

Position Description

Position	Otolaryngologist (ENT) Senior Medical Officer
Team / Service	Ear Nose and Throat (ENT)
Group	Surgical Services
District	Capital, Coast & Hutt Valley and Wairarapa Districts
Responsible to	Clinical Leader ENT, Sub-Regional Operations Manager
Children's Act 2014	This position is classified as a children's worker, requiring a safety check including police vetting before commencing and every three years
Location	This position is expected to work from multiple locations across the district. On occasion, this position may be expected to work from Wairarapa Hospital

Te Whatu Ora

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

Context

Capital, Coast & Hutt Valley district provides hospital and health services in primary, secondary and tertiary healthcare to a total population base of approximately 445,000 citizens.

We are accountable for meeting the needs of and improving health outcomes for all the constituent populations of our district, and the region more broadly. Together we:

- provide secondary and tertiary, medical and surgical hospital services alongside community based health care
- fund local health providers and work collaboratively with the community to create and support multiple health education initiatives and projects within the region
- deliver health services directly as well as contracting external providers
- Provide local, sub-regional, regional and national health services as well as community-based health, rehabilitation and support services.

The majority of the district's population live in Wellington and Lower Hutt. The Māori and Pacific populations of Lower Hutt and Wellington are proportionally similar, with the largest Pacific population in the region in Porirua. Kapiti and Upper Hutt have similar numbers of Māori and Pacific people. Most people are enrolled with a GP near their place of residence, so the increasing focus on community-based healthcare is expected to lead to better health outcomes for these population groups. Hutt Hospital provides secondary and some tertiary, medical and surgical hospital services alongside community based health care from its main facility in Lower Hutt City. In addition to funding local health providers and working collaboratively with the community to create and support multiple health education initiatives and projects, Hutt Hospital is the centre for five tertiary regional and sub-regional services - Plastics, Maxillofacial and Burns Services; Rheumatology; Dental Services; Regional Public Health; and Regional (Breast and Cervical) Screening Services.

Wellington Regional Hospital in Newtown is the region's main tertiary hospital with services such as complex specialist and acute procedures, intensive care, cardiac surgery, cancer care, neurosurgery and renal care. The hospital is the key tertiary referral centre for the lower half of the North Island and the upper half of the South Island.

Te Wao Nui, the Child Health Service for the Wellington Region and Central New Zealand based in the new purpose built children's hospital on the Wellington Regional Hospital campus, supports babies to adolescents with medical conditions or who may need paediatric surgery. It provides both hospital and outpatient services.

Women's Health Services provide tertiary level maternity care in Wellington and Hutt Regional Hospitals and a Primary Birthing Unit in Kenepuru. The provision of services from Women's Health encompass community-based primary LMC care and breastfeeding support, and tertiary level obstetrics, gynaecology, and other specialist services.

Kenepuru Community Hospital and Kapiti Health Centre provide secondary and community services based in Porirua and the Kapiti Coast

MHAIDS is the mental health, addictions and intellectual disability service for the Wairarapa District and Capital, Coast & Hutt Valley District, with multiple specialist facilities. Ratonga Rua-o- Porirua is our forensic, rehabilitation and intellectual disability inpatient unit.

Te Tiriti o Waitangi and Māori Health Outcomes

Māori are the indigenous peoples of Aotearoa. We have particular responsibilities and accountabilities through this founding document of Aotearoa. We value Te Tiriti and have adopted the following four goals, developed by the Ministry of Health, each expressed in terms of mana and the principles of:

- Mana whakahaere** Effective and appropriate stewardship or kaitiakitanga over the health and disability system. This goes beyond the management of assets or resources.
- Mana motuhake** Enabling the right for Māori to be Māori (Māori self-determination); to exercise their authority over their lives, and to live on Māori terms and according to Māori philosophies, values and practices including tikanga Māori.
- Mana tāngata** Achieving equity in health and disability outcomes for Māori across the life course and contributing to Māori wellness.
- Mana Māori** Enabling Ritenga Māori (Māori customary rituals) which are framed by Te Aō Māori (the Māori world), enacted through tikanga Māori (Māori philosophy & customary practices) and encapsulated within mātauranga Māori (Māori knowledge).

