



WAIRARAPA DISTRICT HEALTH BOARD
Terms & Conditions for Senior Medical Staff

CONSULTANT GENERAL SURGEONS

VACANCY REF # 4748888

GENERAL

Applications are invited for the above position which will be based at Wairarapa Hospital. The Wairarapa District Health Board has the role of planning and funding in addition to providing hospital and health services. Wairarapa District Health Board employs approximately 650 staff and manages \$162 million of Health Services funding.

JOB DESCRIPTION

As attached.

HOURS OF WORK

These are permanent full or part time positions, working 64-80 hours (0.8FTE-1.0FTE) with an on call requirement of 1 in 3. Actual hours will be agreed with the successful applicants. Applicants must be eligible for Vocational registration with the New Zealand Medical Council.

AGREEMENT COVERAGE

This position comes under the coverage of the New Zealand District Health Boards Senior Medical and Dental Officers Collective Agreement 2017-2020.

SALARY

An attractive remuneration package will be negotiated with the successful applicant. Commencing salary will depend on qualifications and experience.

LEAVE

Leave shall be in accordance with the Holidays Act 2003, the New Zealand District Health Boards Senior Medical and Dental Officers Collective Agreement 2017-2020 and Wairarapa District Health Boards Leave Policy.

RESERVE

The Chief Executive reserves the right to negotiate changes to the conditions of appointment and job description as set out as circumstances may require.

TENURE

This appointment may be terminated by three months' notice in writing by either party. It is subject to immediate dismissal or suspension for serious misconduct or culpable neglect of duties

NATURE OF APPOINTMENT

This appointment is governed by the conditions contained in this schedule, Wairarapa District Health Board policies and appropriate legislation. Acceptance of this position will be deemed to imply acceptance of all the various terms and conditions listed.

SMOKEFREE POLICY

The appointee must observe Wairarapa District Health Board's policy on no smoking on the Wairarapa District Health Board's premises and in their vehicles.

TREATY OF WAITANGI AND EEO PRACTICES

The appointee will be expected to incorporate the principles of the Treaty of Waitangi in their working practices. Wairarapa District Health Board practices an equal opportunity programme.

MEDICAL EXAMINATION

The appointee may be required to undertake a medical examination, the appointment being dependent on a favourable report.

INDEMNITY INSURANCE

The appointee must take out and keep in force an indemnity insurance policy.

TRAVEL EXPENSES

Assistance with removal expenses related to personal effects may be available. A bonding arrangement will then apply.

POLICE CHECK

The appointee will be required to complete a Police Vetting Service Request and Consent Form. The Wairarapa District Health Board reserves the right to withdraw any offer to the appointee, or if the appointee has commenced work terminate employment, if any adverse information arises out of this check.

APPLICATIONS

To apply for this role, please visit www.wairarapadhbjobs.co.nz where you can also obtain a copy of the job description for this role.

Referees reports obtained or provided are subject to Section 27(1) of the Official Information Act 1982 and Section 29(1)(b) of the Privacy Act 1993 and shall not be released or their contents disclosed to the applicant or to any person not directly involved in Wairarapa District Health Board's appointment and review procedures.

CLOSING DATE: OPEN (until successful applicants are appointed)

For further information please contact Kieran McCann, Executive Leader Operations on (021) 181-9980 or email kieran.mccann@wairarapa.dhb.org.nz



Position Description
CONSULTANT GENERAL SURGEON

Reports to	Executive Leader Operations
Location	Wairarapa Hospital, Te Ore Ore Road, Masterton
Vision	Well Wairarapa – Better health for all Wairarapa ora – Hauora pai mo te katoa
Mission and Values	<p>The Wairarapa DHB is committed to improving, promoting and protecting the health status of the people of the Wairarapa and the independent living of those with disabilities. The values that underpin our mission and vision are:</p> <p>Respect – Whakamana Tangata <i>According respect, courtesy and support to all</i></p> <p>Integrity – Mana Tu <i>Being inclusive, open, honest and ethical</i></p> <p>Self Determination – Rangatiratanga <i>Determining and taking responsibility for one actions</i></p> <p>Co-operation – Whakawhanaungatanga <i>Working collaboratively with other individuals and organisations</i></p> <p>Excellence – Taumatatanga <i>Striving for the highest standards in all that we do</i></p>
Treaty of Waitangi	Wairarapa DHB is committed to the principles of the Treaty of Waitangi, particularly those of partnership, participation and protective protection, and recognises Tikanga Maori values as being the key to Maori outcomes that are appropriate, accessible and affordable. There is an expectation that the principles will be applied in a measured and reasonable manner.

