

Role Description

Role Position:	ORL / ENT SMO Locum
Contract:	Fixed Term 6 Months Part Time
Service / Directorate:	ENT, Surgery, Women's and Children's Directorate
Responsible to:	Clinical Leader ENT, General Manager Surgery (DEONU)

Our Mission:

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

Our Vision

Better health and independence for our people, families and communities.

Our Values:

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

Context

Organisational perspective

Capital & Coast District Health Board (CCDHB) is located centrally in Wellington and has over 6,000 full-time equivalent staff, making us one of the major employers in the Wellington region. CCDHB operates two hospitals – Wellington Regional Hospital in Newtown and Kenepuru Hospital in Porirua – as well as the Kapiti Health Centre at Paraparaumu.

The Mental Health, Addiction and Intellectual Disability Service (MHAIDS) spans three DHBs – Wairarapa, Hutt Valley and Capital and Coast – and includes local, regional and national services. The local MHAIDS services are provided from multiple sites within the 3DHB sub-region – greater Wellington, Hutt Valley and Wairarapa.

Our Services

CCDHB operates two hospitals – Wellington Regional Hospital in Newtown and Kenepuru Hospital in Porirua – as well as the Kapiti Health Centre at Paraparumu.

We also operate To Korowai-Whariki, a large mental health campus based at Porirua.

CCDHB provides a range of community-based services including district nursing, rehabilitation services, social work, alcohol and drug services, and home support services.

Service perspective

The ENT service provides a comprehensive inpatient and outpatient service for the greater Wellington region including the Hutt Valley, Mid Central and Wairarapapa.

Services are provided on an outpatient, day case and inpatient basis.

Purpose of the role

- To provide a high standard of clinical practice and clinical expertise, contributing to the provision of efficient and effective ENT services to the community and region served by CCDHB.
- To provide both acute and elective clinical management services.
- To participate in an acute on call roster.
- To achieve all contracted acute and elective services in a timely manner and in accordance with the Elective ENT Surgical principles.
- To participate in Quality Improvement activities, including researching, standards setting, and audit of current clinical practice.
- To contribute to service and organisational initiatives in clinical practice.
- To provide advice to the Clinical Leader and General Manager on ENT management matters and professional standards of practice, including matters relevant to output and contracts.
- To assist with the supervision and instruction for Resident Medical Officers rostered to the ENT service.

Clinical Responsibilities

The medical practitioner is required to undertake their clinical responsibilities and to conduct themselves in all matters relating to their employment in accordance with best practice, relevant ethical and professional standards and guidelines as determined from time to time by:

