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| **POSITION DESCRIPTION** | logo300 |

February 2017

This Position Description is a guide and will vary from time to time and

between services and/or units to meet changing service needs

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| The Canterbury District Health Board is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies. | | |
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| Organisational Vision The CDHB’s vision is to improve the health and well being of the people living in Canterbury. Organisational Values  * Care & respect for others * Integrity in all we do * Responsibility for outcomes | | |
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| **POSITION TITLE:** | | Full-time Neonatal Paediatrician |
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| **REPORTS TO (Title):** | | Clinical Director, Neonatal Service  Clinical Director, Paediatrics |
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| **REPORTS ON A DAILY BASIS TO:** | | Clinical Director, Neonatal Service |
| **PRINCIPAL OBJECTIVES** | | |
| * To provide a comprehensive neonatal consultant service to all newborns under the care of neonatologists at Christchurch Women's Hospital * To provide advice for antenatal patients upon request from Lead Maternity Carers (LMCs) and Obstetric service. * To participate in emergency retrieval of newborns if necessary and support the Neonatal transport team consisting of nurses and Registrars. * To provide a service for advice and referral (including emergency transport) for the Canterbury/West Coast region * To provide follow-up services for infants discharged from Neonatal Services * To educate health professionals in sound clinical practice * To provide close support for the training of registrars from various disciplines in neonatal paediatrics and clinical nurse specialists. | | |
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| **FUNCTIONAL RELATIONSHIPS:**  (Who are the customer/consumers/patients) | | |
| **INTERNALLY:** | | |
| 1 | Other Neonatologists on Neonatal team | |
| 2 | Neonatal Charge Nurse Manager, and Associate Clinical Nurse Manager’s | |
| 3 | Nursing and Allied Health | |
| 4 | Colleagues in Obstetrics – Medical and Midwifery | |
| 5 | Child Health Service manager | |
| 6 | Paediatricians in Child Health | |
| 7 | Nursing Director for Women’s and Children | |
| 8 | Other colleagues, e.g. paediatric surgery, orthopaedics, neurology, radiology, plastics | |
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| **EXTERNALLY:** | |
| 1 | University and Christchurch School of Medicine staff |
| 2 | General Practitioners |
| 3 | Lead Maternity Carers |
| 4 | Developmental providers |
| 5 | Other Neonatologists, New Zealand and overseas |
| 6 | Paediatric Society |
| 7 | New Zealand Medical Council |

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| **KEY PERFORMANCE OBJECTIVES:** | |
| Task | **To provide Neonatal medical diagnostic, investigative, treatment and consultative services.** |
| Expected Result | The Neonatal Paediatrician appointed to this position will share responsibility for day to day care of babies who are admitted to the Neonatal Services (Level 3/2) or to the postnatal wards under Women’s and Children Health Division.  The role involves supervision and teaching of registrars and clinical nurse specialist(advanced neonatal practitioner) (CNS(ANP)) and neonatal nurse practitioners working in the Neonatal Service. These responsibilities are shared with other neonatal paediatricians. |
| Task | **Admitting consultant** |
| Expected Result | The Neonatal Paediatrician appointed to this position will work for periods of one or more weeks at a time as admitting consultant for the Neonatal Service. During these weeks he/she will be available throughout the working day unless arrangements for coverage have been made with a consultant colleague.  He/she will also cover a share of night and weekend call. Weeks on service and night and weekend call will be allocated by the Clinical Director in a way to provide a fair allocation between the neonatal paediatricians. |
| Task | **Inpatient duties** |
| Expected Result | The neonatal paediatrician appointed to this position will be available for the following during weeks on service, and during night and weekend call:   * Leadership of daily ward round of Neonatal Service patients * Provision of clinical care and attention to any sick newborn as sound clinical judgment indicates is necessary * Provide clinical support and decision making around unwell neonates who need to be retrieved for a higher level of care * Attendance at a weekly radiology review with consultant radiologists, and Foetal Anomaly Advice Group * Supervision of neonatal registrars, neonatal nurse practitioner and CNS(ANP) covering the Labour Ward. This includes availability to attend high risk deliveries as needed, including deliveries of babies expected to weigh <1000 grams and those who are expected to need major resuscitation. * Supervision of registrars, neonatal nurse practitioner and CNS(ANP)who are performing well baby checks for clinic babies (i.e. those not under the care of an independent LMC), including review of abnormalities and development of plans for investigation, follow-up and treatment * When on acute duty and away from the hospital the duty consultant is required to remain immediately contactable (two points of contact are necessary) and available in person within 20 minutes. * Attendance at Category 1 caesarean sections 24/7 and comply with other attendance criteria |
| Task | **Outpatient duties** |
| Expected Result | The neonatal paediatrician appointed to this position will participate in outpatient clinics for the follow-up of children who have been patients of the Neonatal Service either in the unit or on the postnatal ward. Continuity of care following antenatal counselling is possible. New patient referrals from general practitioners generally are for infants with conditions presenting in the first months of life.  Provide written letters within 10 working days of the clinic appointment.  Work in the outpatient clinic includes supervision and education of junior medical staff, as well as consultation with colleagues in other disciplines as needed and appropriate correspondence |
| Task | **Other clinical activities** |
| Expected Result | These include, but are not limited to:   * Appropriate consultations with other colleagues * Development of subspecialty clinical interests within the neonatal or paediatric service with agreement of the Clinical Directors and Service Manager of each service   Response to requests for information or resolution of complaints from parents and relatives of newborns who are/have been under the care of the Neonatal Service |
| Task | **Other related activities** |
| Expected Result | * Administrative tasks such as preparation of clinical guidelines, protocols and informational materials for colleagues and parents * Active participation in the departmental Clinical Governance Programme, including audit and peer review. (including attendance at reviews of morbidity and mortality) * Continuing medical education both as a participant and as a teacher * Service related research and Public Good research * Contribution to the planning, direction and quality of service under the leadership of the director of neonatal clinical service * Supervision and mentoring of registrars, neonatal nurse practitioner and CNS(ANP). This may include preparation of rosters and development of and participation in orientation programmes for new registrars / clinical nurse specialists.   The amount of time devoted to each of these duties will vary from time to time and by agreement with the Clinical Director of the Neonatal Service and the Clinical Director of the Paediatric Service. As these activities are inextricably intertwined with good clinical care it is not possible to specify the hours required for each. |