We will target, plan and drive our health services to create equity of health care for Māori to attain good health and well-being, while developing partnerships with the wider social sector to support whole of system change.

The Vision, Mission and Values from our District

We bring forward and join our values within our district. These will change as we become a team of teams within Te Whatu Ora.

Hutt Valley

Vision

Whanau Ora ki te Awakairangi: Healthy people, healthy families and healthy communities are so interlinked that it is impossible to identify which one comes first and then leads to another.

Mission

Working together for health and wellbeing.

Ō mātou uara – Values

Mahi Pai ‘Can do’: Mahi Tahi in Partnership: Mahi Tahi Te Atawhai Tonu Always caring and Mahi Rangatira being our Best

Capital and Coast

Vision

Keeping our community healthy and well

Mission

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

Value

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

District Responsibility

The district leadership have collective accountability for leading with integrity and transparency a progressive, high performing organisation, aimed at improving the health and independence of the community we serve and achieving equitable outcomes for all. The leadership team are responsible for achieving this aim, aligned with our Region, within the available resources, through a skilled, empowered, motivated and supported workforce in line with government and HNZ policy.

Te Whatu Ora 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 Māori cultural practices.

We are 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.

Group Perspective

The Surgical Service Group is one of six within CCHV district provider services. Specialties within the Directorate are at secondary and tertiary level with service provision for the district, the central Region and wider Regions. Surgical operating provision is largely across 3 hospitals (Wellington, Hutt, and Kenepuru) and a district outsourcing plan with private providers. Outpatient clinics are held at Wellington, Hutt Valley, Kenepuru, Paraparaumu, contracted at private provider sites, Marae and through hub and spoke arrangements at other regional hospitals.

Service Perspective

The Ear, Nose and Throat (ENT)/Otorhinolaryngology, Head and Neck Surgery (ORL) is a sub-regional service, providing a comprehensive inpatient and outpatient service to the greater Wellington region (Wellington, Porirua, Kapiti Coast, Hutt Valley and Wairarapa).

The ENT team are based at Capital Coast, with service provision across all sites within the region. Employees are expected to work across all sites within the greater Wellington sub-region. Job descriptions may be varied from time to time to record any agreed changes to objectives, rosters and staffing levels.

ENT operating theatres are located at Wellington, Kenepuru and Hutt hospitals. ENT's inpatient beds are situated at Wellington and Hutt Hospitals, and used for elective overnight stay surgery and acute admissions. A significant proportion of surgery is carried out on a day case basis.

ENT's outpatient clinics are performed at Wellington, Kenepuru, Hutt and Wairarapa Hospitals and provide assessment on a referral basis from GPs and other districts as well as a 24-hour acute assessment service. Referrals are prioritised by a senior medical officer. Outpatient clinics are carried out in conjunction with Audiology facilities so a comprehensive hearing assessment and rehabilitation can be provided. Treatment is free for all eligible patients. Clinics are conducted by senior specialists, registrars in training and a nurse practitioner.

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 sub-region
- 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 Service 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 Ear, Nose and Throat (ENT)/Otorhinolaryngology, Head and Neck Surgery (ORL) is a sub-regional service, providing a comprehensive inpatient and outpatient service to the greater Wellington region (Wellington, Porirua, Kapiti Coast, Hutt Valley and Wairarapa).

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, Coast and Hutt Valley procedures except to the extent that they may be consistent with any provision of this agreement.

