

POSITION DESCRIPTION

Canterbury

District Health Board

Te Poari Hauora o Waitaha

This Position Description is a guide, it will vary from time to time (and between services and/or units), to meet the changing needs of different services

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.

<u>POSITION TITLE:</u>	MEDICAL OFFICER/HEAD AND NECK CLINICAL FELLOW Appointment is for 12 months
<u>REPORTS TO (Title):</u>	Clinical Director, Otolaryngology Head and Neck Surgery Otolaryngology Head and Neck Surgery Department Christchurch Hospital, Christchurch
<u>REPORTS ON A DAILY BASIS TO:</u>	Fellowship Supervisor, Clinical Director and On- call ORL- HNS Consultant

Vision of Canterbury District Health Board: “To promote, enhance and facilitate the health and well-being of the people of the Canterbury District.”

PRINCIPAL OBJECTIVES

This post offers the successful applicant an opportunity to gain additional experience in otolaryngology and the subspecialty area of ablative head and neck surgery. It also provides additional support to the Department in outpatient clinics, operating lists and the after-hours call roster. The post holder can work independently, whilst still having supervision and support from senior colleagues. There is an on call requirement as part of this post.

- **To be aware of and comply with Canterbury DHB policies and procedures.**
- **To work in a safe and healthy manner to prevent harm to self and others.**

GENERAL INFORMATION

The Canterbury District Health Board provides acute and arranged secondary level surgical and medical services to the Canterbury region, servicing a population of approximately 480,000. It also provides tertiary level surgical and medical services to the whole of the South Island (a population of approximately 1 million).

The specialty of Otolaryngology-Head & Neck Surgery involves the medical and surgical treatment of diseases of the ear, nose, oral cavity, throat, salivary glands and neck. Secondary level care components of this service involve treatment of conditions such as otitis media with effusion (glue ear), tonsillitis, sinus disease, middle ear disease etc. There is a significant tertiary level component, which involves surgical management of patients with head and neck cancer, complex ear operations and certain voice disorders etc. The Otolaryngology services are provided on an inpatient, day patient and outpatient basis and are also integrated with the Audiology department.

Christchurch Hospital is a Teaching Hospital and the Department of Otolaryngology-HNS is accredited to provide vocational training to Advanced Trainees.

FUNCTIONAL RELATIONSHIPS:

(Who are the customer/consumers/patients)

INTERNALLY:

As required with the Clinical Director, other Otolaryngology- Head and Neck Surgeons, Service Manager, Medical, Nursing, Allied Health, Clerical and other CDHB staff

EXTERNALLY:

Christchurch School of Medicine Staff, referring Clinicians, GP's and agencies in the community

KEY TASKS AND EXPECTED RESULTS	
Task	To undertake scheduled Outpatient clinics timetabled for this position
Expected Result	Weeks 1 - 4 of timetable: clinics alongside consultant colleagues, to meet areas of clinical interest
Task	To undertake surgery on own scheduled operating lists and operate alongside consultant colleagues
Expected Result	Weeks 1 - 4: independent half-day operating lists, plus supervised operating with consultant colleagues, as determined by the training goals of the post holder.
Task	To participate in clinics and surgical sessions to cover training needs and service needs of the department.
Expected Result	Enhanced level of skill in area of subspecialty interest and general Otolaryngology-Head & Neck surgery.
Task	Check the service workload weekly.
Expected result	Report any concerns to the Clinical Director/Fellowship Director
Task	Involvement in the teaching of Advanced Trainees, including support in clinics, operating theatres and formal teaching sessions, as scheduled.
Expected Result	Participation as outlined.
Task	Participation in the trainee on call roster
Expected Result	Regular involvement in the on call roster.
Task	Research in areas of interest.
Expected Result	Successful completion of research, to publication or presentation.
LIMITATIONS OF AUTHORITY	
<ul style="list-style-type: none"> Issues of patient safety are to be discussed with the Clinical Director or the Supervising Consultant 	
STAFF PERFORMANCE	
<ul style="list-style-type: none"> The MCNZ designated Supervisor will evaluate performance during this position 	

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

- Qualifications, applicants must be registered medical practitioners, preferably with higher qualifications in the specialty from their country of residence.
- New Zealand Registration – it is essential that before commencing duties, the successful applicant is registered to practise in New Zealand and confirmation of appointment would be subject to registration being granted.
- Soon to gain or recently completed specialist training from the Royal Colleges in the specialty or an equivalent.
- To have documented experience in the field of Otolaryngology and a minimum of three satisfactory professional references.

PERSONNEL SPECIFICATION:

- Leadership skills.
- A high degree of initiative and motivation.
- The ability to work co-operatively with other professionals.
- The ability to work under pressure.
- Good assessment skills and a sound knowledge of available treatment options.

TERMS & CONDITIONS OF EMPLOYMENT

Terms and Conditions of Employment will be based on the Senior Medical and Dental Officers Collective Agreement, for a fixed term contract (as per clause 52.4 of the Multi-Employer Collective Agreement for New Zealand District Health Boards).

MEDICAL DEFENCE INSURANCE

The appointee must have indemnity insurance in respect of alleged professional negligence or unskilled treatment of patients, in accordance with the degree of responsibility involved in the appointment.

MEDICAL SCREENING PRIOR TO APPOINTMENT

Applicants for all patient care positions not currently employed by Canterbury District Health Board, will be screened for MRSA 5 days prior to commencement in the position. This can be completed at the Christchurch Hospital Laboratories.

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.