

Position Description



Position:	Consultant Radiologist
Children’s Act 2014:	This position is a Core Children’s worker under the Children’s Act 2014 & requires full safety checks completed before any new employment starts
Group/Service:	Radiology Department, Hutt Hospital
Reports to:	Clinical Head of Department - Radiology Service Manager, 24 Hours and Clinical Support
Direct Reports	
Location:	Hutt Valley DHB
Approved by:	Service Group Manager

Organisational context

Hutt Valley District Health Board (DHB) is one of 20 DHBs in New Zealand responsible for providing, or funding the provision of, health services in their district. Hutt Valley DHB works to improve, promote and protect the health of the people living in the Hutt Valley and takes the lead in planning, funding and providing public health services for them, regardless of where their services are provided. Hutt Valley District Health Board has an executive leadership team and is governed by a board of members. It was founded in 2001 and employs around 2,400 staff, with many based at Hutt Hospital's campus.

Hutt Valley DHB serves a mainly urban population of around 148,000. Secondary care facilities are located at Hutt Hospital in Lower Hutt with around 270 beds. In addition, Hutt Valley DHB is the centre for five tertiary/regional and sub-regional services - Plastic, Maxillofacial and Burns Services; Rheumatology; School Dental Services; Regional Public Health; and Regional (Breast and Cervical) Screening Services.

Hutt Valley DHB vision:

“Mauri Ora, Whānau Ora, Wai Ora - Healthy People, Healthy Families, Healthy Communities”

Hutt Valley DHB mission:

Working together for health and wellbeing - a commitment to a cooperative way of working; staff working cooperatively, working in collaboration with the people and organisations we fund, working with organisations from other sectors and working within our community.

Hutt Valley DHB Values:



Hutt Valley DHB Goals:

The strategic goals of the HVDHB are the 'Triple Aim Plus One': Improved population health outcomes, including reduced inequalities; improved patient journeys through our health system; best value for money from our resources; and building a thriving organisation.

Consultant Radiologist

To provide consultant radiology services, which will facilitate the provision of appropriate high quality radiological services to the clinical specialities of the Hutt Radiology Department. This includes an advisory and diagnostic service in all matters relating to radiological examinations, including equipment evaluation, quality control, appropriate procedures, determination, interpretation, advice and support to clinical departments and emergency support. There is also a requirement for interventional radiology for our services. It is expected that the behaviour of staff will reflect the values and culture of the DHBs, including that of open disclosure.

The Hutt Radiology Department also provides radiology reporting and on site services to the Wairarapa DHB. You would be expected to be on site at Wairarapa DHB on a rotational basis – approximately 1 day per month.

Clinical Responsibilities

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

- The NZ Medical Association's code of ethics;
- The practitioner's relevant medical college(s) and / or professional association(s);
- The NZ Medical Council;
- The Office of Radiation Safety (CSP5);
- The Health & Disability Commission; and
- The employer's policies and procedure except to the extent that they may be inconsistent with any other provision of this agreement.

Role Purpose

To provide effective, efficient and professional clinical radiology services during contracted sessions. This may include performance of general radiology reporting, fluoroscopy, CT, MRI, ultrasound and interventional radiology.

Clinical coverage of the radiology services is shared on a weekly session timetable with on-call duties by Radiologists and consists of an extensive range of radiological procedures, reporting, clinical meetings and consultations.

To actively support the growth and development of the departments in expertise and procedures offered.

Key working relationships

Direct reports

There are no direct reports

Within the DHB

- Consultant Radiologists
- Radiology Manager
- Service Manager
- Radiology Department Staff
- Other medical specialists and registrars
- Patients and public
- Other departments across DHB

Externally

- Patients and public
- Private providers
- Other Medical specialists
- Other DHBs
- General Practitioners (GPs)

Key accountabilities and outcomes

Ensure that your health and safety practice meets the requirements of health and safety at work legislation, applies the DHB's policies and processes and contributes to a culture of safe practice.

