

Statement of Accountability

Te whakaturanga ō mahi

Team Name	Otolaryngology – Head & Surgery		
Role Title	Senior Medical Officer		
Reports to	Clinical Director, Otolaryngology Head & Neck Surgery		
Date	November 2025	Salary Band	ASMS
Location	Christchurch Hospital	Department	ORL

About us

The Health System in Aotearoa is entering a period of transformation as we implement the Pae Ora/Healthy Futures vision of a reformed system where people live longer in good health, have improved quality of life, and there is equity between all groups.

We want to build a healthcare system that works collectively and cohesively around a shared set of values and a culture that enables everyone to bring their best to work and feel proud when they go home to their whānau, friends and community. The reforms are expected to achieve five system shifts. These are:

1. The health system will reinforce Te Tiriti principles and obligations
2. All people will be able to access a comprehensive range of support in their local communities to help them stay well
3. Everyone will have equal access to high quality emergency and specialist care when they need it
4. Digital services will provide more people the care they need in their homes and communities
5. Health and care workers will be valued and well-trained for the future health system

Te Mauri o Rongo – The New Zealand Health Charter

In order to guide the culture, values, and behaviour expected of the health sector, Health New Te Mauri o Rongo provides common values, principles and behaviours through four Pou, to guide health entities and their workers, enabling a cultural transformation of the health sector. Te Mauri o Rongo fundamentally upholds a key system shift of the New Zealand health reforms to reinforce and embrace Te Tiriti and our obligations to it.

The pou are a platform and a foundation to empower a culture transformation, every person is guided to align themselves to the pou and enact the values and behaviours that the pou represent. Employers and employees are expected to uphold Te Mauri o Rongo in their work and environments as part of our commitment to achieving Pae Ora (healthy futures) for all.

It is fundamental that the four Pou of Te Mauri o Rongo are upheld by the health entities and their workforce.

Wairuatanga	The ability to work with heart	<i>“When we come to work, we are able and supported by others to be our whole selves. When we return home, we are fulfilled”.</i>
Rangatiratanga	Ensuring that the health system has leaders at all levels who are here to serve	<i>“As organisations we support our people to lead. We will know our people; we will grow those around us and be accountable with them in contributing to Pae Ora for all”</i>
Whanaungatanga	We are a team, and together a team of teams	<i>Regardless of our role, we work together for a common purpose. We look out for each other and keep each other safe. Together we are whānaunga, we are the workforce - kaimahi hauora”</i>

Te Korowai Manaaki	Seeks to embrace and protect the workforce	<i>"The wearer of the cloak has responsibility to act/embody those values and behaviours"</i>
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Our Team Accountability

As a member of the Department of Otolaryngology, this role has shared accountability to promote, enhance and facilitate the health and well-being of the people of the Canterbury District

Expected Outcomes / Activities – Team Specific

- To provide a high quality of care for all patients presenting to the Otolaryngology. Head and Neck service with clinically appropriate priority.
- To provide treatment based on 'best practice' principles
- To provide high quality medical education in Otolaryngology for Registrars, House Officers, Medical Students, Nursing staff and Allied Health professionals.
- To participate in continuing medical education to enable continuous quality improvement of yourself and colleagues.
- To encourage research in the service.
- To undertake administrative tasks in a timely and competent manner.
- To care for patients appropriately, as equitably as possible considering resources limitations.
- To achieve economies which do not compromise high quality care.
- To forge or maintain links with other services.

My Role Responsibilities

Key Outcomes Area	Expected Activities / Performance Indicators – Position Specific [Keep these relatively high level]
Outpatient Clinics	<ul style="list-style-type: none"> – To undertake Outpatient clinics, to manage New Patients, Follow-up Patients, and special interest patients. – Clinic work includes supervising the work of Junior medical, nursing and technical staff attached to the clinic. Training Elective Medical Students and students from the Christchurch School of Medicine may be integrated into clinics. – Clinic work also includes corresponding and arranging investigations, treatments, consultation with colleagues and other associated activities
Operating Theatre	<ul style="list-style-type: none"> – To assess pre-operative patients in an appropriate manner. – To book and order theatre lists accurately, ensuring they reach the operating theatre within the required timeframe. – To use theatre time effectively, avoiding list over-runs whenever possible – To train and supervise the surgery of junior medical staff and Clinical Fellows

