



POSITION DESCRIPTION

Position Title:	Medical Officer – Marlborough Urgent Care
Reports To:	<p>Overall Clinical Performance: Clinical Director</p> <p>Day to day practice issues: Manager – Marlborough Urgent Care</p>
Purpose:	The Medical Officer is responsible providing a safe and efficient urgent care medicine service.
Interactions	<p>Internal relationships:</p> <ul style="list-style-type: none"> • Practice Manager, reception, and administrative staff • Nurses • Doctors • Other Health Professionals • Emergency Department staff <p>External relationships:</p> <ul style="list-style-type: none"> • Patients and supporting whanau • Visitors • PHO • Pharmacies • Other Health Professionals • Other relevant stakeholders
Treaty of Waitangi	MUC is committed to its obligations under the Treaty of Waitangi. As an employee, you are required to give effect to the principles of the Treaty of Waitangi – Partnership, Participation and Protection.
Role specifics:	Part Time Salary – flexible hours

Key Accountabilities:

Clinical	<ul style="list-style-type: none"> • Patients triaged as requiring medical assessment receive the appropriate level of examination and when necessary diagnostic support is sought in timely manner in accordance with the Australasian Triage Standards. • Patients are assessed, stabilised and referred for appropriate diagnostic services and specialist input as appropriate. • Patients requiring medical intervention are treated to affect the best outcome for the patient. • Patients retained in the centre for assessment and observation are reviewed hourly if appropriate. Every effort to arrange disposition prior to 4hrs in the centre should be made. • Patient relationships are, except in the exceptional circumstances, based on informed consent. • Documentation accurately reflects the patient’s condition and clinical decision making.
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	<ul style="list-style-type: none"> • Patients are satisfied with services provided. • Consult with other health professionals regarding the care of patients as appropriate. • Develop linkages with the Emergency Department Personnel at Wairau Hospital. • Participate in audit/peer review (including a review of complex cases and critical events) on a regular basis. • Contribution is made to quality improvement activities within the urgent care centre.
Teaching	<ul style="list-style-type: none"> • Contribute to the training and professional development of Registrars and other clinical staff as required.
Organizational	<ul style="list-style-type: none"> • Contribute to the achievement of contractual obligations and quality performance indicators, including the efficient and effective use of resources. • Contribute to the maintenance of harmonious interpersonal relationships with colleagues and other staff of the organisation. • Contribute to the medical community by attending local post-graduate medical meetings and meetings with management staff.
Personal Education	<ul style="list-style-type: none"> • Attend and participate in relevant CME supporting activities such as workshops, conferences, and education programmes. Take responsibility for maintaining own supervision and credentialing.
Quality Improvement	<ul style="list-style-type: none"> • Participate in quality improvement processes in your area of work. • A quality, customer-focused service is always provided, which follows best practice
General	<ul style="list-style-type: none"> • Other duties as negotiated with your manager.
Qualifications /Experience	<p>Qualification requirements</p> <ul style="list-style-type: none"> • Appropriate medical qualification eligible for registration in New Zealand, • Current Practising Certificate • Current driver’s license <p>Experience</p> <ul style="list-style-type: none"> • Recent experience in Urgent care/after-hours care preferred • Current CORE 5/7 desirable • Experience in working with teams of different disciplines <p>Skills & Knowledge</p> <ul style="list-style-type: none"> • Demonstrates excellent verbal and written (including report writing) communication skills • Has demonstrated excellent time management and organisation skills • Exhibits total commitment to patient-oriented care and quality standards • Can demonstrate knowledge of the Treaty of Waitangi and empathy for biculturalism

- Possess the ability to engender confidence, trust, harmony and rapport with patients and patient's immediate family and social network
- Basic / Intermediate knowledge of Microsoft Office applications i.e.: Word, Excel, PowerPoint, and Outlook
- Keeps up to date with available information technology relevant to position

Attributes

- Should have leadership skills and the ability to provide vision and direction
- Has demonstrated willingness to work as part of a multi-disciplinary team
- Must have good interpersonal skills working with people and the ability to balance competing priorities
- Demonstrates a commitment to continuing education and skill development
- Possess the ability to work flexible hours as required
- Demonstrated ability to apply clinical skills flexibility, creatively adaptively and autonomously