupō	
<b>Functional relationships:</b>	<b>Internal:</b> Clinical Director, Medical Colleagues Quality Co-ordinator CNM Nursing Staff Allied Health Staff Administration Team Laboratory Staff Radiology Staff ART	<b>External:</b> General Practitioners External Providers
<b>SECTION ONE:</b> <b>Employment Status:</b>	Full time – Permanent 40 hours per week (may be amended by way of job sizing schedules)	
<b>Financial delegations:</b>	Nil	
<b>Direct Reports/ Staff Delegations:</b>	Nil	
<b>Date:</b>	July 2023	

### WEEKLY TIMETABLE

Scheduled shifts as per published roster.

### VARIATION TO JOB DESCRIPTIONS

Job descriptions shall be varied from time to time to record any agreed changes to rosters and staffing levels.

#### Primary purpose(s) of the position

Radiology Services provide diagnostic and interventional services at Rotorua Hospital and a diagnostic service at Taupo Hospital.

The services are provided to inpatients, outpatients, the emergency department and the primary sector. The range of services offered includes:

### *Rotorua Hospital*

- General radiography
- Fluoroscopy/ interventional procedures
- Ultrasound
- Computerised Tomography (CT)
- Magnetic Resonance Imaging (MRI)

### *Taupo Hospital*

- General radiography
- Ultrasound
- Computerised Tomography (CT)

Both departments provide a 24 hour seven day a week service covered by a combination of daytime shifts, urgent on-call and some external off site reporting.

The Radiology service performs between 55,000 and 60,000 examinations per year.

### **Summary of On-Call Duties**

The Radiologist will participate equally with other employed Radiologist colleagues in an on call roster for out of hours work at Rotorua Hospital. This is a first call roster currently with limited support from resident medical officers (Radiology Registrar).

The frequency of call will depend on the availability of other employed Radiologists but will not exceed a 1:5 commitment. Should there be a need to reduce below a 1:5, this can only occur through mutual agreement with the affected staff. This should only occur in cases of extreme staff shortages, and Te Whatu Ora Lakes should endeavour to remedy the situation as promptly and as practically possible.

On call hours are: Monday to Friday 1700 – 2200 hours

Saturday, Sunday and Public Holidays 0800 – 1700 hours.

Outside of the above hours, off site reporting is provided via an external contractor with IANZ or equivalent accreditation for any urgent CT.

While on call the Radiologist will be available by telephone to consult with hospital medical staff regarding the emergency care of their patients. The Radiologist must be prepared to reach the hospital within 20 minutes when required to perform emergency imaging studies. However, certain CT studies may be appropriately read from home, if the Radiologist has an appropriate computer/workstation and internet connection. The Radiologists agree to provide reporting of Emergency Department and Inpatient plain films when on call on Saturday, Sunday and Public Holidays, in addition to providing urgent CT and Ultrasound examinations.

Lakes undertake to support the deployment of remote access computer facilities to enable Radiologists to perform some urgent on-call duties. The individual Radiologist will supply their own internet connection in their place of residence if electing to report urgent on-call examinations from that place of residence. The hospital will supply a suitable computer (laptop) with preloaded software and diagnostic monitor for home use. IS support will be available for help with installation and use. All quality assurance requirements must be met.

### **Variation**

Job descriptions shall be varied from time to time to record any agreed changes to rosters and staffing levels.

The appointee is required to undertake clinical responsibilities and to conduct themselves in all matters relating to their employment, in accordance with the best practice and relevant ethical and professional standards and guidelines, as determined from time to time by;

- The New Zealand Medical Association
- The Royal Australian and New Zealand College of Radiologists
- The New Zealand Medical Council
- The Office of Radiation Safety
- The Health and Disability Commissioner
- The employer's policies and procedures except to the extent that they may be inconsistent with any other provision of this Agreement.

