

Position Description

Employment Agreement:	Senior Medical and Dental Officers Collective Agreement
Position Title:	Consultant Obstetrician and Gynaecologist
Service & Directorate:	Women's, Children's, Public Health and Support Directorate
Location:	Dunedin Hospital
Reports to:	Clinical Leader of Women's Health, for clinical performance and other professional duties Service Manager, Women's Health for employer and related service matters
Number of direct reports:	Nil
Date:	June 2022

Our Vision

Better Health, Better Lives, Whānau Ora

We work in partnership with people and communities to achieve their optimum health and wellbeing
We seek excellence through a culture of learning, enquiry, service and caring

Our Shared Values and Behaviours

Kind <i>Manaakitanga</i>	Open <i>Pono</i>	Positive <i>Whaiwhakaaro</i>	Community <i>Whanaungatanga</i>
Looking after our people: We respect and support each other. Our hospitality and kindness foster better care.	Being sincere: We listen, hear and communicate openly and honestly. We treat people how they would like to be treated.	Best action: We are thoughtful, bring a positive attitude and are always looking to do things better.	As family: We are genuine, nurture and maintain relationships to promote and build on all the strengths in our community.

Our statutory purpose

To improve, promote and protect the health of our population

- Promote the integration of health services across primary and secondary care services
- Seek the optimum arrangement for the most effective and efficient delivery of health services
- Promote effective care or support for those in need of personal health or disability support services
- Promote the inclusion and participation in society and the independence of people with disabilities
- Reduce health disparities by improving health outcomes for Māori and other population groups
- Foster community participation in health improvement and in planning for the provision of and changes to the provision of services
- Uphold the ethical and quality standards expected of use and to exhibit a sense of social and environmental responsibility

PURPOSE OF ROLE
<ul style="list-style-type: none"> - To provide an effective and efficient inpatient and outpatient service for obstetric and gynaecology patients in the Otago and Southland regions. - To assist in the development of registrars, junior medical officers, and other staff in training, where required. - To assist in the planning of Women’s Health services. - To provide a consultative service in Women’s Health for maternity access holders and other consultants in Dunedin Hospital and other institutions in the Te Whatu Ora – Southern (Southern) area, and to provide a consultative service outside of Dunedin to enhance the service base of the Dunedin Hospital. - To maintain a high standard of integrated patient care in both obstetrics and gynaecology.

Competencies

The following competencies apply to this position. The employee will be assessed against these as part of their annual performance and development review.

Organisational Competencies	
Customer Focus	Is dedicated to meeting the expectations and requirements of internal and external stakeholders; gets first hand stakeholder information and uses it for improvements in products and services; acts with patients and their family/whanau in mind; establishes and maintains effective relationships with patients and colleagues and gains their trust and respect.
Integrity and Trust	Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn’t misrepresent him/herself for personal gain.
Drive for Results	Can be counted on to exceed goals successfully; Is constantly and consistently one of the top performers; very bottom line oriented; steadfastly pushes self and others for results.
Managing Diversity	Manages all kinds and classes of people equitably; deals effectively with all races, nationalities, cultures, disabilities, ages and both sexes; hires variety and diversity without regard to class; supports equal and fair treatment and opportunity for all. Engages others and partners with Māori in the vision and values to meet future needs of the people we care for.
Role Specific Competencies	
Decision Quality	Makes good decisions (without considering how much time it takes) based upon a mixture of analysis, wisdom, experience, and judgment; most of his/her solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions.
Dealing with Ambiguity	Can effectively cope with change; can shift gears comfortably; can decide and act without having the total picture; isn't upset when things are up in the air; doesn't have to finish things before moving on; can comfortably handle risk and uncertainty.
Building Effective Teams	Blends people into teams when needed; creates strong morale and spirit in his/her team; shares wins and successes; fosters open dialogue; lets people finish and be responsible for their work; defines success in terms of the whole team; creates a feeling of belonging in the team.

Interpersonal Savvy	Relates well to all kinds of people—up, down, and sideways, inside and outside the organization; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can defuse even high-tension situations comfortably.
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KEY RELATIONSHIPS	
Internal Nurse Director Midwifery Director Patients (and their family / Whanau / caregivers) Medical staff Service Managers Nurses - Outpatient and Ward Day Surgery staff Operating Theatre management and staff Other Health Professionals	External Other Health Care Providers Community Groups Dunedin School of Medicine

KNOWLEDGE, EXPERIENCE AND SKILLS REQUIRED

The expertise required for a person to be fully competent in the role. Position specific competencies:

- Specialist qualifications recognised by RANZCOG or equivalent.
- General Qualifications recognised by the New Zealand Medical Council.
- All new consultants are assessed via the clinical director when employed regarding competency.
- Experience in General Gynaecology, Obstetrics, interest in Urogynaecology.
- Interest in and knowledge of Family planning, including terminations of pregnancy.
- Able to work as part of a team.
- Accept responsibility for actions.

