

POSITION DESCRIPTION

This position description is a guide only, and will vary from time to time, and between services and/ or units to meet changing service needs

Te Whatu Ora Te Tai o Poutini is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.

Position Title:	General Surgeon	
Reports to:	<p>Clinically: Transalpine Clinical Director General Surgery, Waitaha and Chief Medical Officer, Te Tai o Poutini</p> <p>Operationally: Operations Manager, Rural Inpatient and Transalpine Services</p>	
Key Relationships:	<p>Internal:</p> <ul style="list-style-type: none"> ▪ Senior and Resident Medical Staff ▪ Departments of Surgery in Te Whatu Ora, South Island region ▪ Nursing, Midwifery and Allied Health professionals ▪ Central Booking Unit and Outpatient Department Coordinators ▪ General Practitioners and Primary Care Nurses, Rural Clinics ▪ Administration staff 	<p>External:</p> <ul style="list-style-type: none"> ▪ Patients ▪ Family/significant others/Whānau ▪ Primary Health Organisation ▪ Maori Health Providers ▪ NGO's e.g. St John ▪ Other Te Whatu Ora Districts
Role Purpose:	<p>The General Surgeon will provide high quality Endoscopy and General Surgery services, both elective and acute, across Te Whatu Ora locations. A regional approach will be taken to maintain and develop skills and maintain close relationships within Hospital and Specialist Services.</p> <p>The key deliverables are:</p> <ul style="list-style-type: none"> • To provide high quality, equitable and effective, surgical services for the community of the West Coast • To work collaboratively with medical staff across the primary and secondary care, supporting and developing the Rural Generalist model of care. • To provide appropriate and timely advice to senior and clinical managers on surgical matters, and on professional surgical standards of practice. • Provide supervision to Resident Medical Officers (RMOs) rostered under their direct line of supervision. • Plan, develop, and facilitate service provision for patients and whānau with a focus on service integration, quality improvement, equity of access, appropriateness and efficiency. 	

Complexity:	<ul style="list-style-type: none"> • Upper and lower endoscopy forms a significant part of the workload with more challenging duties requiring surgical abilities at the level of a vocationally registered General Surgeon plus a broad range of rural general surgical skills covering minor operations through to occasional trauma. • Decision making and prioritisation of clinical workload • Working in a collegial multidisciplinary environment • Effective leadership and change management implementation within the service • Active participation in quality and clinical governance activities
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KEY ACCOUNTABILITIES

The General Surgeon is responsible for:	The General Surgeon will be successful when:
1. Health and Safety Maintaining a high quality, safe and secure work environment by following relevant Te Whatu Ora policies, protocols and standards	<ul style="list-style-type: none"> ▪ The Surgeon will be responsible for their own safety and will ensure that no action or inaction on their part will cause harm to any other person ▪ The Surgeon will abide by the Te Whatu Ora Te Tai o Poutini Health and Safety Plan and will participate in plan development and Health and Safety Training as appropriate. ▪ The Surgeon will bring health and safety issues to the attention of the Operations Manager in a timely fashion
2. Quality & Credentialling Ensure a quality service is provided in your area of expertise by taking an active role in quality activities, identifying areas of improvement	<ul style="list-style-type: none"> ▪ The Surgeon will participate actively in credentialing and audit processes and assist in the development of these and other quality assurance processes and quality activities ▪ The Management of the General Surgical waiting list will be to a standard consistent with good surgical practice management ▪ The Surgeon will be expected to contribute to clinical governance and clinical leadership of the organisation ▪ Use of Te Whatu Ora safety alert and incident notification systems when there is an event or concern about quality and safety of care
3. Clinical Practice Providing quality health care	<ul style="list-style-type: none"> ▪ Being a member of the general surgical clinical team, providing safe, competent and respectful management of patient conditions according to clinical priority, both within and outside the hospital ▪ Responding immediately and appropriately to any life-threatening situation, summoning assistance as required ▪ Provide medical back up in times of unforeseen circumstances; i.e. colleague sickness, leave, clinical emergencies ▪ When necessary, arranging transfer of patients to other Te Whatu Ora hospitals as required, ensuring that the receiving team are aware of the pending transfer and appropriate handover information is provided ▪ Being part of the handover between the health care teams ensuring high quality continuity of care at the completion of a rostered duty ▪ The General Surgeon will act professionally and responsibly to deliver efficient, timely, safe, and effective, high quality care. ▪ The General Surgeon work to actively reduce health inequities for members of vulnerable populations (eg Maori, Pasifika and rural people) ▪ Clinical duties and activities include (but not limited to): <ul style="list-style-type: none"> - Elective outpatient clinics