Key Objectives	Description	Expected Outcomes
<b>Clinical Service</b>	Provide effective, efficient and professional clinical Radiology services to Lakes patients, within their scope of practice.	<ul style="list-style-type: none"> <li>• General reporting</li> <li>• Fluoroscopic procedures and reporting</li> <li>• Ultrasound procedures and reporting</li> <li>• CT procedures and reporting</li> <li>• MRI procedures and reporting</li> <li>• Interventional procedures and reporting – if appropriately credentialed</li> </ul>
<b>Clinical Meetings</b>		<ul style="list-style-type: none"> <li>• Participation in the provision of the weekly/ fortnightly/ monthly clinical meetings with Medical staff and meetings within the radiology department</li> </ul>
<b>Consultations with Medical staff</b>		<ul style="list-style-type: none"> <li>• Provide appropriate consultations with Medical staff, as required</li> </ul>
<b>Administrative functions</b>		<ul style="list-style-type: none"> <li>• Adherence to Medical &amp; Administrative policies</li> <li>• Will demonstrate responsible &amp; effective use of resources</li> <li>• Preparation of Coroners, Police, ACC, HDC and similar reports</li> </ul>
<b>Clinical Leadership</b>		<ul style="list-style-type: none"> <li>• Provide appropriate clinical leadership to all members of the Radiology Team</li> </ul>
<b>Recertification and Quality Improvement</b>		<ul style="list-style-type: none"> <li>• Clinical Audit</li> <li>• Peer Review of Performance as required</li> <li>• Formal Evaluation of Peer Performance</li> <li>• Multidisciplinary Case Meetings with Feedback</li> <li>• Quality Improvement Activities</li> </ul>
<b>Professional and Clinical Governance</b>		<ul style="list-style-type: none"> <li>• Participation in College Governance</li> <li>• Participation in other Clinical Governance Activities</li> <li>• Risk management Activities</li> <li>• Complaint Management Activities</li> <li>• Service Accreditation Activities</li> <li>• Service Governance Activities</li> <li>• Service Management Activities</li> </ul>
<b>Education</b>		<ul style="list-style-type: none"> <li>• Teaching of Trainee Interns and Registrar(s)</li> <li>• Supervision of Trainee Interns &amp; Registrar(s)</li> <li>• Supervision of Overseas Trained Doctors (IMGs)</li> <li>• Examining and Lecturing</li> </ul>
<b>Self-Directed Learning</b>		<ul style="list-style-type: none"> <li>• Formal Post Graduate Study</li> <li>• Self-Directed Learning</li> <li>• Web or Video based Learning</li> <li>• Journal Reading</li> <li>• Reflective Diary</li> </ul>

<b>Radiology Research</b>		<ul style="list-style-type: none"> <li>• On line modules as required by the hospital</li> <li>• Reviewer</li> <li>• Participation</li> <li>• Planning meetings</li> </ul>
<b>Publications &amp; Presentations</b>		<ul style="list-style-type: none"> <li>• Articles in Peer Review Journals</li> <li>• Books and Chapters</li> <li>• Presentations at Meetings</li> </ul>
<b>Conference &amp; Meetings</b>		<ul style="list-style-type: none"> <li>• RANZCR &amp; Related Clinical Meetings</li> <li>• Meetings of Affiliated Aust/NZ Special Interest Groups &amp; Societies</li> <li>• Major International Radiology Conferences</li> <li>• Imaging Conferences</li> <li>• Practical Skills Workshops</li> <li>• Convening of Meetings</li> </ul>
<b>KPIs</b>		<ul style="list-style-type: none"> <li>• Report turnaround times as per S-RAD-RADDOC-QUALITY.016 "X-Ray Requests and Reports"</li> <li>• Volume outputs as per agreed Radiologist Workload Volume of 41,754 RU per Radiologist, per annum, (reviewed annually).</li> <li>• Non-clinical activities providing an annual education plan as part of the annual credentialing process and participating in at least one departmental clinical audit activity per year. Fulfilling the requirements of MCNZ and RANZCR.</li> </ul>
<b>Own Professional Development and Research</b>	Assumes responsibility for own professional development	<ul style="list-style-type: none"> <li>• In addition to his/her role in the continuing medical education of colleagues, the SMO will keep up to date with relevant literature in respect of clinical matters, medical management topics, including quality assurance and medical audit.</li> <li>• As appropriate, and as approved by the Clinical Director, the SMO will attend Conferences on relevant topics both in New Zealand and overseas, and will attend local post-graduate medical meetings; in respect of such meetings and Conferences, the SMO will report to his colleagues and thereby share – with them the information and knowledge obtained.</li> <li>• The SMO will develop with appropriate management support to the best of their ability computer literacy to enable the SMO to best utilise modern technology.</li> </ul>
<b>General</b>		