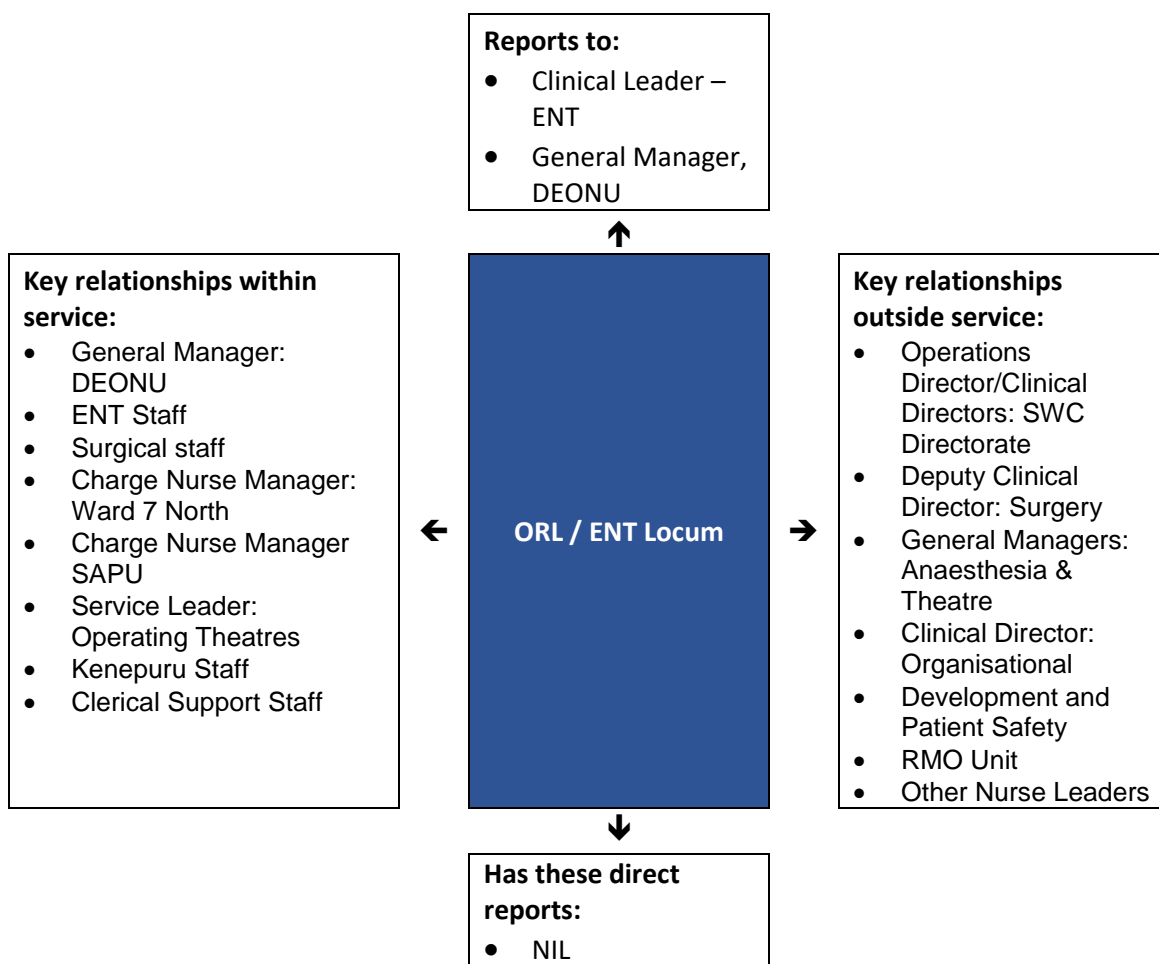
- The New Zealand Medical Association's code of ethics
- The practitioners relevant medical college(s) and/or professional association(s)
- The New Zealand Medical (or Dental) Council
- The Health and Disability Commissioner
- Capital and Coast District Health Boards policies and procedures except to the extent that they may be consistent with any provision of this agreement.

Key Accountabilities

Key Accountability	Deliverables / Outcomes	Key Performance Indicators/Measures
1. Professional Development	<ul style="list-style-type: none"> Utilise national and international networks to inform practice Undertake professional supervision of self Identify own learning needs and negotiates appropriate resources. 	<ul style="list-style-type: none"> Maintain own portfolio of professional practice Maintain core competencies Achieve identified personal development goals.
2. Quality Initiatives / Risk Management	<ul style="list-style-type: none"> Attends and participates in regular departmental audit/peer review activities, including morbidity/mortality reports. Attends and participates in Quality Assurance activities. Identifies improvement opportunities and notifies the General Manager of these. Participates in the service's quality and risk improvement and minimisation activities. Provides good patient/client service and is responsive to patient/client requests or complaints. Participates in Reporting of Events 	<ul style="list-style-type: none"> Quality of written records meets specified standards. Patient satisfaction is positive. Peer review is favourable. Meets with colleagues to discuss and record performance issues and professional/personal development, at least annually. Complies with standards and works to improve patient/client satisfaction. Identifies risks and notifies the Service Leader of these. Complies with C&C DHB Reportable Events policy and other policies and procedures. Participates in audits.
3. Administration of ENT Service	<ul style="list-style-type: none"> Attends regular meetings of the Service to collaborate with his/her colleagues and, as requested, with the General Manager, Surgical Services, and participates in management decision making for this service. Utilises staff, technological, pharmaceutical and other publicly funded resources prudently and efficiently for cost effective patient care. Participates in monitoring resource allocation and decision making within the service. 	<ul style="list-style-type: none"> Provides reports and information as required by the General Manager: ENT. Participates in the development and updating of clinical management guidelines, including integrated clinical pathways.
4. Patient information / informed consent.	<ul style="list-style-type: none"> Gives patients and their families a full explanation of all procedures and treatments. 	<ul style="list-style-type: none"> Obtains informed consent for all patients in accordance with the Organisation's policy for undertaking any operation, test or procedure.
5. Staff and Patient Relations	<ul style="list-style-type: none"> Maintains effective interpersonal relationships with multidisciplinary staff, patients and relatives/whanau. 	<ul style="list-style-type: none"> Handles problems and complaints sensitively.

