

## Role Description

*Nau mai, haere mai ki Ūpoko ki te uru hauora*

<b>Position:</b>	Paediatric Surgeon
<b>Service / Directorate:</b>	Child Health Service, Surgery, Women's and Children's Directorate
<b>Responsible to:</b>	Operations Manager, Child Health Service. Clinical Leader (Surgical), Child Health Service.

### Our Mission:

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

### Our Vision

*Keeping our community healthy and well.*

### Our Values:

- Manaakitanga - Respect, caring, kindness
- Kotahitanga – Connection, unity, equity
- Rangatiratanga - Autonomy, integrity, excellence

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## Context

### Organisational perspective

Capital & Coast District Health Board receives funding to improve, promote and protect the health of the people within Wellington, Porirua and Kapiti region.

We're a tertiary facility operating Wellington Regional Hospital, Kenepuru Community Hospital, Kapiti Health Centre and Ratonga Rua-o- Porirua Mental Health Campus, a Forensic, Rehabilitation and Intellectual Disability service. MHAIDS is the mental health, addictions and intellectual disability service for the Wairarapa, Hutt Valley and Capital & Coast District Health Boards. We have an annual budget of more than \$1 billion which we use to deliver health services directly as well as contracting external providers.

We provide local, sub-regional, regional and national health services as well as community-based health, rehabilitation and support services. Approximately 6,000 staff work at Capital & Coast District Health Board.

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## Unit Perspective and Position Purpose

The Key areas of focus for the Surgery, Women's and Children's Directorate are:

- To implement a productive operating theatre model that captures efficiencies and delivers highest levels of service.
- The establishment of sustainable nursing models within the in-patient wards and the re-development of the Paediatric facilities.
- Prove Clinical efficiencies and the effectiveness of clinical supply use across the whole Directorate.
- To lead expand collaboration with Hutt Valley and Wairarapa DHBs to establish wider regional clinical services.
- To ensure in the expenditure areas of Nursing Labour, Medical Labour and Management/Administration Labour that we are within benchmark of our peer DHBs.

### Service Description

The multidisciplinary team in Children's Health is dedicated to ensuring that care of the infant/child/young person and family is paramount. The Service provides an integrated mix of inpatient/outpatient/day patient and domiciliary services for infants, children and young people from a wide range of backgrounds and ethnicities from birth up to sixteen years of age. Services are delivered in Wellington and Kenepuru Hospitals, Puketiro Centre, Kapiti Health Centre, outreach clinics and the infants and children's own homes.

The Children's Health Service comprises resourced inpatient cots/beds for 60 infants, children and young people. This service encompasses a Neonatal Intensive Care Unit with a dedicated homecare team. There are two inpatient wards, one for medical children and one for surgical children which includes the regional oncology service. The ambulatory service includes a Children's Acute Assessment Unit, day stay ward, paediatric outpatient service and a community paediatric nursing team in Wellington, an acute assessment and outpatient facility at Kenepuru, and outpatient clinics at Kapiti. Children's Health also includes a Child Development Team and the Regional Genetics Service.

### *Paediatric Surgery*

Paediatric Surgery provides acute and elective paediatric surgery. The tertiary services are delivered to children from the entire central region. The service routinely performs about 1,200 surgical procedures each year. In addition, there is close co-operation with one of only Maternal-Foetal Management (MFM) services in New Zealand, focusing on the wellbeing of women and new-born infants who have Maternal Foetal complications or complex health needs.

The Paediatric Surgery team currently has two full-day Paediatric Surgery lists available to it each week at Wellington Regional Hospital and one half-day day-case list each week at Kenepuru Hospital. All Clinicians have regular outpatient clinics at both Wellington Regional Hospital and Kenepuru Hospital and rotate through the outreach clinics that are held in Whanganui, Palmerston North and Hastings on a monthly basis. Provision of outreach surgery to the Central Region of New Zealand is a current priority for the service.

There is close co-operation with the Regional Neonatal Unit, which takes patients from the upper part of the South Island and the lower part of the North Island. The service provides secondary and tertiary level paediatric surgical services (including Neonatal Surgical Services) to the lower North Island and Neonatal Surgical Services to the Nelson-Marlborough region.

