

Doctor



Ruapehu Alpine Lifts Position Description

Business Area:	Medical Centre
Location:	Whakapapa or Turoa Ski Area
Position Term:	June through October
Reports to:	Clinical Director
Date:	September 2015

Position Purpose

To provide an exceptional level of front line medical care on Mount Ruapehu as well as assist in the planning and documentation of the Mount Ruapehu Medical Centre Services, with particular regard to meeting audit standards.

Key Relationships

Internal:

- Practice Manager
- Safety Services Team
- General Manager
- Department Team Leaders, Supervisors and other staff

External:

- Ski Area Customers

Key Accountabilities

Operational

- Deliver acute medical care in accordance with the Turoa and Whakapapa Accident and Medical Clinic Manuals.
- Assist with the provision of medical facilities in keeping with stated company goals.
- Assist with the medical training of Safety Services staff.
- Perform any duties as requested by the Practice Manager and/or Clinical Director as required to enhance the performance of the company and assist in achieving company goals.
- Actively foster a service-focused culture within the company.
- Maintain safe, clean and tidy work areas.
- Actively seek new methods and suggestions to improve the efficiency of the operation.
- Attend and participate in weekly staff meetings and any scheduled full departmental or company staff meetings.

Health & Safety and Compliance

- Perform all duties in a safe and efficient manner.
- Assist in carrying out annual review of the Hazard ID Register for the department and ensure new hazards are identified and actioned as required.
- Assist in investigating workplace accidents within the department.
- Ensure all company policies and procedures are implemented within the department and adhered to by all staff, and appropriate action is taken if policies are breached.
- Maintain a neat, tidy and professional appearance at all times, in compliance with the RAL Uniform and Appearance Policy.
- Adhere to all company policies and procedures as applicable.

Communication

- Internal: Ensure a high level of communication with the Clinical Director and Practice Manager , Ski Area Leadership Team, and all Ski Area employees.
- External: Ensure external parties are communicated with and kept up to date with information. Maintain a high level of communication with all other relevant external parties.

Other Duties

- Carry out projects as requested by the Clinical Director and Practice Manager and perform any other duties required to enhance the performance of the company and assist in achieving company goals.

Qualifications, Attributes, and Experience

Skills and Knowledge

- Knowledge of the New Zealand health system, particularly ACC
- Computer literate.
- Skilled in developing and maintaining customer relationships.
- Ability to apply appropriate interpersonal styles within a team.
- Ability to share technical information with other technical or non-technical people in a manner that is quickly understandable.
- Able to provide evidence of Hepatitis B vaccination, we require laboratory evidence of immunity (antibody > than 10mlu/ml)
- Suturing and casting experience is also advantageous.

Personal Qualities

- Commitment to a strong customer service ethic.
- High level of accuracy.
- Punctual and reliable.
- High energy levels.
- A quick response to requests, ideas and suggestions in a non-defensive way.
- A tolerance for uncertain market and weather conditions.
- Flexible approach to work schedules, customer needs and the strategic direction of the organisation.
- Tactfulness and helpfulness in dealing with others.
- Effective negotiation skills.
- Builds effective working relationships with a wide range of people.

Work Experience and Qualifications

- Preferred Qualifications;
Must have two years post-grad experience, with Accident and Emergency mandatory, (Orthopaedic, General Practice and Anaesthetic experience valued).
- Current annual practising certificate held
- Current medical indemnity insurance held