



POSITION DESCRIPTION

POSITION:	Kaitohutohu Ngaio – Rata Medical Adviser	
REPORTS TO:	Manukura Tuarua Deputy Chief Executive, with key working relationships with Manukura Chief Executive, Pouroki Registrar, Pouroki Tuarua Deputy Registrar, and Ranga Whakahaere Senior Leadership Team.	
DATE AGREED:	February 2024	
JOB PURPOSE	<p>Te Kaunihera Rata O Aotearoa The Medical Council of New Zealand (Council) is responsible for protecting the health and safety of the public by ensuring doctors are qualified, competent, and fit to practise.</p> <p>The Medical Adviser plays a critical role in achieving Council's purpose by:</p> <ul style="list-style-type: none">a) contributing guidance and leadership based on professional understanding and knowledge to the development and implementation of strategic, policy and educational initiatives; andb) providing clinical expertise and input to support and enable effective decision making around specific issues of registration, competence, conduct, and health.	
LIMITATIONS ON AUTHORITY	<p>Subject to delegation by CEO, within Council policies.</p> <p>All expenditures to be within approved budget unless prior approval given by the CEO.</p> <p>Compliance with relevant legislation and with Council policies.</p> <p>The position is subject to a non-disclosure agreement relating to confidential information.</p>	
FUNCTIONAL RELATIONSHIPS	Internal <ul style="list-style-type: none">• CEO• Deputy CEO• Registrars• Senior Leadership Team• Policy Working Group• Team Leaders and staff• Notifications Triage Team member	External <ul style="list-style-type: none">• Key sector agencies• Related regulators• External legal advisers• Education supervisors• NZREX examiners

AREAS OF ACCOUNTABILITY

Strategy and policy

Provides clinical knowledge and professional understanding and leadership to the development and implementation of:

- strategic, policy and educational initiatives
- Council's statements and standards for the profession
- presentations to key stakeholders.

Advice

Provide professional leadership, guidance and advice across the breadth of Council responsibilities, including:

- Advise on the suitability of clinical attachments for interns, in line with the Council's accreditation standards.
- Provide clinical input into the assessment and management of notifications and implementation of decisions regarding competence and conduct concerns.
- Provide advice, support, and critique for assessors, lay members and doctors on medical issues as required.
- Lead the oversight and development of the NZREX clinical exam in partnership with the Education Manager and other Medical Adviser/s.
- Advise on the details of education programmes for doctors (including supervisors) who have been reviewed, in conjunction with the Professional Standards team.
- Advise registration team on:
 - risks regarding disclosures of doctors applying for registration
 - relevance of doctor's qualifications, training, and experience to work in New Zealand
 - vocational practice assessment matters including suitability of assessors, attendance at pre-VPA meetings, and review of VPA reports.
- Advise health team on any risks to public health and safety of any doctor with a health issue.
- Attend Council meetings and provide advice as required.
- Advise the Registrars on the exercise of delegations.
- Provide clinical input on assessing risk to the public.

Relationships management (internal and external)

Develop and maintain effective relationships that foster mutual respect, trust and confidence with key stakeholders.

Compliance

Monitoring compliance with any restrictions imposed on a doctor's practise of medicine and providing advice to staff about compliance.

Commitment to Te Tiriti o Waitangi

- Incorporate the principles of Te Tiriti o Waitangi in regulatory work.
- Develop enduring relationships with Māori.
- Actively contribute to the Council culture that values Māori as partners in regulatory work.
- Demonstrate tikanga, cultural safety, and the appropriate use of te reo Māori.

Other duties as reasonably required.

QUALIFICATIONS

Vocationally registered medical practitioner with current APC.

KNOWLEDGE, SKILLS & EXPERIENCE

- Substantial, proven experience as a medical practitioner and currently practising clinical medicine.
- Demonstrated senior experience in professional practice, including advanced clinical decision making, training and supervision, and management/oversight of health practitioners in a clinical setting.
- Experience in medical education and assessment.
- Knowledge of College maintenance of professional standards and continuing professional development programmes.
- Demonstrated leadership skills.
- Politically and intellectually acute, with a forward-thinking and strategic approach.
- Advanced communication skills (written and verbal)
- Proven excellence in judgement and decision-making, analysis and development of policy advice.
- Research skills are an advantage.
- Demonstrated ability to effectively prioritise, plan, organise and follow administrative processes.
- Proven commitment to quality service and continuous improvement.
- Demonstrated ability to work effectively and collaboratively, and build and maintain the respect of others within and external to Council.
- Demonstrated ability to work constructively and professionally within an office structure and with staff at all levels.