



WAIRARAPA DISTRICT HEALTH BOARD
Terms & Conditions for Senior Medical Staff

CONSULTANT ORTHOPAEDIC SURGEON

VACANCY REF # 4751330

GENERAL

Applications are invited for the above position which will be based at Wairarapa Hospital. Wairarapa District Health Board employs approximately 650 staff and manages \$162 million of Health Services funding.

JOB DESCRIPTION

As attached.

HOURS OF WORK

This is a permanent position working up to 1.0 FTE, however we are also open to a discussion around a fixed term appointment (duration is negotiable). There is an on call requirement to this role, afterhours through the week and over the weekend. This is managed from within the team.

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 2006 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 applicant is appointed)

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



Wairarapa DHB

Wairarapa District Health Board

Te Poari Hauora a-rohe o Wairarapa

Position Description
CONSULTANT ORTHOPAEDIC 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 Orthopaedic services of excellent quality for the patients of Wairarapa District Health Board. • To advise the manager on professional standards and management issues for the patients. • To provide supervision and instruction for Resident Medical Officers. • To assist in the development and maintenance of a quality service.
Background	<p>Wairarapa Hospital provides secondary services in obstetrics, gynaecology, general surgery, orthopaedics, urology, ophthalmology, paediatric, general medical and mental health for a regional rural population of 40,000. Acute and elective Orthopaedic services are provided on an outpatient, inpatient and day patient basis.</p> <p>Wairarapa DHB is working in close partnership with our neighbouring DHBs, Hutt Valley and Capital & Coast, to ensure a more co-ordinated sub-regional approach to delivering care to our communities. This may mean a change in the way that various services are delivered to our joint communities. This work is being clinically led and clinicians will have input from the design and consultation phases.</p>

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, Unit Managers and nursing staff to ensure a highly coordinated, organisational approach to 24 hour service provision.
General Practitioners & External Service Providers	Develop and maintain co-operative working relationships with General Practitioner & other external service providers to provide appropriate care which conforms to the service continuum and avoids any “gaps” in service provision.

Resident Medical Officers	Supervise and facilitate a learning environment for junior medical staff.
Patients	Provide a quality Orthopaedic service complying with patients' 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.

Accountabilities

KEY RESULT AREAS	EXPECTED OUTCOMES
<p>CLINICAL</p> <p>a) Delivery of professional clinical care</p>	<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, legislative requirements and Wairarapa Health policies and protocols. • Assume clinical and professional responsibility for patients under his/her care. • Maximise continuity of care for Orthopaedic patients using integrated medical notes to facilitate communication. • Be involved in the development of Clinical Care Pathways, Protocols and Guidelines and encourage their use in the multi disciplinary management of patients. • Conduct outpatient clinics, ward rounds, operating sessions and duties in accordance with an agreed schedule. • Work towards achieving Wairarapa District Health Board's contract volumes and service goals including management of the booking system. • Provide advice to primary practitioners following consultation in a timely

manner.

- 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.
- Agree treatment recommendations with clinically responsible primary practitioner and patient. Primary practitioners are expected to support specialist judgement and advocate this to the patient.
- Manage and participate in the development of appropriate referral and assessment criteria for the booking system as required by Wairarapa District Health Board.
- See and advise promptly on patients referred for a specialist surgical opinion.
- Deliver care in a sensitive fashion, taking into account ethnic and other interests, together with recognition of patient rights.
- Respect and participate in the complaints and incident monitoring procedures as required by Wairarapa District Health Board.
- Be aware of the Customer Satisfaction survey and the questions patients are asked. He/she should aim for excellent results in these surveys.
- SMOs participate in relevant cancer MDMs as required.

b) Provision of acute specialist care for orthopaedic surgery

- Participate in the roster providing 24 hour cover for orthopaedic surgery. This roster is regularly 1:3 but reduces to 1:2 to cover colleagues leave periods.
- Carry a hospital mobile phone when “on call” and respond immediately to urgent requests.
- Attend as soon as possible when “called” for acute care situations. Attendance is expected within a maximum of 20 minutes.