### *Paediatric Medicine*

Paediatric Medicine provides a wide range of secondary and tertiary In-patient and Outpatient Services for the children of the region. Services are provided at Wellington Children's Hospital, Ambulatory/Acute assessments at Kenepuru and ambulatory at Paraparaumu. A limited tertiary Paediatric Neurology service with a focus on epilepsy is currently provided. Tertiary Paediatric Endocrinology and Diabetes Services are provided.

### *Ambulatory Paediatrics*

Outpatient services are delivered from Wellington, Kenepuru and Paraparaumu Hospitals.

Visiting Paediatric specialists provide Paediatric cardiology, gastroenterology and nephrology clinics. Nurse led clinics are also provided. A 5 day a week Acute Assessment Service is available at Kenepuru. A link between hospital and home is provided by the Community Nursing Team.

The Paediatric Day Ward (Monday to Friday) accommodates children booked for Elective Surgical & Medical procedures

### *Child Development Service*

The Child Development Service (CDS), currently based at Puketiro Centre, Kenepuru and Ewart, provides a wide range of assessment, diagnostic and therapeutic services for children with both physical and intellectual disabilities who live in the CCDHB catchment area. CDS, also provides a level five referral service.

### ***Genetics***

The Central and Southern Regional Genetic Service is located at Wellington Hospital. It includes a Clinical Unit and two Laboratories providing information and education, diagnosis, laboratory testing, counselling, risk assessment and clinical management for a wide variety of genetic and/or congenital conditions, including family cancer testing. This service covers all of the Central region and provides a Genetic Service for Canterbury and Otago District Health Boards.

### ***Neonatal Intensive Care Services***

This is a Level 3, Neonatal Intensive Care Unit (NICU) and provides services for the central region of New Zealand including a 24-hour Infant Retrieval Service. Level 2 Neonatal Services are provided for the Wellington Metropolitan and Kapiti/Porirua areas. A link between hospital and home is provided by the Neonatal Home care Team. Surgical infants that meet neo natal criteria are cared for within the NICU. The exception are infants that require complex Cardiac Surgery.

### ***Paediatric Oncology***

Paediatric Oncology is a level four service with responsibility for children domiciled in the Capital and Coast, Hutt Valley and Wairarapa DHBs. Christchurch Hospital (CHOC) provides the level five services to Capital and Coast, Hutt Valley and Wairarapa DHBs. Regular visiting clinics in Wellington are provided by the CHOC Paediatric Oncologists.

## **Role Perspective**

- To provide Consultant services, which facilitate the provision of appropriate high quality responsive Specialist Paediatric Surgery care to infants and children in CCDHB and at Regional Outreach Clinics.
- To participate in a Paediatric Outreach Day Case Surgical model to the Central Region.
- To participate in training of RMOs in Paediatric and General Surgery Training Programmes as well as trainees in Paediatrics.
- To be accountable for the provision of tertiary transfer and phone advice to other Paediatric and General Surgical Services in the Central Region.
- To provide input into Service planning and longer term strategic planning of Paediatric Surgical Services at Capital & Coast District Health Board.

## **Purpose of Role**

To provide Paediatric Services that will facilitate the provision of appropriate high quality Paediatric Services to the patients who come under his/her care.

