

## POSITION DESCRIPTION

<b>Position:</b>	<b>Gastroenterologist</b>
<b>Directorate</b>	<b>Gastroenterology Service Medicine, Cancer &amp; Community</b>
<b>Responsible to:</b>	<b>Clinical Leader - Gastroenterology Services</b>

### **Our Mission:**

*Together, Improve the Health and Independence of the People of the District*

### **Our Vision**

*Better Health and Independence for People, Families, and Communities*

### **Our Values:**

- *Innovation*
- *Action*
- *A focus on People and Patients*
- *Living the Treaty*
- *Professionalism in Leadership, Honesty, Integrity and Collaboration*
- *Excellence through Effectiveness and Efficiency*

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## Context

The Capital and Coast District Health Board (CCDHB) covers a region extending from Wellington to Otaki. It comprises key delivery arms in primary, secondary and tertiary health. Hospital and Health Services (HHS) is primarily responsible for the hospital and health services delivered via a new Wellington Regional Hospital (opened in March 2009); a secondary and community facility at Kenepuru; a Forensic, Rehabilitation and Intellectual Disability Hospital at Ratonga Rua-o- Porirua; and Kapiti Community Hospital. The total operating budget for the provider arm is approximately \$600M.

CCDHB is focused on improving the health of our local people, families and communities – and reducing inequalities within our population. To support this we will ensure:

- Integrated delivery of services backed by sound infrastructure
- Financial and clinical viability of services, facilities and support
- A “culture” that supports health improvement and addresses disability needs locally and across our region
- The development of clinical leadership
- Regional collaboration

Priorities in the current year for HHS are:

- Shorter safer patient journeys – managing acute flow
- Best value for money
- Growing our people

All underpinned by the Triple Aim.

### Directorate perspective:

The key areas of focus for the Medicine, Cancer & Community Directorate are:

- To lead and develop new models of care as well as new ways of working across the health system between primary, community, and secondary care settings
- To participate in the collaboration with Hutt Valley and Wairarapa DHBs to establish wider regional clinical services
- To strengthen a quality and patient safety culture through an effective clinical governance framework
- The establishment of sustainable work force models within the Directorate
- To ensure improved financial performance in line with the DHB’s financial recovery plan
- To participate in the Integrated Collaborative Care priorities as they relate to the Directorate and support the provision of better, sooner, more convenient services across the wider DHB.

The Directorate oversees four operational areas:

- Regional and Ambulatory services
- Medicine , Acute flow and Emergency services
- Blood & Cancer, Renal, and Palliative Care services

Kenepuru, Kapiti and Community services

### Service perspective: Gastroenterology Service

The service provides acute and elective gastroenterology and hepatology in-patient and outpatient services at Wellington and Kenepuru Hospitals. It provides tertiary services to the

central region, including EUS and ERCP. These services are provided 24 hours a day, 7 days a week.

The service is mainly delivered in the outpatient setting although a small percentage of people are treated as in-patients. Many of the procedures provided are endoscopic. The full range of upper and lower GI diagnostic and therapeutic endoscopic services are offered. These procedures may be diagnostic or combined diagnostic and therapeutic services. The therapeutic procedures often reduce in-patient admission periods, including reducing periods in ICU (for example by stopping Gastrointestinal (GI) bleeding), and reducing the need for surgery and hence reducing post-operative morbidity and recovery times. Some procedures also offer acceptable and cost effective palliation of malignancies.

The department provides specialist hepatology management for patients with liver disease including hepatitis B and C and pre and post-liver transplantation, and is in the process of establishing nurse lead clinics.

### **Role perspective:**

The position holder will work as a Gastroenterologist at Wellington and Keneperu Hospital, in the provision of acute, inpatient and outpatient care to adult patients with gastroenterology disorders.

The physician will provide consultant services and cooperative leadership for the gastroenterology team to facilitate provision of appropriate high quality service to the patients that come under his/her care and commits to maintaining a collaborative and collegial professional environment.

The position holder will participate in routine gastroenterology service activities, including in service meetings, and teaching. He/She will educate and mentor Registrars and House Officers in accordance with requirements of the Royal Australasian College of Physicians and the New Zealand Medical Council. He/She will take an active role in the education of medical students including elective students.

The role holder will be expected to encourage innovation and quality in the development of services. To this end, s/he will have to engage with other providers, consumers, and health organisations to improve the quality and responsiveness of services and should possess highly developed relationship and communication skills, a sound understanding of clinical governance and the ability to work within the multi-disciplinary model.