Capabilities	Capability definition	Achievement Indicators
<b>Communication and Personal Interaction</b>  <b>Te Ringa Hora</b>  <i>the open hand (denoting someone who is sociable)</i>	<p>Communicates relevant information in a timely manner to those who need to know at a level that is understood.</p> <p>Fosters a team environment and encourages collaboration between team and departments within the DHB.</p>	<ul style="list-style-type: none"> <li>• Transfers information effectively, verbally and writes clearly, coherently and succinctly.</li> <li>• Builds team spirit, facilitates resolution of conflict within the team, promotes/protects team reputation, shows commitment to contributing to the team's success.</li> <li>• Maintains and promotes high standards of social, ethical and organisational norm</li> <li>• Articulates differing perspectives on a problem and can see the merit of alternative points of view</li> <li>• Works with other managers and teams to streamline processes for the best efficiency for both teams</li> <li>• Provides staff who have concerns about another team process a different point of view to consider.</li> </ul>

	Connects with people to build trust and confidence.	<ul style="list-style-type: none"> <li>Connects with others, listens, reads people and situations and communicates tactfully</li> <li>Gets to know their team members and treats them with respect, valuing their individuality and contributions</li> </ul>
<b>Strategy &amp; Performance</b>	Delegates appropriately within team utilising individual skills to achieve results.	<ul style="list-style-type: none"> <li>Understands individual's strengths and weaknesses to utilise or increase skills for those individuals.</li> <li>Assigns and sub delegates staff to teams to allow for development and succession planning</li> </ul>
<b>Te Ringa Raupā</b> <i>the roughened hand (symbolising a hard worker)</i>	Understands the unit requirements and the implications of the units achievements on the overall service delivery.	<ul style="list-style-type: none"> <li>Ensures decision making complies with organisational strategies</li> <li>Recognises decisions made within the unit affect overall results of the service and the DHB</li> <li>Works with the service manager to maximise efficiency</li> </ul>
<b>Development and Change</b>	Works to include staff in change minimising barriers to implementation.	<ul style="list-style-type: none"> <li>Questions traditional way of doing things when choosing course of action or finds new combinations of old elements to form an innovative solution</li> <li>Continuously strives for new work processes that will result in greater effectiveness and efficiencies</li> <li>Openly broaches concern with staff from the outset asking for their ideas and input</li> <li>Seeks opportunity to improve performance and seeks feedback to measure and improve</li> <li>Encourages staff participation in possible solution process</li> <li>Allows staff input to possible solutions to concern</li> <li>Gives careful consideration to staff ideas and offers alterations to suggestions where necessary</li> <li>Develops an informative response to the team including trends, data, process, and benefits of the decided process change.</li> <li>Allows feedback to the decision to enable "tinkering" to be made where appropriate</li> </ul>
<b>Te Ringa Ahuahu</b> <i>the hand that shapes or fashions something (refers to someone who is innovative)</i>	Articulates decisions and reasoning behind change to enable buy-in to results.	
<b>Personal Accountability</b>	Makes decisions based on facts and without personal bias.	<ul style="list-style-type: none"> <li>Is proactive and effective when problem solving is required</li> <li>Engages with staff member/mangers/multidisciplinary team when concerns are raised to best understand their point of view</li> <li>Appropriately investigates the concern looking trends, situation, practices</li> <li>Critically examines repeatable risk factors</li> <li>Is constantly striving to acquire and maintain knowledge, skills and or /experience</li> <li>Demonstrates a commitment to and takes responsibility for ongoing professional development</li> <li>Develops an informative response to those who have raised the concern</li> </ul>
<b>Te Ringa Tōmau</b> <i>the hand that is trustworthy</i>	Engages with mentors and supervisors for personal skill development.	
	Plans, prioritises and organises work to deliver on short and long term.	<ul style="list-style-type: none"> <li>Purposeful about where time is invested</li> <li>Delivers relevant results within expected timeframes</li> </ul>
<b>Culture and Values</b>	Encourages and promotes DHB values and expectations.	<ul style="list-style-type: none"> <li>Role models expected behaviours and practices</li> <li>Treats staff, patients, visitors with dignity and respect</li> <li>Uses appropriate empathy to gain organisational objectives</li> <li>Is solution focussed</li> </ul>
<b>Te Ringa Taurima</b> <i>the hand that nurtures, encourages, supports</i>		