	<ul style="list-style-type: none"> - Endoscopy procedures (upper and lower with potential for joining the National Bowel Screening Programme) - Acute surgical care within facility / service and individual scope - Elective and acute operating theatre lists within personal scope and that of the facility - Reviewing patient investigation results in a timely manner and taking appropriate and relevant action as necessary - Provision of post-operative care including ward rounds - Attending clinical emergency calls when requested (trauma calls) - Supporting the clinical management of patients - Provision of advice, guidance and clinical support to RMOs - Preparation of patients for acute transfer to other hospitals - Clinical attachments and educational sessions at other Te Whatu Ora hospitals as part of skill maintenance, CPD program or clinical service development - Reading and responding to patient referrals - Undertaking patient consultations as required or requested - Preparation of police, coroner, legal, ACC and similar reports - Responding to patient complaints and enquiries around the care provided - Maintaining comprehensive, clear, legible and accurate medical records
4. Non-Clinical Practice	<ul style="list-style-type: none"> ▪ Non-clinical duties must include time spent on service and portfolio based work for Te Whatu Ora. There is an expectation that this output will contribute to the department in a positive way.
5. Administration	<ul style="list-style-type: none"> ▪ Liaising with police, Oranga Tamariki, Triage Assessment Crisis Team (TACT), Child Adolescent Mental Health Service (CAMHS) and other statutory services including appearing in court if required ▪ Being familiar with the Te Whatu Ora Emergency Management Plan as it relates to general surgical services and the support of the Emergency Department
6. Patient Communication	<ul style="list-style-type: none"> ▪ Ensure the effective communication with patients, families, whānau, significant others and caregivers in a sensitive manner ▪ Obtaining informed consent prior to treatment when appropriate ▪ Awareness of the role as a patient advocate and be culturally safe. Be aware of and uphold patient rights as outlined in the Health and Disability Services Consumers' Rights ▪ Informing patients, and when necessary their whānau, relatives or caregivers, of the proposed treatment and providing the opportunity for questions and discussion
7. Management	<ul style="list-style-type: none"> ▪ Providing advice as requested by the General Manager or Chief Medical Officer (or their delegates) ▪ Responding to requests for information by Te Whatu Ora management ▪ Reporting promptly to the Operations Manager Hospital Services any unusual incidents or occurrences, especially those which may give rise to complaints or legal action against Te Whatu Ora ▪ Providing reports to any lawful agency or Te Whatu Ora department when appropriate and requested

	<ul style="list-style-type: none"> ▪ Making comprehensive and appropriate records of patients seen, and being responsible for ensuring that such records are available in accordance with normally acceptable procedures and Hospital policy ▪ Attending and contributing to Te Whatu Ora Senior Medical Staffing meetings ▪ developing and maintaining close working relationships with other clinical services to support the rural generalist model of care across medical, nursing and allied health professions. Provide support for primary and community care, rural clinics and the emergency department where appropriate
8. Team Work	<ul style="list-style-type: none"> ▪ Liaising with medical staff, both at Te Nikāu Hospital and Health Centre and other Te Whatu Ora locations as required to provide high quality safe patient care ▪ Instructing, training, advising and supervising the clinical work of RMOs, Clinical Nurse Specialists, Nurse Practitioners, Allied Health staff and medical students when appropriate ▪ Supporting training programs across the spectrum of rural hospital medicine and primary and community care to ensure a successful and sustainable rural generalism model of care ▪ Work in partnership with Nursing staff, Midwives and RMOs to establish thorough teaching and support to co-workers, in turn, providing high quality patient care
9. Continuing Professional Education and Research	<ul style="list-style-type: none"> ▪ The Surgeon will be responsible for keeping abreast of relevant literature, not only on clinical matters, but also on clinical governance topics such as auditing, performance appraisals and quality assurance and avail of opportunities to attend relevant conferences ▪ Participate in the relevant RACS and/or MCNZ recertification programs ▪ The Surgeon will respond positively to requests to provide education for members of the health care team ▪ With approval, the Surgeon will attend post-graduate medical meetings, report back to colleagues on conferences attended, and ensure that their area of clinical expertise/ knowledge is up to date ▪ A sound understanding of the legal framework surrounding medical practice in New Zealand is required ▪ Teaching (including preparation time) of any of the following if required/applicable in the designated work location: Medical Students, RMOs, Nurses, Midwives and other Allied Health professionals
10. Workplace Responsibilities	<ul style="list-style-type: none"> ▪ Work proactively and constructively with colleagues in a way which promotes workplace harmony and supports the multidisciplinary Rural Generalist model ▪ Actively participate in the on-call roster, which is, indicatively, a 1:4 on call roster, but may vary from time to time ▪ Be readily contactable when on call. Responding to telephone within 10 minutes and able to be onsite within 30 minutes when required. ▪ Assess patients and initiate appropriate treatment within recognised national/ international best practice guidelines ▪ Routine ward rounds are to be carried out at 0800 hours daily with the relevant Clinical Nurse Management and Surgeon team ▪ The Surgeon, with collegial support, will use beds effectively and maintain discharge planning in the day to day management of the ward ▪ The Surgeon will clinically treat on an outpatient's basis, admitting when necessary for inpatient treatment