The role is job-sized per week plus on-call and other allowances.

The detail of the tasks will be contained in the protocols and guidelines pertaining to the specific area of work. The Gastroenterologists are involved in the development of these protocols and guidelines.

The position holder will be expected to perform and will be accountable for the Key Performance Indicators as listed.

## Purpose of the role

To provide medical practice that delivers a sustainable high quality service to patients

## Key Accountabilities :

Key Accountability	Deliverables / Outcomes	Key Performance Indicators / Measures
<b>CLINICAL</b>		
<b>Clinical Practice</b>	<ul style="list-style-type: none"><li>Assesses, diagnoses and manages appropriately patients within the clinical setting in which the Consultant is working by;</li><li>Consulting and liaising with other professionals involved with the patient.</li><li>Participating in the education of the patient and relevant others about his/her illness and treatment.</li><li>Obtaining informed consent for proposed treatment/procedures.</li><li>Taking part in relevant multidisciplinary team meetings and discussing the care of patients.</li><li>Providing the level of service as specified in the yearly output targets.</li><li>Adhering to the protocols, guidelines and practice standards pertaining to the area of clinical practice.</li><li>Practicing in a manner consistent with established ethical standards as provided by the Medical Council of New Zealand.</li><li>Taking responsibility for supervising the work of registrars, house surgeons and medical students where required and for other health professionals involved in the management of the patient and providing support to junior medical staff on call and on duty.</li><li>Providing a quality service in accordance with Department objectives and within the available resources.</li><li>Participating with other Medical Staff in providing equitable sharing of the clinical service load, both inpatient and outpatient</li><li>Acting as a consultant to other health professionals.</li><li>Ensuring that Statutory and Regulatory requirements are adhered to in practice and documentation.</li><li>Maintaining and participating in a satisfactory on call roster.</li></ul>	<ul style="list-style-type: none"><li>Assessment and management plans are clearly documented and implemented.</li><li>Practical expertise is demonstrated in diagnostic and therapeutic procedures undertaken.</li><li>The benefit to the patient from joint management of appropriate professionals is demonstrated.</li><li>It is demonstrated that the patient understands appropriately the management or intervention of the illness.</li><li>Helpful communications and explanations are given in ensuring patients are aware of and in agreement with proposed treatment.</li><li>The dignity and humanitarian needs of the patient, the patient's family and cultural background are taken into account.</li><li>The yearly output targets are met.</li><li>All such protocols and practice standards are adhered to.</li><li>That the appropriate and established ethical standards of practice are met.</li><li>Patient case notes, documentation and diagnosis accuracy is of a high standard</li><li>Work is performed in collaboration with medical colleagues, nurses, and other health professionals involved in ongoing management of the patient.</li><li>Allocated sessions, clinics, reporting times are used efficiently and effectively to reach output targets and objectives of the annual business plan.</li><li>Patients are assigned to and selected from waiting lists in accordance with their clinical requirements.</li><li>Harmonious working relationships are maintained with staff and individuals within and outside the service.</li><li>Timely advice is provided to Head of Department on trends in the specialty, predicted needs and future developments to provide input to strategic and operational plans.</li><li>Assists with the provision of statistics, reports and service data.</li><li>Roster obligations are fulfilled.</li><li>Professional advice is given when</li></ul>

<b>Key Accountability</b>	<b>Deliverables / Outcomes</b>	<b>Key Performance Indicators / Measures</b>
		<p>requested to other health professionals about patient care.</p> <ul style="list-style-type: none"> <li>• An active role is taken in teaching sessions/courses for registrars, house surgeons, nurses and paramedical staff.</li> <li>• All such legal and statutory duties are undertaken and performed appropriately e.g., Medical Practitioners Act, ACC, Coroners Act, Drugs Act.</li> <li>• Services of a high standard are available out of hours.</li> <li>• That there is regular contact of junior staff with senior staff out of hours.</li> </ul>

