



Permanent Senior Medical Appointments Procedure

Procedure Number
WCDHB-HR-0004

Version Nos:
7

1. Purpose

West Coast District Health Board (WCDHB) will ensure the provision of professional medical services by employing suitably qualified and experienced senior medical staff.

2. Application

This Procedure is to be followed by all staff throughout WCDHB.

3. Definitions

There are no definitions associated with this Procedure.

4. Responsibilities

For the purposes of this Procedure:

the relevant *General / Senior Manager* is required to:

- review position requirements;
- update position description;
- notify Human Resources Department

the *Human Resources Department* is required to:

- place advertisement;
- receive applications for position;
- liaise with short-listed candidates.
- Prepare appropriate remuneration package in consultation with the GM Operations and the relevant General Manager
- Prepare appointment letters and associated documentation

the *Medical Appointments Committee* is required to:

- meet to consider the applications;
- short list applicants for interview;
- interview applicants and undertake reference checks;
- provide the relevant General Manager with a recommendation for appointment
- provide the General Manager with a salary recommendation in line with relevant employment agreement/s and internal/external parity considerations;
- notify the Human Resources Department of their decision.

5. Resources Required

the *Medical Appointments Committee* is made up of:

- Chief Medical Advisor
- General Manager – Secondary Services
- Relevant General/Senior Managers
- Human Resources Manager
- Appropriate Independent/external Senior Clinician (where possible)



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6. Process

- 1.00 If a vacancy occurs through the retirement or resignation of a senior medical staff member, or the relevant General / senior manager is seeking additional staffing resource, they must first prepare clear documentation showing the requirement for the position, the source and quality of funding for the position as per the WCDHB Recruitment and Selection process.
- 1.01 A position description, including key responsibilities, performance measures and person specifications will be drawn up by the General / senior manager in consultation with the senior medical appointments committee and the Human Resources Department.
- 1.02 The position description (and other documentation) will be forwarded to the Human Resources Department, who will be responsible for arranging the advertising of the vacancy.
- 1.03 The WCDHB Senior Medical Appointments Committee will convene once the closing date for applications has passed. It is the responsibility of the relevant General/Senior Manager to convene this meeting.
- 1.04 The WCDHB Senior Medical Appointments Committee will consider all applications and draw up a short list of candidates who are to be interviewed by the committee after confirmation that the candidate is able to satisfy the Medical Council's general medical registration requirements. This list is to be forwarded to the Human Resource Department who are responsible for liaising with the candidates and making the necessary arrangements for the interviews.
- 1.05 The WCDHB Senior Medical Appointments Committee will interview all the short listed candidates and undertake reference checks. However, if a candidate is an overseas applicant, an agent may be recruited to act on the Committee's behalf. Alternatively, a telephone and or videoconference interview may be held.
- 1.06 The WCDHB Senior Medical Appointments Committee is to provide a written recommendation on the most suitable candidate (based on the candidate's personal qualities, professional qualifications and training) for appointment to the relevant General Manager who will make the final decision.
- 1.07 The successful candidate will be contacted and employed as per the requirements of the WCDHB Recruitment and Selection Procedure. A verbal offer of employment can be made by the relevant General Manager subject to the applicant demonstrating that they are eligible to work, are registered and that their scope of practice enables them to undertake the duties of the position as per the NZ Medical Councils requirements. Also, an appointment may be subject to security and health check results.
- 1.08 A written offer including terms and conditions is then sent to the leading contender and they have up to five working days to consider the offer.
- 1.09 In the case of Locum appointments of up to three months in duration, the same procedure should be followed but a smaller Senior Medical Appointments Committee could be formed.

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7. Precautions And Considerations

- WCDHB Medical Appointments Committee is responsible for selecting the most suitable candidate.
- All required documentation must first be completed prior to the placing of advertisements for the vacancy.

8. References

There are no references associated with this Procedure.

9. Related Documents

WCDHB Staff Selection & Recruitment Procedure

Revision History	Version:	7
	Developed By:	Corporate Services: HR
	Authorised By:	Chief Executive Officer
	Date Authorised:	January 1996
	Date Last Reviewed:	June 2010
	Date Of Next Review:	June 2012