

# Position Description | Te whakaturanga ō mahi

## Health New Zealand | Te Whatu Ora

<b>Title</b>	Upper GI/HPB Fellow
<b>Reports to</b>	Clinical Leader, General Surgery
<b>Location</b>	Wellington Regional & Kenepuru Hospitals
<b>District</b>	Capital, Coast & Hutt Valley District
<b>Department</b>	General Surgery – Surgical Services
<b>Children's Act 2014</b>	This position is classified as a children's worker, requiring a safety check including police vetting before commencing and every three years

### Health New Zealand – 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.

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

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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

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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

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

## District Responsibility

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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.

## Service Perspective

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The Wellington General Surgery Unit is a quality provider of tertiary and secondary level adult services, meeting the needs of the Central Region in a timely and expert manner. The unit services a wider population of approximately 900,000. Acute and elective General surgical services are provided on two sites, Wellington and Kenepuru Hospital's. Outpatient services are also currently provided at Wellington and Kenepuru.

The Upper GI and Hepto-pancreatico-biliary (HPB) services are two sub-specialty services within the general surgery service. These sub-specialty services provide tertiary level care for patients with benign and malignant disease from the lower North Island. Three specialist surgeons provide surgical expertise supported by a SET trainee and a junior registrar.

The role of Upper GI HPB fellow is primarily intended to support the service with the increase in cancer work. Some General Surgery is also covered in this role. This includes skin biopsy clinics. The role will support work in the theatre and clinic settings. The Fellow will participate in the department audit programme and will be part of the weekly general surgical mortality and morbidity meetings and multi-disciplinary meetings.

## Purpose of the role

A fellowship period allows a newly qualified surgeon the opportunity to work in a supportive, supervised environment, gaining further experience as an independent specialist. This provides educationally valid employment opportunities and provide services to the Hepto-pancreatico-biliary (HPB) service at Capital, Coast.

The fellow will be required to attend certain stipulated clinical sessions but time will be reserved for the fellow to pursue their individual learning objectives or undertake additional outpatient clinics or “backfill” operating lists. With supervision, the fellow will manage clinics and operating lists.

Specific services will include:

- Operating and clinic sessions. Including ‘backfilling’ lists.
- On-call is at SMO level with a backup consultant also rostered on-call.
- Participation in relevant service and clinical meetings related to the service.
- Participation in quality improvement activities, clinical audit activities and continuing medical education.
- Contribution to service and organisational initiatives in clinical practice.

Individual performance objectives and criteria will be based on this position description.

## Key Accountabilities

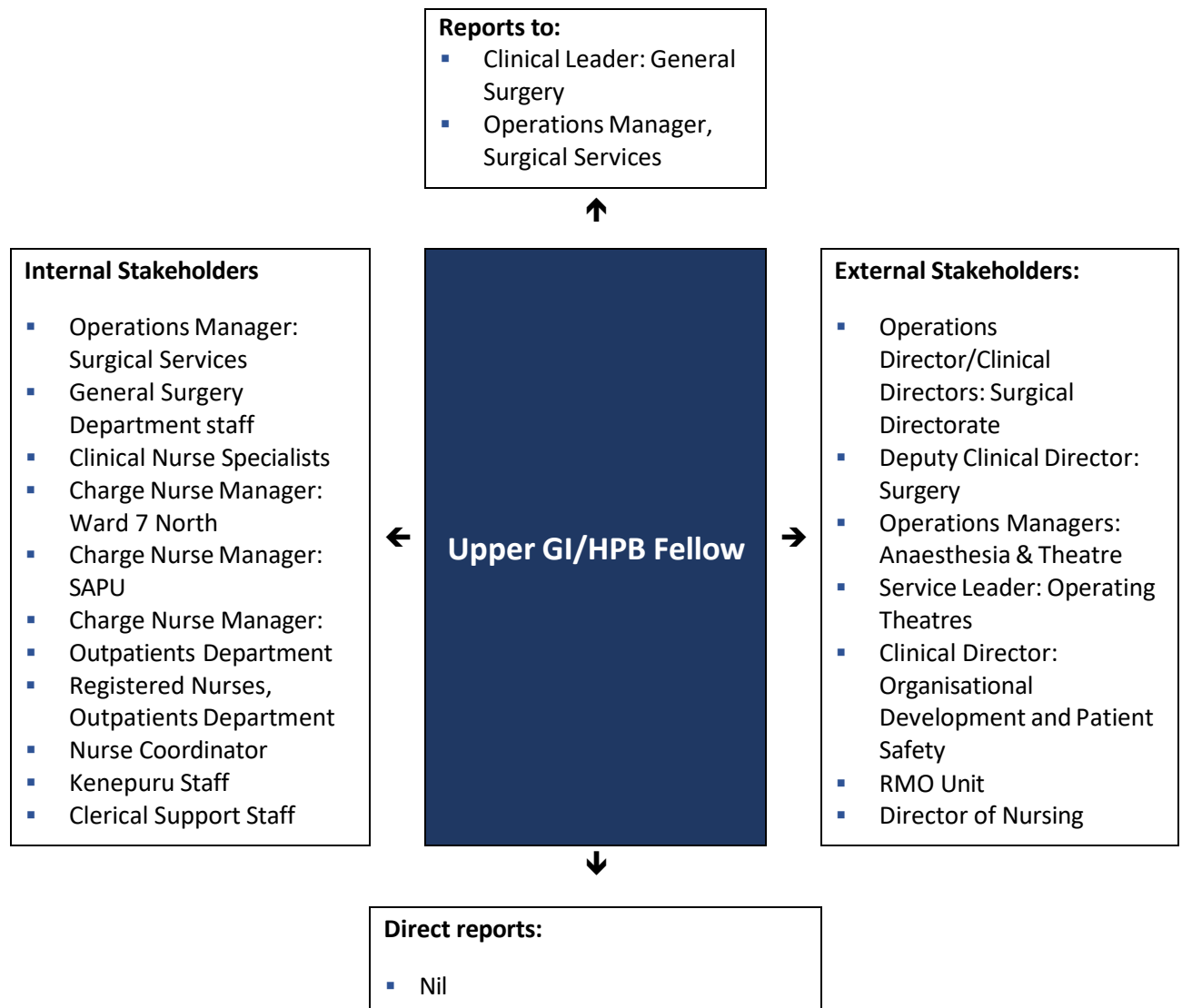
The following role accountabilities may evolve with organisational change and there may be additional duties, relevant to this position that will be required to be performed from time to time.

