

Occupational Physician/Senior Medical Officer (SMO), Occupational Health & Safety Service

Position Description

Title	Occupational Physician/Senior Medical Officer (SMO)	
Department	Occupational Health and Safety Service (OH&SS)	
Location	North Shore and Waitakere Hospitals	
Reports to (Title)	Group Manager, Occupational Health and Safety Service	
Direct reports	Nil	
Date	June 2022	
Key Relationships	<p><u>Internal</u></p> <p>Medical Officer/Registrar, Occupational Health and Safety Service Occupational Health and Safety Service Team Human Resources Recruitment Waitemata District Health Board Managers & Employees Infection Prevention and Control</p>	<p><u>External</u></p> <p>ACC Wellnz Other Medical Practitioners WorkSafe New Zealand</p>

Our Purpose, Values and Standards

At the heart of Waitematā DHB is our promise of 'best care for everyone'. This promise statement is the articulation of our three-fold purpose to:

1. promote wellness,
2. prevent, cure and ameliorate ill health and
3. relieve the suffering of those entrusted to our care.

At the heart of our values is the need for all of us to reflect on the intrinsic dignity of every single person that enters our care. It is a privilege to be able to care for patients, whānau and our community, a privilege that is sometimes overlooked in our day to day work.

Our standards and behaviours serve as a reminder to us all about how we are with our patients and with each other.

everyone matters

Every single person matters, whether patients, clients, family members or staff members.

- **Welcoming** and friendly
- **Respect** and value each individual
- Take time to **listen** and understand
- **Speak up** for others

with compassion

We see our work in health as a vocation and more than a job. We are aware of the suffering of those entrusted to our care. We are driven by a desire to relieve that suffering. This philosophy drives our caring approach and means we will strive to do every-thing we can to relieve suffering and promote wellness.

- **Compassionate** for your suffering
- Attentive, **helpful** and kind
- Protect your **dignity**
- **Reassuringly** professional

connected

We need to be connected with our community. We need to be connected within our organisation – across disciplines and teams. This is to ensure care is seamless and integrated to achieve the best possible health outcomes for our patients / clients and their families.

- **Communicate** and keep people informed
- **Explain** so people understand
- **Teamwork** with patients, whānau, and colleagues
- Give and receive **feedback**

better, best, brilliant

We seek continuous improvement in everything we do. We will become the national leader in health care delivery.

- **Positive** we can make a difference
- **Improve** our service and ourselves
- Clean and **safe** practice
- Timely, **efficient** and organised

Occupational Physician/Senior Medical Officer (SMO), Occupational Health & Safety Service

Position Description

Purpose of the role: To provide expert occupational health support and guidance to Waitematā DHB staff and managers.

Key Tasks	Expected Outcomes
Provision of Occupational Medicine/Occupational Health clinical care to staff	<ul style="list-style-type: none"> • Diagnosis and treatment of work-related ill-health and injury • Application of best practice clinical and worksite management strategies for the injured worker • Providing advice on work-relatedness of an illness or injury claim and external referrals • Assist with translating evidence into practice for occupational medicine activities, and assisting optimal case management • Assessment and clinical management of environment-related conditions • Assistance in the management of absence from work attributed to health factors (sickness absence) • Conducting evidence-based occupational medicine practice in accordance with best practice guidelines • Developing and implementing evidence-based guidelines for the diagnosis and management of physical and psychological conditions commonly encountered in the workplace, making use of the principles of managed care and clinical audit • Assisting in achieving optimal case management for workers with an injury, illness or disability and their health, work and social environments
Assessment of medical fitness for work	<ul style="list-style-type: none"> • Assessment of medical fitness for work during or following periods of chronic ill-health or prolonged effects of injury • Assessment of the implications of ill-health and non-work-related injury on medical fitness for work
Health screening and surveillance	<ul style="list-style-type: none"> • Support pre-employment health screening and undertake assessments of medical fitness for work for prospective WDHB employees • Undertaking periodic health surveillance of the health of groups of employees • Support for statutory and local health monitoring initiatives and procedures
Assistance with projects and development of policy and	<ul style="list-style-type: none"> • Assist the OH&SS Clinical Lead as required • Assisting with developing and implementing evidence-based policy, procedures and

Occupational Physician/Senior Medical Officer (SMO), Occupational Health & Safety Service

