

Role Description

Position Title: Medical Specialist
Location: Nelson Tasman Hospice
Date: December 2025
Reporting to: Medical Director

Position Objectives

The Medical Specialist provides high-quality, compassionate, and equitable palliative care to patients and their whānau as part of an interdisciplinary team. Working closely with the Medical Director and other team members, the role ensures that care aligns with our vision of patient and whānau-centred, sustainable palliative care. The Medical Specialist contributes clinical expertise to support best practice across the organisation, while establishing and maintaining effective relationships with key clinical stakeholders, including Te Whatu Ora and primary care clinicians, to ensure continuity and quality of care. In addition, the role participates in organisational initiatives that enhance clinical service delivery and aligns with the Nelson Tasman Hospice Strategic Plan.

Key Accountabilities

Accountability	Expected Results
Clinical Responsibilities	<ul style="list-style-type: none"> • Provide consultant-level, patient- and whānau-centered specialist palliative care across all Nelson Tasman Hospice services (Community, Specialist Palliative Care Unit, Hospital In-Reach, Aged Residential Care), with accountability for complex clinical decision-making, risk management, and quality of care, as evidenced through comprehensive and regularly reviewed specialist care plans. • Lead and facilitate advanced, values-based advance care planning and goals-of-care discussions with patients and their whānau, in partnership with the interdisciplinary team (IDT), particularly in situations of clinical uncertainty, complexity, conflict, or ethical challenge. • Demonstrate and role-model high-level professional communication, compassion, and cultural humility, including open, transparent, and timely communication with patients, whānau, and colleagues, particularly in relation to prognosis, treatment limitations, end-of-life decision-making, and uncertainty. • Apply advanced specialist expertise in palliative medicine to the assessment and management of complex, refractory, and multi-dimensional symptoms, integrating physical, psychosocial, spiritual, and cultural domains, and partnering with patients and whānau in shared decision-making.

	<ul style="list-style-type: none"> • Provide clinical leadership within the interdisciplinary team, fostering collaborative practice, mutual respect, and effective role utilisation, and supporting team members to deliver coordinated, high-quality palliative care. • Attend and actively lead or contribute to interdisciplinary team meetings, guiding comprehensive assessment, formulation, implementation, and ongoing evaluation of individualised plans of care, and ensuring clinical governance standards are upheld. • Provide direct clinical supervision, teaching, and professional development for the rotating Hospice House Officer and other medical trainees, including oversight of clinical practice, feedback, and support for safe and effective care delivery. • Deliver specialist consultation, advice, and education to General Practitioners, hospital clinicians, District Nurses, and other primary palliative care providers, contributing to shared-care models, capacity building, and the integration of palliative care across health settings. • Embed and demonstrate Te Tiriti o Waitangi principles in clinical practice by upholding partnership, participation, and protection, and by practicing culturally safe, equitable, and responsive care for Māori and for all people from diverse cultural backgrounds. • Demonstrate educational leadership in clinical teaching, mentoring, and case-based learning, and by contributing to the ongoing development of palliative care knowledge, skills, and practice within the organisation and wider health system. • Provide medical oversight and prioritisation of community referrals to ensure appropriate and timely access to specialist palliative care services. • Oversee the appropriateness of the level of service required according to patient need. • Use telehealth for virtual consultations when appropriate.
Clinical Documentation	<ul style="list-style-type: none"> • Complete all clinical documentation in a timely, accurate, and comprehensive manner, ensuring clear communication of assessment, clinical reasoning, and plans of care. • Maintain strict confidentiality of patient, staff, volunteer, and organisational information in accordance with the Privacy Act 2020, the Health Information Privacy Code 2020, and Nelson Tasman Hospice policies. • Ensure documentation meets all organisational, contractual, and legislative requirements, including appropriate access, disclosure, retention, and secure storage of health information.

Education, Quality, and Continuous Improvement	<ul style="list-style-type: none"> • Contribute to and promote a culture of continuous quality improvement, supporting the development and maintenance of quality systems, standards of practice, and compliance with HDSS and contractual requirements. • Participate in clinical audit, quality improvement initiatives, and service evaluation in collaboration with the Quality Improvement Team. • Contribute to the design and delivery of education and training, including internal education programmes and external teaching for primary and secondary care providers. • Support interdisciplinary education and contribute to the training of General Practitioners, medical students, and other learners as required. • Identify and maintain own professional development needs, participate in compulsory and role-related education, and model lifelong learning.
Personal Professional Development	<ul style="list-style-type: none"> • Participate in regular clinical supervision and reflective practice. • Maintain a valid Annual Practising Certificate with the Medical Council of New Zealand and meet vocational registration requirements. • Participate fully in the RACP MyCPD programme (or approved equivalent), demonstrating ongoing competence and professional development in palliative medicine.
Any other reasonable duties	<ul style="list-style-type: none"> • Any other reasonable duties as required to support a happy, safe and high performing work environment • Meet employee obligations in accordance with Appendix 1

Important Working Relationships

Internal

- Medical Director
- Medical Team (Senior/Hospice Medical Officers and Nurse Practitioners).
- Clinical Services Director
- Clinical Lead – Palliative Care
- Registered Nurses
- Health Care Assistants
- Allied Health Team
- Hospice Education Team
- People Capability and Wellbeing team, including Volunteer Programme team
- Finance and Payroll team
- Facilities Team
- Supporter Engagement and Income Development Team
- Chief Executive