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| **GENERAL PROVISIONS:**  Annual leave, continuing medical education leave, and other planned special leave should be arranged as well in advance as possible to facilitate the creation of appropriate rosters. Leave application forms should be submitted for the signature of the Clinical Director of the Neonatal Service.  The Clinical Director of the Neonatal Service and the Clinical Director of the Paediatric Service should also be notified of any leave that must be requested at short notice (including that needed for illness, family bereavement, urgent family or personal problems).  The specific terms of employment and remuneration are covered by the Canterbury Health Collective Employment Contract for Senior Medical and Dental Officers. |

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| **HEALTH & SAFETY:** |
| * Observe all Canterbury DHB safe work procedures and instructions * Ensure your own safety and that of others * Report any hazards or potential hazard immediately * Use all protective equipment and wear protective clothing provided * Make unsafe work situations safe or, if they cannot, inform your supervisor or manager * Co-operate with the monitoring of workplace hazards and employees health * Ensure that all accidents or incidents are promptly reported to your manager * Report early any pain or discomfort * Take an active role in the Canterbury DHB’s rehabilitation plan, to ensure an early and durable return to work * Seek advice from your manager if you are unsure of any work practice |

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| **QUALITY:** |
| Every staff member within CDHB is responsible for ensuring a quality service is provided in there area of expertise. All staff are to be involved in quality activities and should identify areas of improvement. All staff are to be familiar with and apply the appropriate organisational and divisional policies and procedures. |

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| **QUALIFICATIONS & EXPERIENCE:** |
| Essential   * A permanent position for a paediatrician who holds postgraduate qualifications in neonatology and whose training meets the vocational registration requirements of the Medical Council of New Zealand.   Preferred   * Recent level three neonatal intensive care experience including neonatal surgery |

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| **PERSONAL ATTRIBUTES:** Mandatory **Key Behaviours:**   * Ability to “work together” in a truthful and helpful manner. * Ability to “work smarter” by being an innovative thinker and proactive. * Accepts responsibility for actions. * Ability to provide inspirational and motivational leadership * Ability to adapt to changes in medical practice. * Have a genuine empathy with patients, the general public and staff at all levels. * Be committed to their personal and professional development, and to the provision patient focused services.   **Other**   * + Be able to work under pressure and prioritise a heavy clinical workload.   + Have excellent written and oral communication skills.   + Demonstrate a team approach to work and a collaborative working relationship with management. |

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by staff in this job classification. Staff members may be requested to perform job related tasks other than those specified.