Position Overview

Primary Function of Position	<ul style="list-style-type: none">To provide a high standard of clinical practice and clinical expertise, contributing to the provision of efficient and effective surgical services to the community and region served by the Wairarapa District Health Board.
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	<ul style="list-style-type: none"> • To provide clinical advice and guidance to associated health professionals and health managers on matters of professional standards of practice. • To provide supervision and instruction for Resident Medical Officers.
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Key Relationships

Executive Leader Operations	On-going interaction on strategic, operational, patient issues which are imperative for provision of a quality Hospital Service and strategic planning.
Chief Medical Officer	On-going interaction on strategic, patient and professional issues which are imperative for provision of a quality Hospital Service and strategic planning. Professional, career development, training and clinical accountabilities.
Clinicians, Managers & Other Clinical Staff	Develop a close team relationship with other clinicians, managers and nursing staff to ensure a highly coordinated, organisational approach to 24 hour service provision.
Resident Medical Officers	Supervise and facilitate a learning environment for junior medical staff.
Patients	Provide a quality anaesthetic service complying with patient's rights in relation to medical recommendations, treatments, and communication under the Code of Health and Disability Services Consumer Rights, Privacy Act and Human Rights Act.
Other Support Services	Support Services including (but not limited to) SMO/RMO Unit, Quality & Risk, Health Records and Human Resources.

Accountabilities

KEY RESULT AREAS	EXPECTED OUTCOMES
CLINICAL	The appointed surgeon will:
a) Delivery of professional care	<ul style="list-style-type: none"> • Comply with patients rights under the Code of Health and Disability Commissioner "Code of Rights", the Privacy Act and Human Rights Act. • Maintain a high standard of professional care in accordance with the New Zealand Medical Association Code of Ethics, college guidelines,

	<p>legislative requirements and DHB policies and protocols.</p> <ul style="list-style-type: none"> • Assume clinical and professional responsibility for patients under his/her care. • Conduct outpatient clinics, ward rounds, operating sessions and other duties in accordance with an agreed schedule. The allocated time should be used efficiently and effectively towards achieving the goals of the DHBs. Any changes in the agreed schedule must be in consultation and with the endorsement of the Executive Leader. • Become involved in the development of Clinical Care Pathways, and Care Planning and encourage their use in the multi disciplinary management of patients. • Annual aggregate targets for general surgery may be determined by funding arrangements. The surgeon and the management team will work together to meet these targets. This will be achieved through the clinics and operating theatre as specified in the attached schedule. • Collect data for and be involved in the process of surgical audit. Critical discussion of all aspects of clinical care will take place in an environment of peer review. • Manage the booking system as required by the DHB. • See and advise promptly on patients referred for specialist surgical opinion. • Deliver care in a sensitive manner, taking into account ethnic and other interests, together with recognition of patient rights. • Become involved in clinical audit and the development of clinical care pathways, protocol and guidelines. • Respect and participate in the complaints and incident monitoring procedures as required by the DHB. • Be aware of the Customer Satisfaction survey and the questions patients are asked and should aim for excellent results in these surveys. • Be able to perform Colonoscopy procedures, as this is an integral part of the role • Comply with patients rights under the Code of Health and Disability Commissioner “Code of Rights”, the Privacy Act and Human Rights Act. • Maintain a high standard of professional care in accordance with the New Zealand Medical Association Code of Ethics, college guidelines,
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	<p>legislative requirements and DHB policies and protocols.</p> <ul style="list-style-type: none"> • SMOs participate in relevant cancer MDMs as required.
b) Provision of acute specialist care for general surgery	<ul style="list-style-type: none"> • Participate in the roster providing 24-hour cover for general surgery. The surgeon shall also be available for the immediate consultation and care of acute orthopaedic patients when the orthopaedic surgeon is not on call. • When “on call” the appointee will be available for immediate consultation and attend to patients requiring care urgently. • Carry a hospital cellphone and respond appropriately. • The appointee will confirm to the “on call” policy.
c) Patient information and informed consent	<ul style="list-style-type: none"> • Ensure that patients and their caregivers where appropriate, are given a full explanation of all procedures and treatments. • Discuss with and ensure that informed consent is obtained from patients under their care who are due to undergo any operation, test or procedure in accordance with the DHB relevant “Informed Consent” policy.
d) Health Promotion and Disease Prevention	<ul style="list-style-type: none"> • Advise patients about the advantages of healthy lifestyles and specific measures that may prevent recurrences of ill health. • Participate in health promotion awareness campaigns relevant to his specialty and the DHBs goals. • Respond to and fulfill the needs of community groups requiring information concerning the specialist’s area of expertise and interest.
e) Staff and patient relations	<ul style="list-style-type: none"> • Maintain effective professional interpersonal relationships with multi disciplinary staff, patients and relatives/whanau. • Handle problems and complaints sensitively and constructively and in a timely manner in accordance with the DHB policy. • Work in a professional multi disciplinary environment to provide excellent patient care. • Will help and support both junior medical staff as well as nursing and allied health. • Will work in an MDT environment valuing the input that other health professionals bring to patient care.
TEACHING In-service education of Resident Medical Officers and other groups including nursing and allied health	<ul style="list-style-type: none"> • Provide clinical supervision and teaching for resident medical officers and students who are employed by the DHB.