#### **NON-CLINICAL:**

<b>1. Leadership</b>	<ul style="list-style-type: none"> <li>• Provides advice as requested relevant to the development of an annual operational plan</li> <li>• Participates in teaching sessions for Registrars</li> <li>• Participates in teaching sessions for other RMO and Medical students, when requested</li> <li>• Participates in staff training at all levels when requested</li> <li>• Participating in educating and training undergraduate and graduate, medical and paramedical staff.</li> <li>• Assists CL to establish and maintain clinical engagement in the service.</li> <li>• Contributes to the Service's three-year strategic plan.</li> <li>• Understands strategic goals and assists CL to maintain and promote Service &amp; C&amp;CDHB organisational goals</li> </ul>	<ul style="list-style-type: none"> <li>• There is evidence of attendance at forums that should lead to engagement and involvement in solving problems</li> <li>• There is evidence of developmental conversations and performance reviews of RMOs and other staff</li> <li>• Feedback from CL</li> <li>• Evidence of an understanding of the services long-term goals and plans</li> </ul>
<b>2. Professional Development</b>	<ul style="list-style-type: none"> <li>• Is enrolled in recognised Continuing Professional Development (CPD) program and keeps up to date with requirements of the program</li> <li>• Maintains membership of appropriate professional College</li> <li>• Participates in an annual personal performance and development review</li> </ul>	<ul style="list-style-type: none"> <li>• Supplies a copy of yearly CME record from that program for Department personal record</li> <li>• Supplies an updated personal CV for Department personal record</li> <li>• Undergoes annual appraisal</li> <li>• College membership maintained</li> <li>• There is an annual performance assessment done.</li> </ul>
<b>3. Administration</b>	<ul style="list-style-type: none"> <li>• Performs required administrative functions when required</li> <li>• Performs other departmental delegated administrative functions promptly, as requested</li> <li>• Attends Departmental and other meetings as required</li> </ul>	<ul style="list-style-type: none"> <li>• Letter responses, Coroner's, policy, ACC and other similar reports are done within time frames.</li> <li>• Attendance is recorded, apologies for non-attendance sent in time</li> </ul>

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| <b>4. Maori Health</b>              | <ul style="list-style-type: none"> <li>• Develops Gastroenterology Service Strategies to support the DHB's initiatives to improve health outcomes for Maori</li> </ul>   | <ul style="list-style-type: none"> <li>• Gastroenterology Service Planning and Service Delivery is responsive to the health needs of Maori and Consistent with the DHB's Strategy to reduce disparities.</li> </ul>   |
| <b>5. Quality / Risk Management</b> | <ul style="list-style-type: none"> <li>• Establishment of C&amp;CDHB quality systems within Service and a cycle of monitoring, reporting and improvement.</li> <li>• Safe move to new regional hospital</li> <li>• Oversight of service specific guidelines, policies and protocols</li> </ul> | <ul style="list-style-type: none"> <li>• Evidence of quality activities for:               <ul style="list-style-type: none"> <li>○ Reportable events</li> <li>○ Complaints</li> <li>○ M&amp;M reviews</li> <li>○ Clinical indicators</li> <li>○ Accreditation standards.</li> </ul> </li> <li>• Clinical audit records</li> <li>• Up-to-date risk register</li> <li>• Service specific guidelines, policies and protocols registered with quality committee.</li> </ul>  |
| <b>6. Health and Safety</b>         | <ul style="list-style-type: none"> <li>• Complies with responsibilities under the Health &amp; Safety in Employment Act 1992</li> </ul>  | <ul style="list-style-type: none"> <li>• Has read and understood the Health &amp; Safety policy and procedures.</li> <li>• Actively supports and complies with Health &amp; Safety policy and procedures.</li> <li>• Evidence of support and compliance with health and safety policy and procedures including use of protective clothing and equipment as required, active participation in hazard management and identification process, and proactive reporting and remedying of any unsafe work condition, accident or injury.</li> </ul> |

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## Key Relationships & Authorities

		<b>Reports to:</b> <ul style="list-style-type: none"> <li>Clinical Leader - Gastroenterology</li> </ul>
<b>Key relationships within service</b> <ul style="list-style-type: none"> <li>Operations Manager - Medicine</li> <li>Charge Nurse Manager</li> <li>Nursing Staff</li> <li>SMOs</li> </ul>	<div style="background-color: #cccccc; text-align: center; padding: 50px;"> <b>This role</b> </div>	<b>Key relationships outside service</b> <ul style="list-style-type: none"> <li>Operations Director</li> <li>RMO Unit</li> <li>Clinical Leaders</li> <li>Clinical Director</li> <li>Other Clinical Leaders</li> <li>Associate Director of Nursing</li> <li>Management team</li> <li>Radiology Staff</li> <li>Medical Staff</li> <li>Clerical Staff</li> <li>Nursing Staff</li> <li>Hutt DHB</li> </ul>
		<b>Has these direct reports:</b> <ul style="list-style-type: none"> <li>RMOs</li> </ul>

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## Capability Profile

### 1. Competencies

*Solid performance in the role requires demonstration of the following competencies. These competencies provide a framework for selection and development.*

