

POSITION DESCRIPTION

March 2016

This Position Description is a guide and will vary from time to time and
between services and/or units to meet changing service needs

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.

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

POSITION TITLE:

Plastic Surgery Fellow

REPORTS TO (Title):

Clinical Director

PRINCIPAL OBJECTIVES

This role is designed to provide the Fellow with general clinical experience in Plastic Surgery. The Service is able to provide experience in the following: skin cancer management which includes melanoma, nodal dissections, head & neck cancer, head & neck microsurgery; breast reconstruction; trauma; congenital hand abnormalities and hand trauma. The Service is the regional burns unit for the South Island. There is the opportunity to focus on a specific sub-specialty as required for advanced training purposes or special interest (the specific learning objectives being individually determined by the Fellow and Supervisor)

This is not exclusive of all other surgery and the Fellow is required to participate in the wider service as required.

- To provide a high quality of care for all patients referred to the Service, ensuring prompt and appropriate management on the basis of priority
- To be responsible for the management of patients with plastic surgery conditions under the supervision of the Consultant Surgeon
- To participate in the acute roster and the management of patients requiring acute plastic surgical services under the supervision of the Surgeon of the Day

FUNCTIONAL RELATIONSHIPS:

INTERNALLY:

As required with the Clinical Director, Service Manager, Medical and Nursing staff, Allied Health Professionals and clerical support staff

EXTERNALLY:

As required with Clinicians from Referring Agencies, Christchurch School of Medicine Staff, Community Services

KEY PERFORMANCE OBJECTIVES:

Primarily the role is located at Christchurch Hospital the Service has clinics and theatres sessions at Burwood hospital

Task	To undertake Outpatient clinics for the consultation and clinical management of New and Follow-up Patients, in conjunction with or as directed by the lead Consultant
Expected Results	<ul style="list-style-type: none">• Initiates appropriate patient diagnostic investigations based of priority of access• Patients are provided with all relevant information and are fully informed about their treatment options and anticipated timeframes• Clinical administration - follow-up instructions, dictation of clinic letters, referrals etc is comprehensive and completed in a timely fashion
Task	To plan and manage the clinical treatment of acute and elective inpatients
Expected Results	<ul style="list-style-type: none">• Undertakes pre / post operative and post acute ward rounds and regular patient assessment• Performs elective and acute surgical operations and procedures under the supervision of the lead Consultant as appropriate to assessed level of competence• Acute patients presenting in ED are assessed within an appropriate timeframe. This takes priority over any elective activity• Attends clinical and multi-disciplinary meetings• Patient records are maintained and clinical administration is comprehensive and completed within service timeframes. Clinic letters within 5 days; operation records within 2 days; discharge letters within 7 days.
Task	To participate in the clinical audit programme
Expected Result	<ul style="list-style-type: none">• Collects audit information for presentation at audit meetings• Reports sentinel events
Task	To participate in the wider activities of the service
Expected Result	<ul style="list-style-type: none">• Assists with the supervision and teaching of other RMOs and trainee interns• Attends departmental meetings• Participates in research

General Provisions

All planned leave (annual leave, continuing medical education leave) will be arranged with a minimum of 6 weeks' notice (unless in exceptional circumstances) with the Clinical Director to facilitate appropriate allocation of scheduled work.

Reasons for short leave notification include:

- Illness
- Family bereavement
- Urgent family or personal matters
- Involvement in a medical procedure that was either unplanned, or for reasons beyond your control, did not finish at the planned time

Limitations of Authority

- Situations with resource or financial implications for the department are discussed and agreed with the Clinical Director
- Issues with direct impact on the Canterbury District Health Board are communicated to the Clinical Director

HEALTH & SAFETY:

Implement or lead and implement emergency procedures and maintain a safe and secure work environment by following relevant Canterbury DHB and Divisional policies, protocols and standards. This includes but is not limited to:

- Practice safe work habits and ensure the health and safety of yourself and others
- Make unsafe work situations safe or, inform a supervisor or manager
- Is knowledgeable about hazards in the work area and the procedures in place to identify and control hazards
- Use Personal Protective Equipment correctly and when required
- Report hazards, incidents, accidents, and near misses promptly and accurately
- Seek advice from manager if unsure of work practices
- Complete mandatory training as required
- Is knowledgeable of emergency procedures and evacuation plans
- Assists in maintenance of equipment as required, and reports faulty equipment promptly
- Actively practice clinical standard precautions

QUALITY:

Every staff member within CDHB is responsible for ensuring a quality service is provided in their 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.

QUALIFICATIONS & EXPERIENCE:**Essential**

Registered with the New Zealand Medical Council
Within a year of completing FRACS or equivalent

Desirable

Accepted by appropriate section of RACS for Fellowship training

PERSONAL ATTRIBUTES:**Key Behaviours:**

- Ability to work collaboratively within a Multi-disciplinary environment
- Ability to “work together” in a truthful and helpful manner.
- Ability to “work smarter” by being innovative and proactive.
- Accepts responsibility for actions.

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.