Key Accountability	Deliverables / Outcomes	Key Performance Indicators/Measures
6. Health and Safety	<ul style="list-style-type: none"> Complies with responsibilities under the Health & Safety in Employment Act 1992 	<ul style="list-style-type: none"> Has read and understood health and safety policy and procedures Actively supports and complies with health and safety policy and procedures Uses protective clothing and equipment Actively participates in the hazard management and identification process Proactively reports and remedies any unsafe work condition, accident or injury.

Key Relationships & Authorities



Capability Profile

Competencies

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

Competency	Behaviours
Patient Care and Clinical Practice	<ul style="list-style-type: none">• Able to deliver contemporary ENT practice to a high standard and in accordance with agreed surgical principles• Demonstrates competence in all aspects of care and service delivery• Service is delivered in accordance with the elective surgical principles• Access to surgical care for patients is maximised through the maintenance of productivity and efficient and effective services
Leadership	<ul style="list-style-type: none">• Role models and communicates CCDHB's vision and values.• Inspires and motivates others to commit to and work towards goals.• Shows respect for people, focuses on employee involvement, and allows others to take ownership.• Builds confidence and resilience in the team.• Holds staff accountable for the delivery of outcomes and acts promptly to rectify performance issues.• Leads the team within theatre to ensure delays are eliminated, turnaround times are minimised and maximum use is made of the session time allocated.• Makes timely decisions.• Can chair a meeting and is skilled at leading discussions and providing clear direction, ensuring meetings are run in a positive and cooperative manner with respect for all members of the multidisciplinary team.
Customer Focus	<ul style="list-style-type: none">• Is dedicated to meeting the expectations and requirements of internal and external customers• Gets first-hand customer information and uses it for improvements in products and services• Acts with customers in mind• Establishes and maintains effective relationships with customers and gains their trust and respect
Teamwork	<ul style="list-style-type: none">• Assists colleagues and shares relevant information.• Manages the internal negotiation process regarding the allocation of resources.• Create a productive team environment by setting clear goals, implementing sound work processes and giving and receiving constructive feedback.
Communication	<ul style="list-style-type: none">• Is confident and appropriately assertive in dealing with others• Perseveres with a task, and to display the required energy to achieve the objectives despite obstacles• Deals effectively with conflict• Is articulate and able to influence and persuade.• Expresses ideas spontaneously, logically and convincingly in simple, clear language• Listens with a preparedness to understand• Facilitates groups to a shared or an agreed way.
Integrity and Trust	<ul style="list-style-type: none">• Is widely trusted• Is seen as a direct, truthful individual

Competency	Behaviours
	<ul style="list-style-type: none"> • Can present the unvarnished truth in an appropriate and helpful manner • Keeps confidences • Admits mistakes • Doesn't misrepresent her/himself for personal gain
Taking Responsibility	<ul style="list-style-type: none"> • Is results focussed and committed to making a difference. • Plans and organises work, allocating time to priority issues, meeting deadlines and coping with the unexpected. • Adjusts work style and approach to fit in with requirements. • Perseveres with tasks and achieves objectives despite obstacles. • Is reliable - does what one says one will. • Consistently performs tasks correctly - following set procedures and protocols.
Partnership with Maori	<ul style="list-style-type: none"> • Understands the principles of Te Tiriti o Waitangi and how these apply within the context of health service provision. • Applies the notion of partnership and participation with Maori within the workplace and the wider community. • Promotes and participates in targeting Maori health initiatives by which Maori health gains can be achieved. • Implements strategies that are responsive to the health needs of Maori

Essential Experience and Capability

a. Knowledge and Experience:

- Commitment to auditing standards of practice and to implementing changes in practice which will lead to improvement in clinical outcomes.
- Proven knowledge of modern skills and techniques of General Surgical practices.

b. Essential Professional Qualifications / Accreditations / Registrations:

- Registered as a Medical Practitioner with the Medical Council of New Zealand or eligible for registration with the Medical Council to enable practice within the ENT services.
- Holds a higher qualification appropriate to the speciality, which is recognised by the Medical Council of New Zealand for Specialist Registration.

c. Valuing the work

- Has demonstrated a high standard of clinical care, management and time management skills.
- Is committed to continually updating skills and treatment methods.
- Has demonstrated teaching skills in respect of junior medical staff, other staff, patients and their families.
- Awareness of and sensitivity to cultural differences.
- Ability to work effectively within a multi-disciplinary team.
- Ability to work effectively within a service and organisation committed to continuous quality improvement and to achieving accreditation.

Ma tini, ma mano, ka rapa te whai
By joining together we will succeed

Capital and Coast District Health Board (CCDHB) 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.

CCDHB 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.