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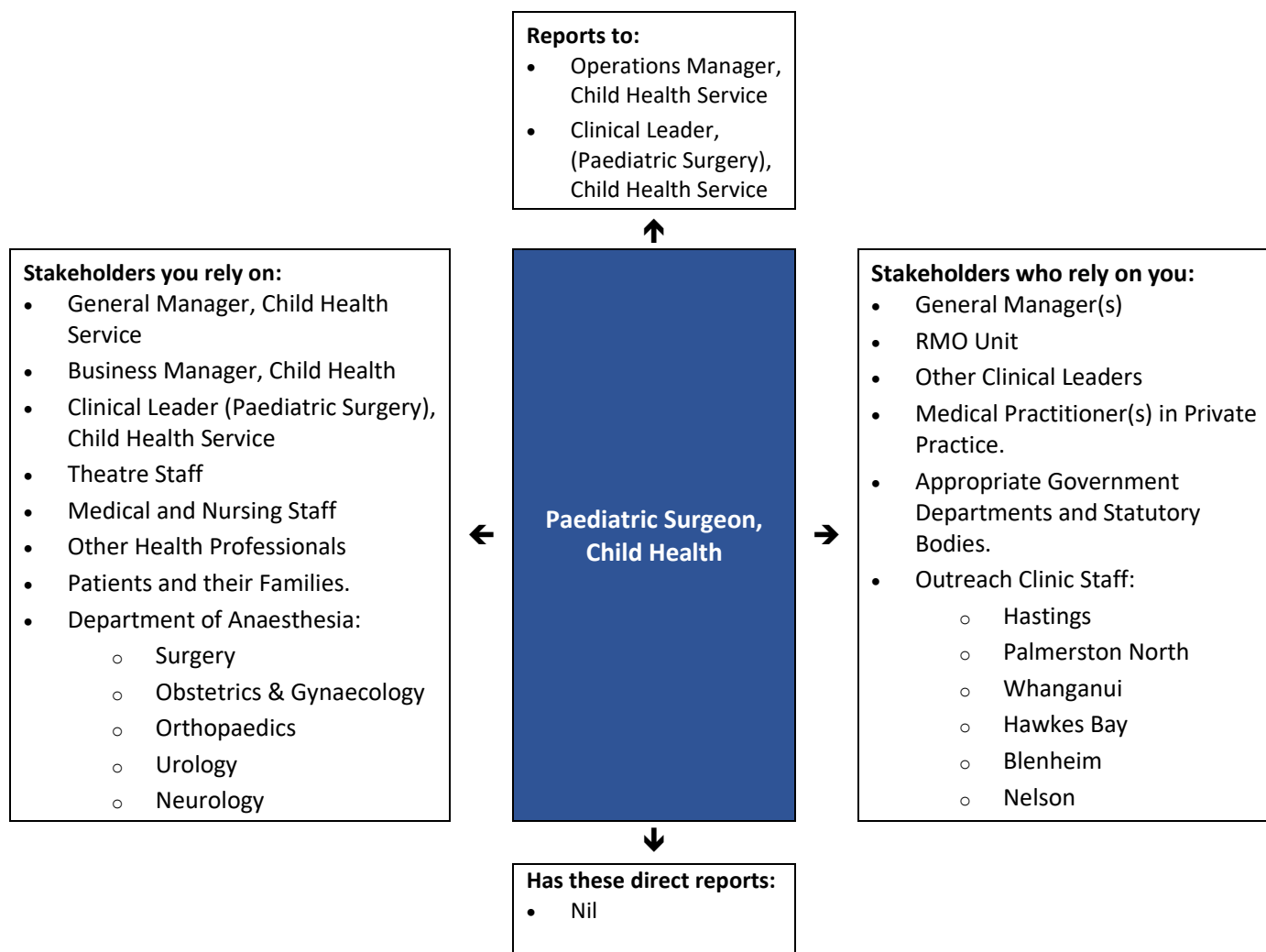
## Key Accountabilities

Key Accountability	Deliverables / Outcomes	Key Performance Indicators/Measures
<b>1. Clinical Responsibility</b>	<ul style="list-style-type: none"> <li>To assess, diagnose and appropriately treat patients with the clinical setting in which the consultant is working.</li> <li>To be familiar with all appropriate techniques for providing appropriate assessment, diagnosis and treatment of Paediatric Surgical Patients.</li> <li>To participate in an effective "On-Call" Roster.</li> <li>To consult and liaise with other Professionals involved with the patient.</li> <li>To participate in the education of the patient, and relevant others about his/her illness and treatment.</li> <li>Obtain informed consent for proposed treatment/procedures.</li> <li>To attend and actively participate in Clinical Departmental Meetings for the purpose of assessment, planning and implementing treatment.</li> <li>To provide the level of Service as specified in the yearly output targets.</li> <li>To adhere to the protocols, guidelines and practice standards pertaining to the area of Clinical Practice.</li> <li>To practice in a manner consistent with established Ethical Standards as provided by the Medical Council of New Zealand and RACP.</li> <li>Take responsibility for supervising the work of RMOs and Medical Students where required, and for other Health Professionals involved in the management of the patient</li> </ul>	<ul style="list-style-type: none"> <li>Assessment, formulation and treatment plans are well documented and implemented. Attend Monthly Clinical Leader's Meeting.</li> <li>Diagnostic and Practical expertise is demonstrated Meet weekly with the Team Leaders and/or Charge Nurse Manager(s).</li> <li>Reliable provision of Consultant advice to RMOs re Paediatric patients, and Consultant advice to other Practitioners and Services as required.</li> <li>Cooperation with other Consultants in maintaining a Consultant service at all times.</li> <li>The benefits to the patient from joint management of appropriate Professionals is demonstrated.</li> <li>That the patient and Parents/Guardians understand appropriately the management or intervention of the illness.</li> <li>Helpful communications and explanations are given in ensuring Parents/Guardians are aware of and in agreement with proposed treatment.</li> <li>Team meetings are held and regularly attended. The clinical 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 diagnostic accuracy is of a high standard.</li> </ul>
<b>2. Quality Assurance</b>	<ul style="list-style-type: none"> <li>To maintain and demonstrate a high level of competence</li> <li>To initiate and participate in audits, or of own and other Child Health Staff who work within the Service</li> </ul>	<ul style="list-style-type: none"> <li>Protocols and guidelines pertaining to specific areas of work are met.</li> <li>Diagnostic and practical expertise meet the standards of the Service.</li> <li>Ethical standards and Codes of Conduct are applied.</li> <li>The goals of the Service are actively supported.</li> <li>Clinical Audits are of acceptable standard, regularly done and recommendations complied with</li> </ul>