KEY ACCOUNTABILITIES	DELIVERABLES	EXAMPLE MEASURES
THE SPECIALIST WILL:	<p>Be involved in 3-4 (half day) gynaecology sessions per week in the area of gynaecology and colposcopy outpatient clinics, day surgery and main operating theatre. The balance of clinic and surgery work is dependent on the requirements of the Service.</p> <p>Ensure orderly and efficient utilisation of allocated theatre list time and resources.</p> <p>Participate in 3-4 (half day) obstetric sessions including delivery suite duty and antenatal clinics.</p> <p>Provide obstetric consults to lead maternity carers and organise transfer to secondary care as appropriate (NZ Ministry of Health Section 88 Maternity Notice).</p> <p>Provide a backup termination of pregnancy service. A team of general practitioners provides the termination of pregnancy service; however, at times consultant advice or assistance is required.</p>	

	<p>Attend obstetric and gynaecology inpatients and outpatients under the care of the Service.</p> <p>Expedite prompt discharge of obstetric and gynaecology inpatients and outpatients.</p> <p>Arrange inter-hospital transfer of patients as required, including compiling of clinical information and undertaking consultation with medical colleagues and nursing/midwifery team.</p> <p>Follow up patients in outpatient clinics, as and when clinically appropriate.</p> <p>Prioritise referral letters and allocate to clinics as clinically appropriate.</p> <p>Participate in the acute call roster for obstetrics and gynaecology. The frequency of call is dependent upon the consultant and registrar staffing levels.</p> <p>Provide on-call coverage for annual leave, study/CME leave, sick leave and consultant replacement/ cover.</p> <p>Provide guidelines for junior medical staff relating to the management of patients and to delegate tasks and responsibilities appropriately to junior medical staff.</p> <p>Conduct half-day outpatient clinics, plus pre-admission clinics as required, reviewing the decision to operate and to plan surgery. Provide regular ward-based activities/teaching sessions as required.</p> <p>Maintain and enhance the provision of an acceptable standard of care to both outpatients and inpatients within the care of the Women's Health Service, in a timely and cost-effective manner.</p> <p>Participate in outreach rural clinics. This will normally involve one day per month and will involve travelling to outreach hospitals/ clinics. Teaching sessions for rural and primary practitioners may form part of these visits. A board car/ flight will be provided for such travel commitments.</p> <p>Provide all patients with an appropriate explanation of all procedures and treatments.</p> <p>Obtain informed consent from all patients in accordance with Southern policy for undertaking any operation, test, or procedure.</p> <p>Maintain a high standard of professional care in accordance with the NZ Medical Association Code of Ethics and in accordance with the Royal Australia and New Zealand College of Obstetrics & Gynaecology (RANZCOG) protocols and standards documents, statutory and regulatory requirements, and Southern policies.</p> <p>Be punctual in the commencement and delivery of service provision.</p> <p>Daily handover meetings are undertaken with consultant and resident doctors. Ward rounds may be delegated to the Registrar, as appropriate.</p>	
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	<p>Place patients on the Southern booking system for surgery as per established criteria and to assign priorities according to the degree of urgency.</p> <p>Become familiar with and utilize the I-Soft (or what system is in place) computerized patient management system for the handling of patient records and results. Skills to be updated as required.</p>	
<p>ACUTE ON-CALL SERVICE (WHEN ROSTERED)</p> <p>The Specialist will:</p>	<p>Participate in the specialist roster providing after hours cover for obstetric and gynaecology patients.</p> <p>Be available at all times by pager/ phone/ cell phone to give advice in the care of patients to give advice on the care of patients in the obstetric and gynaecology wards and emergency department.</p> <p>Be available to attend acutely ill inpatients within 15 minutes.</p> <p>Provide consultations as requested by other medical staff.</p>	
<p>CLINICAL PRACTICE PERFORMANCE MEASURES</p>	<p>Undertake the above-mentioned duties/activities to the satisfaction of the Clinical Leader and the Service Manager.</p> <p>Delivers care within scope of practice and in accordance with RANZCOG and/or other appropriately defined standards of practice.</p> <p>Patient care is delivered safely and effectively in a patient focused environment.</p> <p>Participation in relevant clinical and patient meetings.</p> <p>Participation in departmental audit activities.</p> <p>Ensuring that Medical Records of an optimal standard are maintained for all patients under your care.</p> <p>Ensuring discharge planning and the provision of discharge information to relevant providers is optimal.</p>	
<p>TREATY OF WAITANGI</p>	<p>The Southern District Health Board 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.</p>	
<p>HEALTH AND SAFETY</p>	<p>Foster and support commitment to achieving the highest level of health and safety, including identification and reporting of all hazards, assistance in resolving issues that may cause harm to staff, and working safely at all times</p>	
<p>QUALITY AND PERFORMANCE</p>	<p>Maintain professional and organisational quality standards.</p> <p>Ensure delivered work is planned, delivered, and implemented consistently against quality standards.</p> <p>Continuously identify improvement opportunities to perform job in most effective manner.</p> <p>Investigate opportunities to achieve goals in a more efficient way.</p>	<p>Performance is in alignment with HR quality audit standards, organisational requirements, and professional standards.</p>

CHANGES TO POSITION DESCRIPTION

From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. This Position Description may be reviewed as part of the preparation for your annual performance and development review.

Acknowledged / Accepted:

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Employee

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Date

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Manager

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Date