Compulsory Requirements	Description	Expected Outcomes
<b>Māori Health</b>	Māori philosophies and values of health are demonstrated in work practice.	<ul style="list-style-type: none"> <li>• Meaningful relationships are established with Te Aka Matua (Rotorua and Taupo Hospitals) and Te Whatu Ora Lakes Maori Health division in the planning and delivery of services.</li> <li>• Practices are consistent with Te Tiriti o Waitangi /The Treaty of Waitangi when working with Māori.</li> <li>• Delivery of safe services for Māori are facilitated by ensuring they can access treatment options and are involved in the planning and delivery of their care.</li> <li>• Māori are enabled to access and participate in cultural activities provided by the Te Whatu Ora Lakes.</li> <li>• A commitment to improving the wellbeing of Māori by increasing cultural knowledge in the Te Whatu Ora Lakes is shown.</li> </ul>
<b>Te Iti Kahurangi</b>	The Lakes Way, Our Place Our Culture	<ul style="list-style-type: none"> <li>• Works within the Te Iti Kahurangi framework and supporting guide document.</li> </ul>
<b>Record Keeping</b>		<ul style="list-style-type: none"> <li>• Complies with the Te Whatu Ora Lakes Corporate Records Management policy to create and maintain full and accurate records.</li> </ul>
<b>Quality &amp; Risk</b>	Patient safety is paramount to the service we deliver at Te Whatu Ora Lakes. This is to be achieved in a clinical governance framework that is culturally responsive and identifies and manages risk and opportunities to improve.	<ul style="list-style-type: none"> <li>• Employees are supported to lead by example and implement a culture of continuous quality improvement.</li> <li>• Risks that may prevent Te Whatu Ora Lakes from achieving their goals are identified, reported, and managed.</li> <li>• Māori patients are provided patient-centred care to achieve positive Māori health outcomes.</li> <li>• Needs of Māori are reviewed and reported in the further development of practice, process and or policy.</li> <li>• Evidence-based methodologies are used to support improvements, e.g. kaupapa Māori methodology.</li> <li>• Quality care is provided to certification standards.</li> </ul>
<b>Health &amp; Safety</b>	Each individual is responsible for ensuring the safety of themselves, their colleagues, patients and their visitors and to comply with all organisational health and safety policies, procedures and guidelines.	<ul style="list-style-type: none"> <li>• Implementation and reinforcement of a proactive healthy work place culture which reflects relevant Te Whatu Ora Lakes policy and legislative requirements.</li> <li>• Healthy lifestyles are actively promoted and participated in, within the work area.</li> <li>• Employees participate in Health and Safety within areas of work.</li> <li>• Health and Safety activities are appropriately documented within specified timeframes.</li> <li>• Health and Safety policies have been read and understood and are applied in the workplace.</li> <li>• Health and Safety policies are appropriately documented within specified timeframes and incidents are reported immediately.</li> <li>• Any opportunities for improving Health and Safety are reported and acted upon in a timely manner.</li> <li>• All near misses/incident/accidents are reported to the appropriate line manager within 24 hours.</li> </ul>

**Signatures:**

Line Manager:  
(position description approved):

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Employee:  
(acceptance of position description):

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(Please also initial all other pages to show acceptance of position description.)