General Accountabilities

- Maintain a strict sense of professional ethics, confidentiality and privacy and abide by the DHBs Code of Conduct.
- Respond to the changing needs of the DHB, performing other tasks as required.
- Champion equality and diversity in the workplace including the Treaty of Waitangi.

Clinical

- Ensure open disclosure is adhered to within the DHBs between staff, patients and their families.
- Ensure adequacy and accuracy of patient records.
- Reports are dictated and verified for dispatch on a timely basis.
- Reports reflect a high standard of competency and accuracy.
- Deal with correspondence relating to patients under care as appropriate.
- Participate in developing and updating protocols and guidelines for general and specific examinations.
- Participate in the development of clinical pathways that impact on Imaging.
- Actively contribute to choosing wisely culture to ensure appropriate resource allocation
- Actively contribute and regularly attend team/clinical meetings.
- Participate in discussions regarding site development, capital equipment purchases and implementation of annual business plans.

Leadership and instructing

- Contribute to teaching and supervision of junior staff on regular basis.
- Take responsibility for supervising the work of radiology registrars when required.
- Undertake teaching of House Surgeons and Registrars in other medical disciplines promoting appropriate resource utilisation and adherence to high clinical standards.
- Attend and actively participate in clinical departmental meetings for the purpose of assessment, planning and implementing treatment.
- Act as a team leader for the performance of special procedures.

Service provision

Provide the highest standard of patient focused, evidence based care.

- Responsible for providing consultant radiology services of a high quality to the clinical specialities of Hutt and Wairarapa DHBs; this includes diagnostic and interventional radiology.
- Share in the delivery of a full range of radiological procedures at Hutt and Wairarapa DHBs on a rostered basis.
- Participate with the other consultants in the department in providing limited after hour's coverage.
- Use allocated sessions, clinics and reporting times effectively for image reporting.
- Be familiar with, and carry out all appropriate techniques for providing general and specified special radiological procedures.
- Assess, diagnose and appropriately treat patients within the clinical setting.
- Adhere to the protocols, guidelines and practice standards pertaining to the area of clinical practice.
- Liaise with other health professionals involved with patient care.
- Work in conjunction with medical colleagues, nurses, medical imaging technologists (MITs) and other health professionals to provide optimum care and satisfaction for patients.
- Actively support the radiology service.
- Maintain harmonious and productive working relationships.
- Be aware of the role of patient advocates and patient's rights and ensure informed consent has been obtained in accordance with the imaging service policies and protocols.

Quality assurance

- Audit other radiologists' reports on a regular and continuing basis. This is achieved by:
 - i. Random audit of reports.
 - ii. Dual reading CT colonography examinations.
 - iii. Consultation with fellow radiologists on specific subjects.
- Undertake peer review through team meetings, informal case discussions, and presentation of difficult patients at weekly disciplinary meetings. Medical audits are undertaken regularly and discussed at joint meetings with other medical officers.
- Adhere to Quality Control measures including Office of Radiation Safety guidelines in practice, and in teaching and supervision of MITs and medical staff.
- Participate in the teaching of Radiology Registrars and student MITs as required.
- Document clinical-radiological meetings
- Participate in performance review with other specialities e.g. clinical-radiological conference, patient reviews and presentations.
- Collaborate with colleagues to maintain a quality assurance programme for the Imaging service. The programme will include mechanisms to review patient care, patient diagnosis, standards of radiology and audit of waiting lists.

Professional Development and Continuing Medical Education

- Undertake appropriate continuing medical education in order to maintain competency as required by professional college.
- Participate in Innovations in work practices e.g. guidelines, new procedures, service redesign etc.
- Undertake Continuing Medical Education (CME) in order to maintain competency and stay clinically up to date with current radiological techniques and sharing with other colleagues.
- Participate in credentialing and re-credentialing that will occur throughout the period of employment.

Administration

- Agree to recognise specific administrative responsibilities within the imaging service.
- Adhere to the medical and administrative policies within the department and the wider DHB.
- Demonstrate responsible and effective use of resources.
- Attend to enquiries and complaints from patients, relatives, staff or management in an appropriate and timely manner.
- Serve on local and national committees as agreed with the Clinical Director and Radiology Manager; if appropriate to the development of imaging services.
- Complete appropriate documentation required for Hutt Hospital purposes e.g. leave forms, claims and reports.