Other Diagnostic/Treatment Clinical Activities	<p>Participation</p> <ul style="list-style-type: none"> – Radiology meeting Monday 1215-1345 (two weekly) – Department Clinical meetings Monday 1245-1345 (two weekly) – Audit meeting Monday 1245-1345 (six weekly) – Prepare outpatient letters, discharge summaries, additional consultations as required.
Non-Clinical Activities	<ul style="list-style-type: none"> – Administrative tasks not directly related to clinical activities, e.g. preparation of clinical guidelines/information for records, patients and planning. – Attending clinical and departmental meetings. – Continuing medical education, peer review and clinic audit. – Literature review, out of hours preparation for surgery. – Service-related research and public good research (with appropriate clinical approval). – Teaching of medical, nursing, students and other staff. – Department Business meetings <p>The amount of time of each of these activities varies from time-to-time by agreement.</p>
Rostered Acute Duties & Call-Back Activities	<ul style="list-style-type: none"> – Acute duties involve responsibility for patients admitted on a rostered basis. – Ward visits are expected daily on acute admitting days, and as required. – When on acute duty and away from the hospital, the duty consultant is required to be contactable, and available to attend the hospital within 30 minutes. – Acute operating is managed as clinically required over a 24-hour period
Hours of Work	<ul style="list-style-type: none"> – Up to 40 hours per week – On Call 1/8
OTHER	<ul style="list-style-type: none"> – The Specialist is responsible for undertaking other duties (by mutual consent) as reasonably required by the Clinical Director.

My Capability

To be effective and succeed in this role it is expected the person will have proven capabilities against the **Leading-Self** leadership focus. A person with this leadership focus will not hold formal leadership accountabilities but are responsible for displaying leadership character and driving service delivery within their role and team.

Therefore, critical capabilities for this role are:

Capability Area	Behavioural Descriptor
Cultural Responsiveness	Understands the needs of Māori and adjusts approach to ensure equitable outcomes.
Self-Aware	Understands their impact on others and strengthen personal capability over time.
Engaging others	Connect with people; to build trust and become a leader that people want to work with and for.
Resilient and Adaptive	Show composure, resolve, and a sense of perspective when the going gets tough. Helps others maintain optimism and focus.
Honest and Courageous	Delivers clear messages and makes decisions in a timely manner; to advance the longer-term best interests of the people we care for.
Achieving Goals	Demonstrate drive, optimism, and focus; to make things happen and achieve outcomes.
Managing Work Priorities	Plan, prioritise, and organise work; to deliver on short, medium and long-term objectives across the breadth of their role.
Curious	Seeks and integrates ideas, information, and different perspectives.

My Qualifications, Experience, Knowledge, Skills:

You will have:	<p>Qualifications required:</p> <ul style="list-style-type: none"> – Specialist registration in Otolaryngology – Current Annual Medical Practising Certificate. – Post Graduate training in Head & Neck surgery would be desirable. <p>Professional memberships required:</p> <ul style="list-style-type: none"> – Medical indemnity insurance – NZSOHNS membership recommended. <p>Experience required:</p> <ul style="list-style-type: none"> – Expertise in the field of general Otolaryngology. – Post Fellowship training/experience for a tertiary teaching centre, including an appropriate subspecialty interest. Currently an interest in Head and Neck surgery desirable.
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- An ability to undertake and organise undergraduate Otolaryngology teaching would also be desirable.

Other skills required:

- Be able to work under pressure and prioritise clinical workload.
- Excellent written and oral communication skills.
- A team approach to work in an environment that includes many disciplines; and a collaborative working relationship with management.

Personal qualities required:

- To embrace a team philosophy in the Department.
- Have a genuine empathy with patients, the general public and staff at all levels.
- Be an innovative thinker, who can adapt to changes in medical practice.
- Be committed to their personal and professional development, and to the provision of patient focused services

Key Relationships to Nurture

Internal	External
As required with the Clinical Director, other Otolaryngology, Head and Neck surgeons, Service Manager, medical and nursing staff, Health Professionals and other services	Christchurch School of Medicine Staff, referring Clinicians, GP's and agencies in the community

This statement of accountability is intended as an insight to the main tasks and responsibilities required in the role and is not intended to be exhaustive. It may be subject to change, in consultation with the job holder.