Person Specification	Essential:	Desirable:
<b>Education and Qualifications:</b>	<ul style="list-style-type: none"> <li>▪ Vocational registration or eligible for vocational registration as a Radiologist with the New Zealand Medical Council</li> <li>▪ Fellowship of, or educational affiliation to the Royal Australian and New Zealand College of Radiologists</li> <li>▪ Basic medical qualifications recognised by Medical Council of New Zealand</li> <li>▪ Post-graduate qualifications and experience eligible for Emergency Medical Officer.</li> <li>▪ Hold General Registration with the MCNZ</li> <li>▪ Current Practising Certificate.</li> <li>▪ Member of Medical Defence Organisation, e.g. Medical Protection Society or Medical Defence Unit.</li> <li>▪ Hold current ACLS certificate</li> <li>▪ Hold current Paediatric Life Support</li> <li>▪ Hold current Neonatal Life Support</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>▪ Experience working in a busy Radiology department</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ability to work and contribute in terms of fair and equitable workload, particularly in terms of providing cover for scheduled leave.</li> <li>▪ Proven professional and clinical credibility.</li> <li>▪ Proven commitment to provision of quality medical care.</li> <li>▪ Practical MRI Experience</li> </ul>
<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>▪ Te Tiriti O Waitangi in the provision of health care services and support to Māori.</li> <li>▪ Te Tiriti O Waitangi in practice, process, policy development and decision making.</li> <li>▪ Te Whatu Ora Lakes is a Reorua organisation knowledge and understanding of Te Reo/ Correct pronunciation.</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
<b>Skills:</b>	<ul style="list-style-type: none"> <li>▪ Pronunciation of Te Reo Māori words and names</li> <li>▪ General Radiological Skills</li> </ul>	<ul style="list-style-type: none"> <li>▪ Te Reo Māori</li> <li>▪ Excellent communication and interpersonal skills.</li> <li>▪ Ability to function as a multidisciplinary team member.</li> <li>▪ Proven skills as educator and role model including non-smoker.</li> <li>▪ Demonstrates cultural safety in practice.</li> <li>▪ Demonstrated commitment to own professional development.</li> <li>▪ Ability to meet defined timeframes and to be self-directed.</li> <li>▪ Evidence of functioning as a professional leader.</li> <li>▪ Leadership skills.</li> </ul>

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- Innovative and acts as pro-active change agent.
  - Has keyboard skills and is computer literate.
  - Has good command of conversational and written English.

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**Personal Attributes:**

- Provide a positive role model for staff and have good organisational and time management skills
  - Professional and considerate attitude towards patients and staff.
  - Effective written and verbal communication skills
  - Good organisational ability
  - Flexible approach
- Non-smoker preferred.
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## ABOUT TE WHATU ORA LAKES

At Te Whatu Ora Lakes we place the highest value on the health and wellbeing of everyone in our community. As such all healthcare workers are expected to play a part in the creation and promotion of an environment which lives the following vision, mission and values:

### VISION

Healthy Communities – Mauriora! In this vision Mauriora refers to the Mauri - being the life essence and the source of well-being, and ora - describing the state of wellness.