<b>Key Accountability</b>	<b>Deliverables / Outcomes</b>	<b>Key Performance Indicators/Measures</b>
<b>3. Team Responsibility</b>	<ul style="list-style-type: none"> <li>Provide a quality service in accordance with Child Health Service's aims and objectives and within the available resources.</li> </ul>	<ul style="list-style-type: none"> <li>Work is performed in collaboration with Medical colleagues, Nurses and other Health Professionals involved in ongoing management of the patient. Allocated theatre sessions, clinics, reporting times are used efficiently and effectively to reach output targets and objectives of the Annual Business Plan.</li> <li>Harmonious working relationships are maintained with Staff and Individuals.</li> <li>Timely advice is provided to the Clinical Director/ Clinical Leader on trends in 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> </ul>
<b>4. Consultation Liaison</b>	<ul style="list-style-type: none"> <li>To act as a Consultant to other Health Professionals.</li> </ul>	<ul style="list-style-type: none"> <li>Professional advice is given when requested to other Health Professionals about Child Health matters and Patient Care.</li> </ul>
<b>5. Quality and 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>Oversight of Service specific Guidelines, Policies and Protocols</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of Quality Initiatives as indicated by Feedback From: <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 (Clinical focus) Risk Register</li> <li>Service Specific Guidelines, Policies and protocols registered with Quality Committee.</li> <li>Submits Quarterly Departmental Audit Report to CMO</li> <li>Submits M&amp;M Report to CMO</li> </ul>
<b>6. Research</b>	<ul style="list-style-type: none"> <li>Initiate and participate when appropriate in Research approved by the Board's Ethics Committee and as requested by or negotiated with the Clinical Director/Head of Department</li> </ul>	<ul style="list-style-type: none"> <li>Clinical Research is completed and Ethical Guidelines followed.</li> </ul>
<b>7. Teaching Responsibilities</b>	<ul style="list-style-type: none"> <li>Participate in Training undergraduate, Medical and Paramedical Staff.</li> </ul>	<ul style="list-style-type: none"> <li>An active role is taken in teaching Sessions/Courses for Registrars, Nurses and Paramedical Staff.</li> </ul>
<b>8. Professional Development</b>	<ul style="list-style-type: none"> <li>SMOs \ RMOs have agreed Development Plans.</li> <li>Networks developed to learn from beyond the Service and the learning is applied.</li> <li>Maintains a close link with the University of Otago to develop research opportunities and \ or shared appointments.</li> </ul>	<ul style="list-style-type: none"> <li>Development plans exist and feedback from the RMO office.</li> <li>Examples of Innovation imported from elsewhere.</li> <li>Examples of benefits from the relationship with the University Of Otago School Of Medicine, Wellington Campus.</li> </ul>

