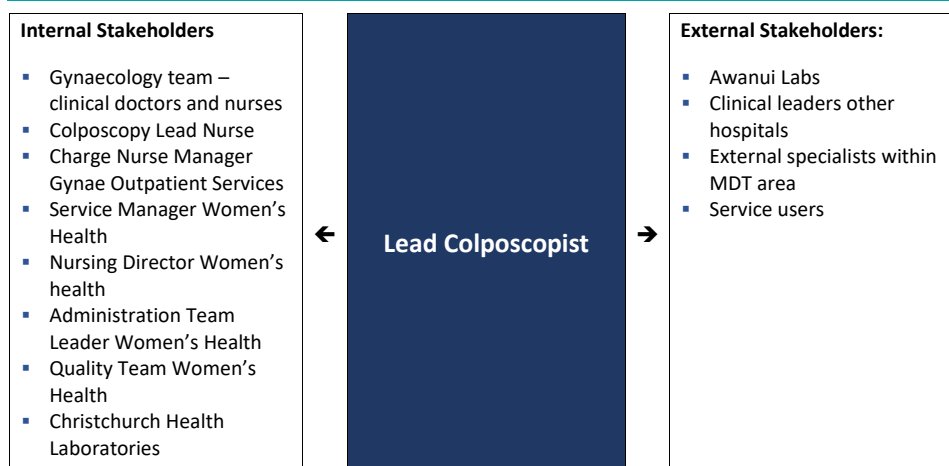


Position Description

Position	Lead Colposcopist
Team / Service	Colposcopy
Group	Women's and Children's
District	Waitaha, Canterbury
Responsible to	Clinical Director Obstetrics and Gynaecology
Location	This position is expected to work from, Christchurch Hospital Campus

Key Relationships & Authorities



Purpose of the role

The Lead Colposcopist works as part of a multi-disciplinary team in the Women's Health service at Christchurch Hospital Campus. This job description is in accordance with the most up to date National Cervical Screening Programme (NCSP) Guidelines.

The Lead Colposcopist works closely with the Lead Colposcopy Nurse (LCN) ,Charge Nurse Manager Outpatients and Service Manager.

The main responsibilities for the lead clinician colposcopist are:

- Accountability and responsibility for the quality of the colposcopy service provided by Christchurch Hospital.

- Providing support and advice to the LCN for triaging referrals to the colposcopy service.?? and ensures that there is a process in place for there is provision for triage across the rosters (nursing and medical)
- Ensure written protocols for the colposcopy service are up to date and include recommended national guidelines set out by the NCSP.
- Ensures data integrity of colposcopy data for NCSP requirements
- Prepares for NCSP audit processes and is proactive and responsive in correcting issues identified by the audit in a timely manner
- Attends relevant MOH meetings to ensure the service is meeting NCSP requirements and kept abreast of any current issues or changes which may affect service delivery
- Convenes and chairs monthly multidisciplinary meetings (MDM) for the purpose of reviewing cases, discussing colposcopy data, service issues, protocol review and audit findings.
- Ensures colposcopists participate in continuous professional development to meet certification to practice as per the Cervical Quality Improvement Program (C-QuiP).
- Facilitates training of medical/non-medical colposcopists as per the RANZCOG and NZNO guidelines

Key Accountabilities

The following role accountabilities may evolve with organisational change and there may be additional duties, relevant to this position that will be required to be performed from time to time.

Key accountabilities	Deliverables / Outcomes
1. Technical outcomes / accountabilities	<ul style="list-style-type: none"> ▪ Builds constructive and effective relationships ▪ Uses diplomacy and tact ▪ Achieves results
2. Leadership	<ul style="list-style-type: none"> ▪ Can marshal resources (people, funding, material, support) to get things done ▪ Can orchestrate multiple activities at once to accomplish a goal ▪ Uses resources effectively and efficiently ▪ Arranges information and files in a useful manner
3. Continuous improvement and innovation	<ul style="list-style-type: none"> ▪ Establish a culture of continuous improvement, working closely with the Quality team to identify opportunities and innovative solutions to meet the changing needs, from local customers through to district services or whole sector.
4. Te Tiriti o Waitangi	<ul style="list-style-type: none"> ▪ Work in partnership with stakeholders to achieve our equity goals for Māori and ensure Te Tiriti o Waitangi obligations are adhered to ▪ Equity outcomes are front and centre in goals, performance monitoring and plans for service and team performance ▪ Cultural competence is grown across the team, supporting inclusion and partnership.

Key accountabilities	Deliverables / Outcomes
5. Health & Safety	<ul style="list-style-type: none"> Ensure all Health & Safety obligations under the legislation are applied and managed and that a culture of safe practice is second nature Actively support and ensure compliance with Health & Safety policy and procedures; ensuring staff also support and comply. Maintain a proactive culture of Health & Safety supported by systems. Ensure providers are aware of and have processes to comply with their health and safety responsibilities

Experience and Capability

Essential qualifications, skills and experience

A. Knowledge, Skills & Experience:

A commitment to ongoing professional and personal learning, involvement in professional development and motivation to achieve high quality results.

B. Essential Professional Qualifications / Accreditations / Registrations:

- Fully qualified to practice in the speciality of Obstetrics and Gynaecology.
- C-QuiP trained

C. Someone well-suited to the role will place a high value on the following:

- A high degree of clinical skill particularly in Gynaecology.
- Motivated to achieve high quality results.
- A commitment to ongoing professional and personal learning, with a high degree of commitment to the profession.
- Proven ability to contribute and participate in a multi-disciplinary team environment.
- Ability to manage time effectively and meet deadlines.
- Communication at all levels.
- Honesty and integrity.
- Professional standards.
- Commitment to motivate, co-ordinate, develop and participate in the training of Registrars.
- Accept and delegate responsibility.
- To maintain harmonious professional relationships working in collaboration with team colleagues and involved in the unit's on going management of the patient.

Ma tini, ma mano, ka rapa te whai

By joining together we will succeed

Commented [EJ1]: This would preclude Karyn but I don't think this is essential ? Isn't it about being registered colposcopy with C quip and could be a non FRANZCOG Colp lead ?