External

- On-Call Doctors & locums
- Pharmacists
- General Practitioners
- Hospital Clinicians
- District Nurses
- Oncology Nurses
- House Officers/Junior Doctors
- Māori and Pasifika Health Providers
- Aged Residential Care
- Community Support Agencies
- Professional Organisations (RACP, MCNZ, ANZSPM)

Qualifications/Experience

- Hold vocational registration with the Medical Council of New Zealand as a Palliative Medicine Specialist, or hold vocational registration in a closely related specialty, with demonstrated experience, competence, and scope of practice consistent with specialist palliative medicine.
- Overseas-trained specialists may be considered where qualifications, training, and experience are assessed by the Medical Council of New Zealand as equivalent or eligible for vocational or special purpose registration, and where the practitioner is able to meet MCNZ requirements for safe and effective practice in Aotearoa New Zealand.
- Be currently enrolled and actively participating in the Royal Australasian College of Physicians (RACP) MyCPD programme, or an approved equivalent continuing professional development programme of a relevant medical college, in accordance with MCNZ recertification requirements.

Skills & Personal Attributes

- Demonstrate and role-model a comprehensive understanding of, and commitment to, the philosophy and principles of specialist palliative care.
- Recognise and actively promote palliative care as an interdisciplinary, team-based health service, valuing the contributions of all disciplines and working collaboratively to achieve optimal patient and whānau outcomes.
- Demonstrate a strong aptitude for and commitment to education, teaching, and continuous quality improvement, including reflective practice and service development.
- Maintain a well-developed awareness of personal scope of practice, clinical limitations, and professional boundaries, seeking advice or collaboration as appropriate to ensure safe and effective care.
- Apply sound clinical judgement, critical thinking, and decision-making skills in the management of complex and diverse medical conditions, maintaining high standards of clinical proficiency.
- Demonstrate a clear understanding of professional accountability and role clarity, including respect for the roles and responsibilities of other team members.
- Show a demonstrated commitment to Nelson Tasman Hospice values and to giving effect to Te Tiriti o Waitangi in end-of-life care through culturally safe, equitable, and responsive practice.
- Exhibit resilience, flexibility, and adaptability in managing unpredictable clinical demands, competing priorities, and a dynamic work environment.
- Maintain competence in the use of clinical information systems and digital tools, including Microsoft applications and patient management systems to support safe, efficient, and high-quality care.

Our Values – The Things We Care About

An Open Organisation	We are each transparent and honest in our communication
Act with Heart and Balance	Our culture fosters empathy and balance in our work and decision making; we address challenges through the issue not the individual
Work as a Team and Remember the Person	We never forget the importance of people and team connection and collaboration
Be the Change You Seek	We take the initiative to create positive behaviour and change within and for the organisation

APPENDIX 1

General Responsibilities of an Employee of Nelson Tasman Region Hospice Trust

The following responsibilities are shared by all Nelson Tasman Hospice staff – please read this section carefully as it contains important information that applies to your role every day.

General Responsibilities	
Accountability	What's Expected of You
Professional Standards	<ul style="list-style-type: none"> • Maintain any qualifications, including registrations and practicing certificates, required for legal and safe practice. • Keep yourself up to date on knowledge, best practices and legislation relating to your work. • Make a personal contribution towards effective and efficient working relationships within your team and with other NTRHT / NMDHB departments. • Ensure you carry out your work in a way that is customer-focused and meets professional standards. • In conjunction with your manager, identify your own training needs and plan to meet these needs. • Manage your own time and prioritise your work effectively.
Legislation and Company Policies	<ul style="list-style-type: none"> • Be familiar with and adhere to: <ul style="list-style-type: none"> • all relevant acts and regulations • all organisational policies and procedures, including the Code of Conduct
Risk Management	<ul style="list-style-type: none"> • Support and promote actions and initiatives in your work area which enable risks to be identified and eliminated or reduced. • Be especially aware of those risks which have high cost or safety implications. • Complete an accident/incident report for any accident, incident or near miss which has taken place at work. • Respond to complaints according to appropriate policies.
Health, Safety and Wellbeing	<ul style="list-style-type: none"> • Carry out your work in a healthy and safe manner. • Encourage and assist others to work in the same way. • Report and rectify any unsafe workplace conditions/practices. • Complete an event report for any accident, incident, or near miss that has taken place at work, ensuring, in the case of injury, that your supervisor or manager is notified within 24 hours. • Co-operate with, support and promote health and safety policies and procedures and initiatives in the workplace. • Read and understand the health and safety policies and procedures, any relevant chemical information, and emergency plans. • Keep your knowledge of identified hazards and risks up to date.

General Responsibilities	
Accountability	What's Expected of You
Confidentiality	<ul style="list-style-type: none"> Adhere to the Privacy Act 2020 and the Health Information Privacy Code 2020 regarding the non-disclosure of information. Strict confidentiality of patient, volunteer applicant, and employee information is always maintained.
Treaty of Waitangi	<ul style="list-style-type: none"> Nelson Tasman Region Hospice Trust 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.

I confirm that I have read and understood this Role Description in full. If I have any questions as to its content or what is expected of me in future I will seek guidance from my Manager.

Employee Name (please print)	
Employee Signature	
Date of Signing	