Health & Safety

- Display commitment through actively supporting all health and safety initiatives.
- Ensure all staff maintain adequate safety standards on the job through consultation, training and supervision.
- Ensure own and others safety at all times.
- Comply with policies, procedures and safe systems of work. Report all incidents/accidents, including near misses in a timely fashion.
- Be involved in health and safety through participation and consultation

Treaty of Waitangi

- Service activity, development and implementation is undertaken in accordance with the provisions of the Treaty of Waitangi – partnership, protection and participation

Personal Specification

Qualifications

- Registered with the Medical Council of New Zealand (MCNZ) through the vocational pathway.
- Eligible to be employed in New Zealand (NZ Citizen or eligible for employment visa / NZ residency)

Essential Skills and Experience

- Proven ability to work within a multidisciplinary team.
- Delivery of a wide range of Medical Imaging procedures including but not restricted to: General Radiology, CT, MRI, Fluoroscopy, Ultrasound, and Image guided Interventions.

Capability profile

Competencies

Solid performance in the role requires demonstration of the following competencies. These competencies provide a framework for selection and development.

Competency	Elements
Process Management	<ul style="list-style-type: none"> • Good at figuring out the processes necessary to get things done • Knows how to organize people and activities • Understands how to separate and combine tasks into efficient work flow • High level of organisational and time management skills
Ethics and Values	<ul style="list-style-type: none"> • Adheres to an appropriate (for the setting) and effective set of core values and beliefs during both good and bad times and acts in line with those values • Treats people with respect and courtesy • Rewards the right values and disapproves of others • Practices what he/she preaches
Customer Focus	<ul style="list-style-type: none"> • Is dedicated to meeting the expectations and requirements of internal and external customers • Promotes and models a strong customer focus • Gets first-hand customer information and uses it for improvements in services • Acts with customers in mind • Establishes and maintains effective relationships with customers and gains their trust and respect
Drive for Results	<ul style="list-style-type: none"> • Articulates a compelling vision for their part of the organisation • Can be counted on to exceed goals successfully • Is constantly and consistently one of the top performers • Steadfastly pushes self and others for results
Strategic Agility	<ul style="list-style-type: none"> • Sees ahead clearly • Can anticipate future consequences and trends accurately • Has broad knowledge and perspective • Is future oriented • Can articulately paint credible pictures and visions of possibilities and likelihoods • Can create competitive and breakthrough strategies and plans
Integrity and Trust	<ul style="list-style-type: none"> • Is widely trusted • Treats people with respect and courtesy • Can present the unvarnished truth in an appropriate and helpful manner • Keeps confidences • Admits mistakes • Does not misrepresent him/herself for personal gain
Dealing with Ambiguity	<ul style="list-style-type: none"> • Promotes a positive attitude towards and can effectively deal with change • Can shift gears comfortably • Can decide and act without having the total picture • Is not upset when things are up in the air • Does not have to finish things before moving on • Can comfortably handle risk and uncertainty
Motivating Others	<ul style="list-style-type: none"> • Creates a climate in which people want to do their best • Motivates and inspires staff to always do their best • Actively shares information, ideas and experience with others • Invites input from each person and shares ownership and visibility • Makes it clear how each individuals work fits into the overall business direction and strategic priorities • Is someone people like working for and with

Competency	Elements
Taking Accountability	<ul style="list-style-type: none"> • Takes personal responsibility for making things happen • Reinforces Hutt Valley DHB values with others and leads by example • Supports and advocates Hutt Valley DHBs position on all issues • Demonstrates personal ownership of decisions made by the management team • Acts ethically and with integrity and is open and honest with others • Actively pursues self-learning and development
Interpersonal Skills	<ul style="list-style-type: none"> • Relates well to all kinds of people – up, down, and sideways, inside and outside the organization • Builds appropriate rapport • Builds constructive and effective relationships with customers and key stakeholders • Communicates sensitive messages or disagreements with tact and diplomacy • Brings conflict into the open and facilitates resolution • Encourages the expression of differing and opposing views • Can diffuse even high-tension situations comfortably
Decision Quality	<ul style="list-style-type: none"> • Makes good decisions based upon a mixture of analysis, wisdom, experience and judgement • Sought out by others for advice and solutions

Date Effective:

Manager's Signature:

Employee's Signature:



Ō mātou uara - our values



Our values, and the behaviours that underpin them are at the heart of everything we do. They were developed with the contributions of patients, whānau and staff, and belong to each and every one of us. They guide and set expectations of ourselves and each other around how we work together and support each other.