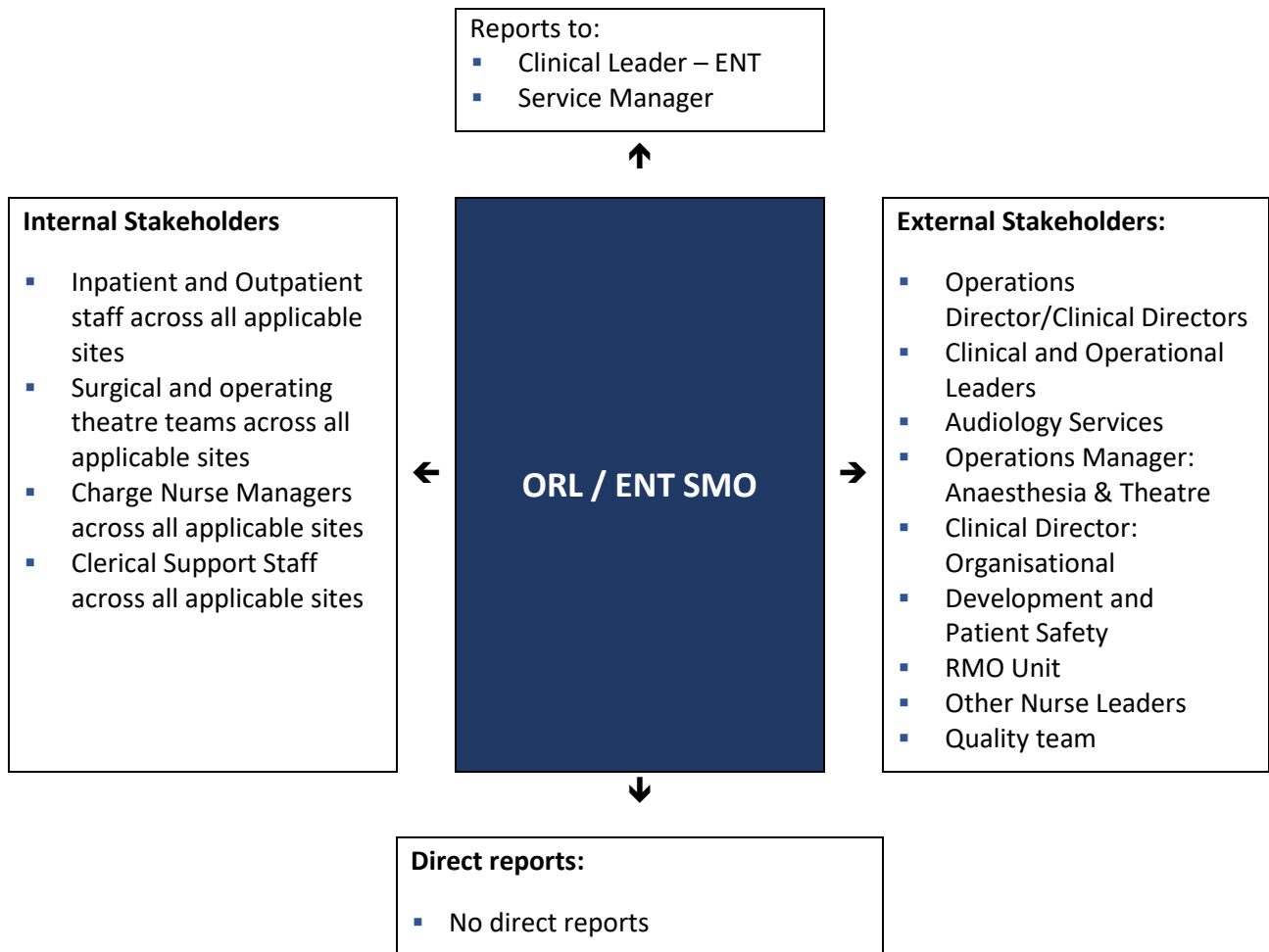
Key Accountabilities

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
Delivery of Clinical Care to Patients	<ul style="list-style-type: none"> ▪ Takes professional care of and undertakes delegated clinical responsibilities for patients admitted under his/her care. ▪ Conducts outpatient clinics, ward rounds, theatre and other clinical duties, using the allocated time efficiently and effectively towards achieving the goals of the annual Business Plan. ▪ Sees and advises promptly on patients referred for a specialist opinion. ▪ Oversees RMO activity to ensure patient care is delivered in accordance with standards and policy ▪ Manages workload to ensure clinical time is reallocated where cancellations of one aspect of clinical care occur e.g. theatre cancellations
Provision of Acute Specialist Care	<ul style="list-style-type: none"> ▪ Acute patients are managed acutely. ▪ Participates in the roster providing 24 hour cover for the service. ▪ Supervises acute theatre sessions.
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.

Key accountabilities	Deliverables / Outcomes
Education and Teaching of Junior Medical Staff and Professional Groups	<ul style="list-style-type: none"> ▪ Provides clinical supervision and teaching for House Surgeons and Surgical Registrars. ▪ Ensures the orientation, guidance, performance management and objective setting process and feedback to junior surgical staff is consistent with good employer relations and Council standards.
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 Operations/Service 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
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 Operations/Service Manager 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. ▪ Leave arrangements are managed in conjunction with Clinical Leader and Operations/Service Manager.
Patient Information / Informed Consent	<ul style="list-style-type: none"> ▪ Gives patients and their families a full explanation of all procedures and treatments.
Staff and Patient Relations	<ul style="list-style-type: none"> ▪ Maintains effective interpersonal relationships with multidisciplinary staff, patients and relatives/whanau.
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.
Health & Safety	<ul style="list-style-type: none"> ▪ Ensure all Health & Safety obligations under the legislation are applied and managed to 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

Key Relationships & Authorities



Capability Profile

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

Competency	Behaviours