	<ul style="list-style-type: none"> • Meet the needs of resident medical officers in assisting them to reach their training and examination requirements. He/she will provide in-service education for other staff, assisting with the identification of learning needs. • Provide feedback on performance to each resident medical officer working under his/her guidance and complete three-monthly reports.
<p>MANAGEMENT/ADMINISTRATION Utilisation of resources</p>	<ul style="list-style-type: none"> • Help in allocating resources for effective patient care within the DHB in accordance with best practices guidelines. • Participate in monitoring resource allocation and decision making at service level. • Provide reports and information as requested and partake in discussions with the appropriate managers. • Allow the DHB to fulfill its contract with the Clinical Training Agency, now HWNZ, and meet its obligations to the Medical Council of New Zealand.
<p>Maintenance of adequate records and reports to referring Doctors</p>	<ul style="list-style-type: none"> • Keep comprehensive, accurate and up to date medical records in keeping with NZCHS standards, for all patients under their care. • Ensure that information is available in a timely manner in order that discharge letters may be dispatched promptly. • Participate in the collection and collation of data for surgical audit and peer review.
<p>PERSONAL EDUCATION AND RESEARCH Knowledge and practice updated and maintained</p>	<ul style="list-style-type: none"> • Participate in clinical credentialing requirements led by the Executive Leader, CMO and/or Clinical Directors. • Demonstrate evidence of continuing self education through; attendance at relevant courses, seminars, and conferences; reading relevant literature, involvement in Journal Club, teaching the junior staff and involvement in hospital meetings. • Utilise appropriately annual entitlement of Continuing Medical Education Leave. • Attend and participate in regional post-graduate medical education activities at regional peer review meetings at least monthly. • Attend and participate in weekly department audit/peer review activities, including morbidity/mortality reports. • Co-operate in the resolution of any accidents. • Participate in appropriate re-certification programmes. • Maintain a current annual practicing