Key Accountability	Deliverables / Outcomes	Key Performance Indicators/Measures
9. Occupational Health & Safety	<ul style="list-style-type: none"> <li>Safety Management - Proactive Health &amp; Safety Systems are in place</li> <li>Injury Management - reactive Safety Management Systems are in place.</li> </ul>	<ul style="list-style-type: none"> <li>Hazard registers are complete and reviewed 6 monthly in consultation with staff</li> <li>H&amp;S objectives are specific, measureable, achievable, realistic and time-framed and set as part of the Service Planning cycle and reviewed annually in consultation with staff</li> <li>All new staff undergo Pre-employment Screening</li> <li>All staff have completed H&amp;S Orientation (questionnaire repeated annually) and know what to do in the event of an injury which occurred at work.</li> <li>An Initial Needs Assessment (INA) is completed within 48 hrs of staff work injury notification.</li> <li>Weekly monitoring is carried out with staff away from work with an injury.</li> <li>A Reportable Event and review is completed for work accidents</li> </ul>

## Key Relationships & Authorities



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## 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
<b>Strategic Agility</b>	<ul style="list-style-type: none"><li>• Sees ahead clearly</li><li>• Can anticipate future consequences and trends accurately</li><li>• Has broad knowledge and perspective</li><li>• Is future oriented</li><li>• Can articulately paint credible pictures and visions of possibilities and likelihoods</li><li>• Can create competitive and breakthrough strategies and plans</li></ul>
<b>Total Work Systems</b>	<ul style="list-style-type: none"><li>• Is dedicated to providing organisation or enterprise-wide common systems for designing and measuring work processes</li><li>• Seeks to reduce variances in organisation processes</li><li>• Delivers the highest quality products and services which meet the needs and requirements of Internal and External customers</li><li>• Is committed to continuous improvement through empowerment and management by data</li><li>• Leverages technology to positively impact quality</li><li>• Is willing to re-engineer processes from scratch</li><li>• Is open to suggestions and experimentation</li><li>• Creates a learning environment leading to the most efficient and effective work processes</li></ul>
<b>Motivating Others</b>	<ul style="list-style-type: none"><li>• Creates a climate in which people want to do their best</li><li>• Can motivate many kinds of direct reports and team or project members</li><li>• Can assess each person's key drivers/values and use these to get the best out of him/her</li><li>• Pushes tasks and decisions down</li><li>• Empowers others</li><li>• Invites input from each person and shares ownership and visibility</li><li>• Makes each individual feel his/her work is important</li><li>• Is someone people like working for</li></ul>
<b>Communication</b>	<ul style="list-style-type: none"><li>• Practises active and attentive listening.</li><li>• Explains information and gives instructions in clear and simple terms.</li><li>• Willingly answers questions and concerns raised by others.</li><li>• Responds in a non-defensive way when asked about errors or oversights, or when own position is challenged.</li><li>• Is confident and appropriately assertive in dealing with others.</li><li>• Deals effectively with conflict.</li></ul>
<b>Impersonal Savvy</b>	<ul style="list-style-type: none"><li>• Relates well to all kinds of people – up, down, and sideways, inside and outside the Organisation</li><li>• Builds appropriate rapport</li><li>• Builds constructive and effective relationships</li><li>• Uses diplomacy and tact</li><li>• Can diffuse even high-tension situations comfortably</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>

## Essential Experience and Capability

### a. Knowledge and Experience:

- Possess broad experience of Surgery (Paediatrics) and hospital based Clinical Management of Children's Health.
- Proven ability to participate in Multi-Disciplinary Team environment.

### b. Essential Professional Qualifications / Accreditations / Registrations:

- Applicants must be registered in New Zealand or hold qualifications entitling them to registration in New Zealand.
- Hold Fellowship of the Royal Australasian College of Surgeons (Paediatrics) or an equivalent postgraduate qualification allowing registration as a Specialist Paediatric Surgeon with the Medical Council of New Zealand

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

- Able to demonstrate a high degree of Clinical skill.
- Possess a broad experience of community and hospital based clinical management of Children's Surgical Health problems.
- Motivated to achieve high quality results.
- A commitment to on-going professional and personal learning, with a high degree of commitment to the profession.
- Proven ability to participate in a Multi-Disciplinary Team environment.
- Ability to manage time effectively and meet deadlines.
- Effective listening skills, verbal, non-verbal and written communication skills.
- An ability to accept and delegate responsibility appropriately.
- A commitment to motivating and coordinating staff.
- Ability to participate in the training and development of Registrars.
- A commitment to developing an understanding of Maori aspirations, the implications of the Treaty of Waitangi and to bi-cultural practices.

***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, protection equity and by ensuring that guidelines for employment policies and procedures are implemented in a way that recognises Maori cultural practices.