	<ul style="list-style-type: none"> ▪ The Surgeon will provide outpatient clinics to the peripheral areas on a regular basis in accordance with an agreed roster
11. General Considerations	<ul style="list-style-type: none"> ▪ The Surgeon will take an active role in health promotion and disease prevention ▪ The Surgeon shall be aware of the financial constraints that Te Whatu Ora works under, and at no time will they authorise idiosyncratic spending ▪ All documentation relating to hospital and general matters should be dealt with promptly ▪ The Surgeon will participate in formulating policies that will direct the organisation's activities in this area and advise other professionals accordingly, in order to reduce reliance on hospitalisation and improve the overall health of the population

LIMITATIONS ON AUTHORITY
<p>Situations with resource or financial implications for the department are discussed and agreed with the Clinical Director and Operations Manager.</p> <p>Issues with any direct impact on Te Whatu Ora are communicated to the Clinical Director.</p>

Leadership Capabilities (as per the Leadership Capability Framework)	
Dimension	Description
Empower others	<input type="checkbox"/> Identifies and resolves conflict within a team/project setting <input type="checkbox"/> Readily encourages, reviews and shares feedback and input from others in the decision-making process
Stimulate innovation and create immediate wins	<input type="checkbox"/> Continuously seeks and implements ways to improve processes, operations and patient care <input type="checkbox"/> Creates a climate that fosters and encourages innovation and change <input type="checkbox"/> Translates breakthrough thinking and practices into solutions that work <input type="checkbox"/> Assesses and balances risks against the benefits to effectively advance new practices and ideas <input type="checkbox"/> Leads information sharing and creative collaboration within and across groups <input type="checkbox"/> Reviews improvement and creative processes to improve future initiatives
Foster a positive culture	<input type="checkbox"/> Ensures patient/customer care is central to the culture <input type="checkbox"/> influence others and ensure adherence to agreed ethics, values and codes of practice <input type="checkbox"/> Identifies and can address ethical matters affecting work in a specific discipline area/operational context <input type="checkbox"/> Supports honest disclosure and information sharing
Establish the change imperative	<input type="checkbox"/> Fosters an environment of monitoring progress within and across teams/ work areas/ disciplines <input type="checkbox"/> Reconciles conflicting priorities and makes recommendations for amendments to change plans that affect functional or organisational plans <input type="checkbox"/> Advocates for a clinical area during change

PERSON SPECIFIC

Qualifications and Experience	
Essential <ul style="list-style-type: none">▪ New Zealand Registered General Surgeon▪ Current Annual Practicing Certificate▪ Competence in independent practice within rural context▪ Current EMST and Level 7 Resuscitation Certificate.▪ Understands the implications of Te Tiriti o Waitangi as it affects healthcare provision▪ Respect for, and an ability to co-operate with colleagues, have competence in teamwork and demonstrates an understanding of the roles of other health professionals and healthcare teams▪ A critical thinker, capable of adapting to change in medical practice▪ Demonstrated empathy with patients, the general public and all clinical and non-clinical staff▪ Demonstrable commitment to ongoing personal and professional development and to the provision of patient focused services▪ An awareness of professional and locality limitations, and a willingness to seek support when these limitations are met	Desirable <ul style="list-style-type: none">▪ Experience in working in a small hospital is preferred but not essential▪ Competence within a Rural Hospital, Emergency Department and Outpatient environment▪ Competence in acute paediatric diagnostic and procedural skills, and emergency management of the surgically unwell child▪ Competence in acute adult medical diagnostic and emergency procedural skills and stabilisation of the unwell adult▪ Demonstrated ability and willingness to facilitate the learning experience of individuals, groups and communities, both within and beyond the health sector▪ Demonstrated experience in the reduction of health inequities within a population

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

Signed on behalf of the Te Whatu Ora

I accept the terms and conditions as outlined in this Position Description

Date:

Name:

Position:

Date:

Name:

Position:

Te Whatu Ora