	We will...	We won't...
TE ATAWHAI TONU - ALWAYS CARING		
Respectful	<ul style="list-style-type: none"> Value differences, treat everyone as an individual Protect people's privacy and dignity. Be culturally safe Respect other people's time. 	<ul style="list-style-type: none"> Disrespect people, their views or culture. Disrespect privacy, gossip, talk behind people's backs Waste people's time, keep people waiting unnecessarily.
Kind	<ul style="list-style-type: none"> Show kindness, empathy and compassion for others Be mana enhancing in every contact, with every person. 	<ul style="list-style-type: none"> Be rude, aggressive, shout intimidate or bully Be abrupt, belittling, or create stress and anxiety.
Helpful	<ul style="list-style-type: none"> Be supportive and attentive to the needs of others Be willing to go the extra mile to make a difference. 	<ul style="list-style-type: none"> Fail to take notice and leave others to struggle Resist looking for ways to make things better for others.
MAHI PAI - CAN DO		
Positive	<ul style="list-style-type: none"> Bring a positive attitude to work Encourage and enable others Look for solutions, have an 'it's up to us' attitude. 	<ul style="list-style-type: none"> Be grumpy, moaning, moody or have a negative attitude Complain but not act to change things.
Learning & growing	<ul style="list-style-type: none"> Always learn and develop ourselves and each other Seek out, welcome and give feedback to others. 	<ul style="list-style-type: none"> Be closed to new ideas and restrict development Reject feedback from others, give a 'telling off'.
Appreciative	<ul style="list-style-type: none"> Say 'thank you' and value people's contributions Share and celebrate success and achievements. 	<ul style="list-style-type: none"> Nit pick, criticise, undermine or pass blame Make people feel undervalued or inadequate.
MAHI TAHI - IN PARTNERSHIP		
Welcoming	<ul style="list-style-type: none"> Be welcoming, friendly, smile, introduce ourselves Acknowledge people. 	<ul style="list-style-type: none"> Be closed, cold, make people feel a nuisance Ignore people.
Listens	<ul style="list-style-type: none"> Listen to people, hear and value their views Take time to answer questions and to clarify. 	<ul style="list-style-type: none"> Tell, dictate to others and dismiss their views Fail to allow time for / value people's questions.
Communicates	<ul style="list-style-type: none"> Explain clearly in ways people can understand Update people on what's happening now and next. 	<ul style="list-style-type: none"> Use language / jargon people don't understand Leave people not knowing what's happening.
Involves	<ul style="list-style-type: none"> Trust others and act to create trust in ourselves Involve people in decisions that affect them. 	<ul style="list-style-type: none"> Be judgemental, make assumptions, ignore people Exclude people, withhold info, micromanage.
MAHI RANGATIRA - BEING OUR BEST		
Innovating	<ul style="list-style-type: none"> Look for new and better ways to do things Be curious and courageous, embracing new changes. 	<ul style="list-style-type: none"> Be resistant to exploring new ideas and ways of working Criticise or ignore others with different ways of thinking.
Professional	<ul style="list-style-type: none"> Be calm, patient and make time for people Take responsibility and be reliable, accountable and honest. 	<ul style="list-style-type: none"> Rush, come across as 'too busy' Say it's 'not my job' and pass work to others.
Safe	<ul style="list-style-type: none"> Consistently follow agreed best-practice Speak up whenever we have a concern. 	<ul style="list-style-type: none"> Cut corners and not follow best-practice 'Walk past' safety concerns or poor behaviour.