Position Description

Key Tasks	Expected Outcomes
procedures	<p>guidelines within OH&SS for the diagnosis and management of physical and psychological conditions commonly encountered in the workplace, including the use of clinical audit</p> <ul style="list-style-type: none"> Assisting with the development of WDHB corporate policy relating to workplace health and safety issues Developing proactive and practical project plans that contribute to and are supported by management and employees to assist the business to achieve business goals/targets based on the OH&S Strategic plan
Assistance in environmental medicine/health assessment, monitoring and education	<ul style="list-style-type: none"> Liaising with OH&SS team in the assessing and monitoring of environmental hazards and risks within WDHB areas of responsibility
Education in Occupational Health and Safety	<ul style="list-style-type: none"> Providing periodic education and advice to OH&SS team members on occupational medicine and general workplace health and safety issues Providing periodic education and advice to WDHB employees (or groups of employees) on workplace health and safety issues Periodic attendance at learning programmes to maintain and develop clinical and academic skills Providing clinical supervision and mentoring for any occupational medicine registrars and medical officers employed by or attached to the department
Clinical research in occupational medicine	<ul style="list-style-type: none"> Undertaking clinical research in occupational medicine and related fields, as required by management at all levels, and if appropriately funded Making use of the findings in the practice of clinical occupational medicine within Waitemata DHB
Management of hazard and risk	<ul style="list-style-type: none"> Providing advice on the assessment and management of workplace hazards Undertaking work-site and work-practice assessments as and when required
Occupational rehabilitation	<ul style="list-style-type: none"> Assisting with the co-ordination of occupational rehabilitation following injury or illness Providing advice on injury management and vocational rehabilitation Providing opinions on the work-relatedness of workplace injury claims Undertaking assessments of the work capacity of WDHB staff and providing recommendations to WDHB management on work or workplace modification and/or work activity restrictions Providing specialised skills in clinical decision-making and cost-effective management of injured workers and sickness absence
Professional Development	<ul style="list-style-type: none"> Commitment to continuing medical education and professional development through periodic attendance at learning programmes and use of learning resources to maintain both clinical and non-clinical competencies required for the successful provision of the services

Occupational Physician/Senior Medical Officer (SMO), Occupational Health & Safety Service

Position Description

Key Tasks	Expected Outcomes
	<ul style="list-style-type: none"> Establish annual goals, objectives, performance targets and strategies to meet these Attend educational opportunities relevant to the role and scope of practice Providing clinical supervision to any occupational medicine registrars attached to the department
Operational Performance	<ul style="list-style-type: none"> Implement, maintain and review OH management systems that achieve legislative compliance and provide safe working environments for WDHB Provide leadership to clinicians in the OH team and advice to the OH&S Clinical Lead on projects, efficiencies and systems Working as part of a team of occupational health professionals towards meeting the WDHB corporate goals Ensuring occupational health initiatives and department practice are safe, appropriate, innovative and evidence-based Supporting WDHB key corporate and OH&SS goals and OH&SS policies and procedures Providing cost effective advice and assisting the OH&SS department to remain within budget
Te Tiriti o Waitangi	<ul style="list-style-type: none"> Supports the pursuit of Māori health gain as well as achieving equitable health outcomes for Māori Supports tangata whenua/mana whenua led change to deliver mana motuhake and Māori self-determination in the design, delivery and monitoring of health care Supports Māori oversight and ownership of decision making processes necessary to achieve Māori health equity Support the expression of hauora Māori models of care and mātauranga Māori
Health and Safety (H&S)	<p>Contribute to a safe and healthy workplace at Waitematā DHB by:</p> <p>All Employees</p> <ul style="list-style-type: none"> Following and complying with H&S policies and processes and applying them to their own work activities, including using/wearing Personal Protective Equipment as required. Participating in activities directed at preventing harm and promoting well-being in the workplace Identifying, reporting and self-managing hazards where appropriate Early and accurate reporting of incidents at work and raising issues of concern when identified.
Privacy	<ul style="list-style-type: none"> Ensure that personal and health information (patient, staff, corporate) is managed in accordance with Waitematā DHB's privacy policies and relevant privacy laws and regulations, and that privacy breaches are investigated, reported and corrective action implemented in line with Waitematā DHB policy.
Recordkeeping	<ul style="list-style-type: none"> Creates accurate and appropriate records to support and evidence business activities and regularly files to ensure that corporate information is secure, unchanged and not removed until its compliant disposal date.

Occupational Physician/Senior Medical Officer (SMO), Occupational Health & Safety Service

Position Description

Person Specification

	Essential	Preferred
Qualification	<ul style="list-style-type: none"> • Holding postgraduate qualifications in Occupational Medicine • Being vocationally registered with Medical Council of New Zealand as an Occupational Physician 	
Experience	<ul style="list-style-type: none"> • Minimum of 5 years' experience in occupational health management, either before or following vocational registration • Broad, general medicine experience. • Demonstrated interest and commitment in developing skills and knowledge in occupational medicine and occupational health 	<ul style="list-style-type: none"> • Experience in occupational health within the healthcare sector • Experience in fields of musculo-skeletal medicine
Skills/Knowledge/Behaviour	<ul style="list-style-type: none"> • Broad general medicine knowledge including sound diagnostic skills • Demonstrated evidence-based approach to clinical and advisory practice • High standard of written and verbal communication, including proven report-writing skills • Willingness to work with computer-based documentation and communication • Able to work as an integral member of a multidisciplinary team • Able to maintain good professional relationships and be respectful of other team members' skills • Demonstrated ability to work flexibly in a constantly changing and challenging environment 	<ul style="list-style-type: none"> • Developed skills/ knowledge in occupational health competencies • Competent with computer-based documentation and communication. • Oral presentation skills. • Group facilitation skills.
Specific requirements of position	<ul style="list-style-type: none"> • Calm and professional manner • Ethical approach to all communications • Willingness to work within a team environment • Interest in quality improvements • Motivation for continued learning • Desire to contribute to supporting overall core business of a large public healthcare organization 	<ul style="list-style-type: none"> • Proven ability to work in a team environment. • Evidence of quality initiatives.