Interpersonal Savvy	<ul style="list-style-type: none"> ▪ Relates well to all kinds of people – up, down, and sideways, inside and outside the organisation ▪ Builds appropriate rapport ▪ Builds constructive and effective relationships ▪ Uses diplomacy and tact ▪ Can diffuse even high-tension situations comfortably
Organising	<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
Planning	<ul style="list-style-type: none"> ▪ Accurately scopes out length and difficulty of tasks and projects ▪ Sets objectives and goals ▪ Breaks down work into the process steps ▪ Develops schedules and task/people assignments ▪ Anticipates and adjusts for problems and roadblocks ▪ Measures performance against goals ▪ Evaluates results
Decision Quality	<ul style="list-style-type: none"> ▪ Makes good decisions (without considering how much time it takes) based upon a mixture of analysis, wisdom, experience, and judgement ▪ Most of his/her solutions and suggestions turn out to be correct and accurate when judged over time ▪ Sought out by others for advice and solutions
Problem Solving	<ul style="list-style-type: none"> ▪ Uses rigorous logic and methods to solve difficult problems with effective solutions ▪ Probes all fruitful sources for answers ▪ Can see hidden problems' ▪ Is excellent at honest analysis ▪ Looks beyond the obvious and doesn't stop at the first answer
Quality & Innovation	<ul style="list-style-type: none"> ▪ Provides quality service to those who rely on one's work. ▪ Looks for ways to improve work processes - suggests new ideas and approaches. ▪ Explores and trials ideas and suggestions for improvement made by others. ▪ Shows commitment to continuous learning and performance development.
Negotiating	<ul style="list-style-type: none"> ▪ Can negotiate skilfully in tough situations with both internal and external groups; ▪ Can settle differences with minimum noise; ▪ Can win concessions without damaging relationships; ▪ Can be both direct and forceful as well as diplomatic; ▪ Gains trust quickly of other parties to the negotiations; ▪ Has a good sense of timing

Experience and Capability

Essential qualifications, skills and experience

A. Knowledge, Skills & 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 ENT 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 Otolaryngology services.
- Holds a higher qualification appropriate to the speciality, which is recognised by the Medical Council of New Zealand for Otolaryngology Specialist Registration.

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

- 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**