<b>Competency</b>	<b>Behaviours</b>
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>• Develops constructive working relationships with other team members</li> <li>• Has a friendly manner and a positive sense of humour</li> <li>• Works cooperatively - willingly sharing knowledge and expertise with colleagues</li> <li>• Shows flexibility - is willing to change work arrangements or take on extra tasks in the short term to help the service or team meet its commitments</li> <li>• Supports in word and action decisions that have been made by the team</li> <li>• Shows an understanding of how one's own role directly or indirectly supports the health and independence of the community</li> </ul>
<b>Quality and Innovation</b>	<ul style="list-style-type: none"> <li>• Provides quality service to those who rely on one's work</li> <li>• Looks for ways to improve work processes - suggests new ideas and approaches</li> <li>• Explores and trials ideas and suggestions for improvement made by others</li> <li>• Shows commitment to continuous learning and performance development</li> </ul>
<b>Integrity and Trust</b>	<ul style="list-style-type: none"> <li>• Is widely trusted</li> <li>• Is seen as a direct, truthful individual</li> <li>• Can present the unvarnished truth in an appropriate and helpful manner</li> <li>• Keeps confidences</li> <li>• Admits mistakes</li> <li>• Doesn't misrepresent her/himself for personal gain</li> </ul>
<b>Organising</b>	<ul style="list-style-type: none"> <li>• Can marshal resources (people, funding, material, support) to get things done</li> <li>• Can orchestrate multiple activities at once to accomplish a goal</li> <li>• Uses resources effectively and efficiently</li> <li>• Arranges information and files in a useful manner</li> </ul>
<b>Planning</b>	<ul style="list-style-type: none"> <li>• Accurately scopes out length and difficulty of tasks and projects</li> <li>• Sets objectives and goals</li> <li>• Breaks down work into the process steps</li> <li>• Develops schedules and task/people assignments</li> <li>• Anticipates and adjusts for problems and roadblocks</li> <li>• Measures performance against goals</li> <li>• Evaluates results</li> </ul>
<b>Partnership with Maori</b>	<ul style="list-style-type: none"> <li>• Understands the principles of Te Tiriti o Waitangi and how these apply within the context of health service provision</li> <li>• Applies the notion of partnership and participation with Maori within the workplace and the wider community</li> <li>• Promotes and participates in targeting Maori health initiatives by which Maori health gains can be achieved</li> <li>• Implements strategies that are responsive to the health needs of Maori</li> </ul>
	<ul style="list-style-type: none"> <li>•</li> </ul>



## 2. Other aspects of capability not covered by the above competencies

### a) **Knowledge and Experience:**

- Demonstrable clinical expertise
- The individual is required to undertake clinical responsibilities and to conduct themselves in all matters relating to their employment, in accordance with best practice and relevant ethical and professional standards and guidelines, as determined from time to time by:
  - The New Zealand Medical Council
  - The Health & Disability Commissioner
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### b) **Essential Professional Qualifications / Accreditations / Registrations:**

- Vocational Registration or eligibility for Vocational Registration, with the Medical Council of New Zealand as an Internal Medicine Specialist (Gastroenterology)
- Recognition by New Zealand Conjoint Committee for Endoscopy Training (or equivalent) for Gastroscopy and colonoscopy. Recognition of training by the Committee in ERCP is also needed if ERCP is to be performed.
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### c) **Valuing the work**

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

- Teamwork
- Holding a strategic view of service delivery for general medicine
- Having a commitment to Health and Independence Improvement goals, the values and goals of C&CDHB and to continuous learning and performance development.
- Encouraging the development of all team members
- Having a customer and service orientated approach.
- Effective written and verbal communication skills.
- Good organisational ability.
- Having a flexible in approach.
- Being able to work in pressure situations and prioritise work appropriately.
- Being willing to be part of a high performance team.

Capital and Coast District Health Board (C&CDHB) is committed to supporting the principles of Equal Employment Opportunities (EEO) through the provision and practice of equal access, consideration, and encouragement in the areas of employment, training, career development and promotion for all its employees.

C&C DHB is committed to Te Tiriti o Waitangi principles of partnership, participation, equity and protection by ensuring that guidelines for employment policies and procedures are implemented in a way that recognises Maori cultural practices.

The position description will be reviewed regularly in order for it to continue to reflect the changing needs of the organisation. Any changes will be discussed with the position holder before being made. Annual objectives and performance measures will be set each year during the annual performance planning and development meeting.