### STRATEGIC MISSION

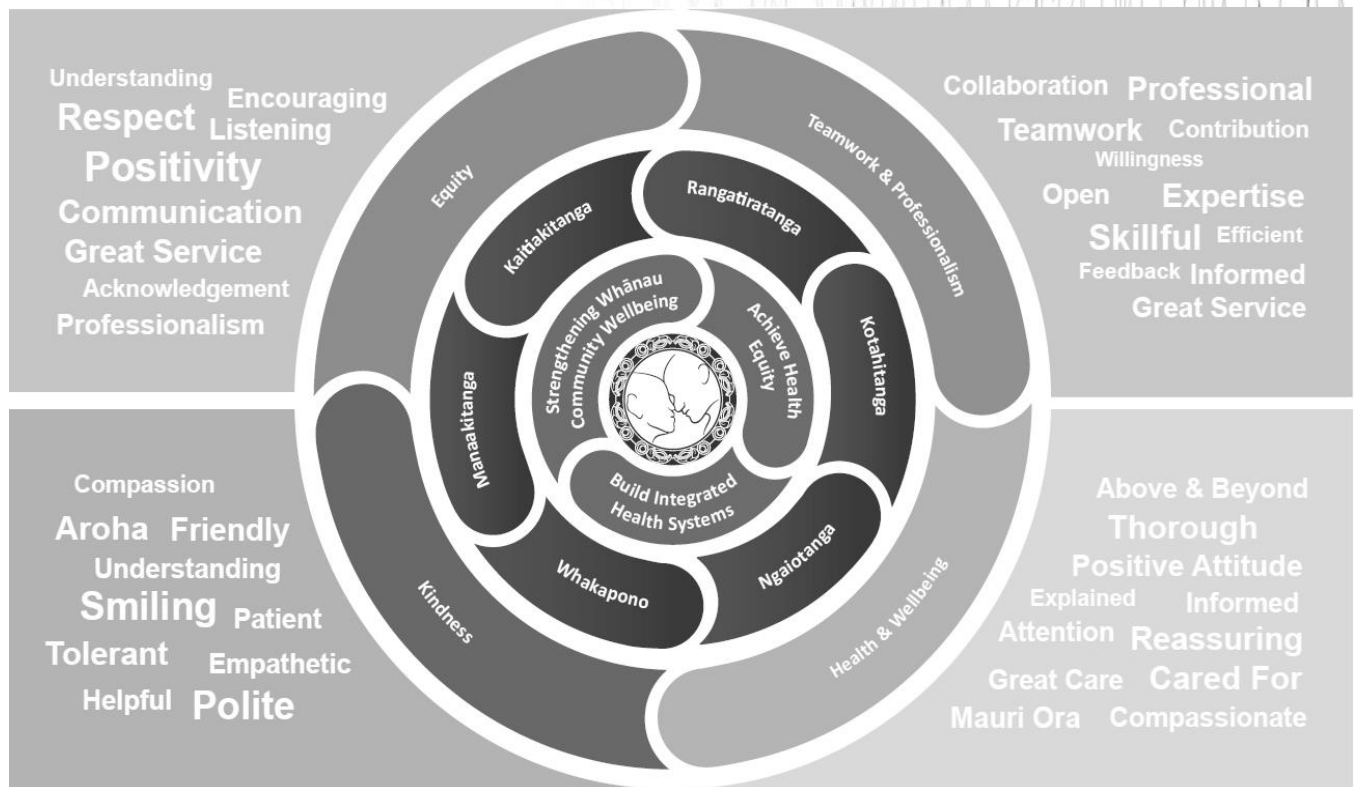


- Achieve equity in Māori health
- Build an Integrated health system
- Strengthen people, whanau & community wellbeing

### THREE CORE VALUES

Manaakitanga	respect and acknowledgment of each other's intrinsic value and contribution
Integrity	truthfully and consistently acting collectively for the common good
Accountability	collective and individual ownership for clinical and financial outcomes and sustainability

### TE ITI KAHURANGI – THE LAKES WAY, OUR PLACE, OUR CULTURE – WE WILL



## TE TIRITI O WAITANGI

### Our expression of Te Tiriti o Waitangi

The text of Te Tiriti, including the preamble and the three articles, along with the Ritenga Māori declaration, are the enduring foundation of our approach to achieving health and independence. Based on these foundations, we will strive to achieve the following four goals, each expressed in terms of mana.

### Mana whakahaere

Effective and appropriate kaitiakitanga and stewardship over the health and disability system. Mana whakahaere is the exercise of control in accordance with tikanga, kaupapa and kawa Māori. This goes beyond the management of assets and resources and towards enabling Māori aspirations for health and independence.

### 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 tangata

Achieving equity in health and disability outcomes for Māori, enhancing the mana of people across their life course and contributing to the overall health and wellbeing of Māori.

### Mana Māori

Enabling Ritenga Māori (Māori customary rituals), which are framed by te ao Māori (the Māori world), enacted through tikanga Māori (Māori philosophy and customary practices) and encapsulated within mātauranga Māori (Māori knowledge).

Te Whatu Ora Lakes is committed within the framework of the New Zealand Public Health and Disability Act (2000) to supporting the Crown's commitment to upholding its Tiriti promises.

## ORGANISATION STRUCTURE

# Te Whatu Ora

## Health New Zealand

Lakes