<p>c) Patient information and informed consent</p> <p>d) Health Promotion and Disease Prevention</p> <p>e) Staff and patient relations</p>	<ul style="list-style-type: none"> • Ensure Wairarapa District Health Board's policy on Informed Consent is followed and easily understood explanations are given. • Advise patients on relevant health issues. • Participate in relevant health promotions. • Assist and support management to respond to community groups requesting information related to orthopaedic services. • Maintain effective interpersonal communication with staff, patients and relatives / whanau while maintaining patient confidentiality. • Manage problems and complaints sensitively, constructively and in a manner, which complies with Wairarapa District Health Board policies and protocols.
<p>TEACHING</p>	
<p>a) In-service education of Resident Medical Officers</p> <p>b) Nursing staff</p>	<ul style="list-style-type: none"> • Provide clinical supervision and teaching for resident medical officers and students. • Assist resident medical officers to complete their medical training objectives. • Provide in-service education and clinical practice advice in an information sharing manner.
<p>MANAGEMENT/ ADMINISTRATION</p>	
<p>a) Utilisation of resources</p> <p>b) Management of Resident Medical Officers</p>	<ul style="list-style-type: none"> • Use resources efficiently and advise on requirements. • Provide information and clinical reports required by Management. • Provide clinical supervision, feedback on performance, and write reports for each Resident Medical Officer.

<p>c) Maintenance of records and reports to referring Doctors</p> <p>d) Service development</p>	<ul style="list-style-type: none"> • Provide comprehensive, accurate medical records. • Provide medical reports and discharge letters in a timely manner. • Participate in business planning process and service development forums. • Assist with data collection for surgical audit. • Attend and facilitate case review / audit meetings.
PERSONAL EDUCATION AND RESEARCH	
<p>a) Knowledge and practice updated and maintained</p> <p>b) Research activities</p>	<ul style="list-style-type: none"> • Keep practice updated by reading and attending relevant courses / seminars / conferences. • Use the annual entitlement of Continuing Medical Education Leave appropriately. • SMOs utilise MDM attendance to meet the requirements of peer review or professional development as informed by specialty colleges. • Ensure projects are approved by the Ethics Committee and guidelines are followed. • Carry out reviews of drugs, equipment and methods of clinical management.
QUALITY ASSURANCE / PEER REVIEW	
<p>a) Participation in quality assurance programmes</p>	<ul style="list-style-type: none"> • Participate in quality improvement initiatives. • Attend and participate in morbidity / mortality reviews, debrief meetings, service related audits, case and peer review activities. • Meet quality standards for patient records. • Lead and assist the development of clinical guidelines and policies. • Ensure that clinical practice substantially achieves patient satisfaction and a favourable peer review.

<p>b) Participation in performance review</p>	<ul style="list-style-type: none"> • Meet regularly with Executive Leader Operations for annual performance review. • Participate in clinical credentialing requirements led by Executive Leader Operations.
<p>Quality, Safety & Risk</p>	<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 WDHB in their work.
<p>To Act Within Legal Boundaries And The Wairarapa DHB Policies</p>	<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 suspension, cancellation or imposition of any conditions on your registration. • Ensure that all records are maintained accurately and in accordance with legislation and Wairarapa District Health Board policy. • Provide appropriate information in

accordance with the Privacy Act and other relevant legislation and Wairarapa District Health Board 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.

Person Specification

<p>Education and Qualifications</p>	<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 Orthopaedic Surgery, which must be recognised by the Medical Council of New Zealand for vocational scope registration as an orthopaedic surgeon.
<p>Experience</p>	<p>Essential</p> <ul style="list-style-type: none"> • Have at least two years Postgraduate orthopaedic specialty experience.
<p>Skills and Competencies</p>	<ul style="list-style-type: none"> • 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 orthopaedic 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. • Demonstrate an understanding of the principles of the Treaty of Waitangi and discuss his/her ability to put these

	<p>into practice in caring for patients. This understanding can be demonstrated by a commitment to comply with service cultural competencies.</p> <ul style="list-style-type: none"> • 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.
Personal Attributes	<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 a 1:3 roster.

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 Orthopaedic Surgeon
Signature of Employee	
Date	