	<p>certificate.</p> <ul style="list-style-type: none"> • SMOs utilise MDM attendance to meet the requirements of peer review or professional development as informed by specialty colleges.
Research and quality improvement activity	<ul style="list-style-type: none"> • Projects are approved by the Ethics Committee, ethical guidelines are followed and research is published or presented.
QUALITY ASSURANCE / PEER REVIEW Participation in quality assurance programmes	<ul style="list-style-type: none"> • Participate in quality improvement activities and initiatives. • Attend and participate in weekly audit/peer review activities. There will be involvement in meetings and documentation for Morbidity/Mortality reports, teaching sessions and grand ward rounds. • The quality of written records meets specified standards. • Do all they can to ensure that: <ul style="list-style-type: none"> ➢ Patient satisfaction is positive. ➢ Peer review is favourable.
Participation in annual performance review	<ul style="list-style-type: none"> • Meet regularly with the Executive Leader and CMO to discuss performance and professional /personal development. • Role-related duties are undertaken as agreed with the Executive Leader and CMO.
Quality, Safety and Risk	<ul style="list-style-type: none"> • Ensures all staff/colleagues maintain adequate safety standards on the job through consultation, training and supervision. • Ensures own and others safety at all times. • Complies with policies, procedures and safe systems of work. • Reports all incidents/accidents, including near misses, in a timely fashion. • Is involved in health and safety through participation and consultation. • Actively participates in the hazard management and identification process. • Escalates Risk as per the Risk Management Policy. • Demonstrates the values of the DHB in their work.
To Act within legal boundaries and the DHBs policies	<ul style="list-style-type: none"> • In accordance with the Health Practitioners' Competence Assurance Act 2003 your appointment is subject to you demonstrating that you are registered with the Medical Council of New Zealand and that your scope of practice enables you to undertake the duties of the position to which you have been appointed. • Inform your Manager immediately upon notification from your registering body that your scope of practice has changed or of the

	<p>suspension, cancellation or imposition of any conditions on your registration.</p> <ul style="list-style-type: none"> • Ensure that all records are maintained accurately and in accordance with legislation and the DHB. • Provide appropriate information in accordance with the Privacy Act and other relevant legislation and the DHBs policy. • Through practice and performance demonstrate knowledge and application of the principles of the Treaty of Waitangi. • Familiarise self with the requirements of the Approved Code of Practice for the Safe Use of Visual Display Units.
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Person Specification

Education and Qualifications	<p>Essential</p> <ul style="list-style-type: none"> • The appointee will be registered as a Medical Practitioner with the Medical Council of New Zealand or eligible for registration with the Medical Council to enable them to practice medicine within New Zealand. • The employee will hold a higher qualification appropriate to the practice of General Surgery, which must be recognised by the Medical Council of New Zealand for vocational or special scope registration as a General Surgeon.
Experience	<p>Essential</p> <ul style="list-style-type: none"> • Have at least two years Postgraduate general surgery specialty experience as well as demonstrated colonoscopy skills. • Have the ability to develop and work to guidelines for practice both with a team of specialists or alone as required by the roster. • Demonstrate a commitment to auditing standards of practice. • Demonstrate knowledge of modern skills and techniques within general surgery. • Have demonstrated a high standard of clinical care, management and time management skills. • Be committed to continually updating their skills, treatment methods and education. • Have demonstrated teaching skills in respect of junior medical staff, other staff, patients and their families. • Demonstrate the ability to work effectively within a service and organization committed to Continuous Quality Improvement.

	<ul style="list-style-type: none"> • Demonstrate an understanding of the principles of the Treaty of Waitangi and discuss his/her ability to put these into practice in caring for patients. This understanding can be demonstrated by a commitment to comply with service cultural competencies. • Demonstrate an understanding of the need to identify child / partner / family abuse situations and a willingness to work within local guidelines developed to address this problem.
Skills and Competencies	<ul style="list-style-type: none"> • A positive, innovative flexible attitude. • Excellent interpersonal and communication skills promoting good working relationships at all staff levels and safe, effective professional transactions with patients and their families. • An awareness of and sensitivity to cultural and creed differences. • Ability to respond immediately to telephone call and to attend for an emergency as soon as possible on an after hours roster (currently 1:3).

Performance Development Review

An initial review of performance will be conducted after three months, with an annual performance development planning session annually thereafter. This is in the context of regular discussions and a 'no surprises' annual review.

Acceptance

Acceptance of the position implies acceptance of the position description.

Position Title	Consultant General Surgeon
Signature of Employee	
Date	