Key Accountability	Deliverables / Outcomes
1. Delivery of clinical care to patients requiring Upper GI/HPB and general surgical services.	<ul style="list-style-type: none"> <li>• Takes professional care of and undertakes delegated clinical responsibilities for patients admitted under their care.</li> <li>• Conducts outpatient clinics, and other duties, using the allocated time efficiently and effectively towards achieving the goals of the service.</li> <li>• Manages workload to ensure clinical time is reallocated where cancellations of one aspect of clinical care occur</li> <li>• Sees and advises promptly on patients referred for a specialist opinion.</li> </ul>
2. Provision of acute specialist care for General Surgery.	<ul style="list-style-type: none"> <li>• Leave arrangements are managed in conjunction with Clinical Leader and Operations Manager.</li> <li>• Takes professional care of, and assumes clinical responsibility for, patients admitted or transferred under their care.</li> </ul>

3. Patient information and informed consent.	<ul style="list-style-type: none"> <li>• Gives patients and their families a full explanation of all procedures and treatments.</li> <li>• Obtains informed consent for all patients in accordance with the Organisation's policy for undertaking any operation, test or procedure.</li> </ul>
4. Staff and patient relations.	<ul style="list-style-type: none"> <li>• Acts in a manner consistent with a senior member of staff.</li> <li>• Maintains effective interpersonal relationships with multidisciplinary staff, patients and relatives/whanau.</li> <li>• Handles problems and complaints sensitively.</li> </ul>
5. Education and Teaching of Junior medical staff and other professional groups	<ul style="list-style-type: none"> <li>• Provides teaching or educational presentations for nurses, resource nurse and other health professionals or groups with an Upper GI/HPB interest as appropriate.</li> <li>• Present at journal club meets and support education needs of RMOs</li> </ul>
6. Maintenance of adequate records and reports to referring doctors	<ul style="list-style-type: none"> <li>• Comprehensive, accurate and up-to-date medical records are maintained for all patients under the fellow's care.</li> <li>• Medical reports and discharge letters on inpatients as well as outpatient letters on patients seen by fellow are completed and dispatched within organisational timeframes.</li> </ul>
7. Participates in quality assurance programmes.	<ul style="list-style-type: none"> <li>• Attends and participates in regular departmental audit/peer review activities, including morbidity/mortality reports.</li> <li>• Attends and participates in Quality Assurance activities.</li> <li>• Quality of written records meets specified standards.</li> <li>• Patient satisfaction is positive.</li> <li>• Peer review is favourable.</li> <li>• Meets with colleagues to discuss and record performance issues and professional/personal development, at least annually.</li> </ul>
8. Actively contribute to Continuous Quality Improvement activities within the service	<ul style="list-style-type: none"> <li>• Identifies improvement opportunities and notifies the Clinical Leader / Operations Manager of these.</li> <li>• Participates in the service's quality and risk improvement and minimisation activities.</li> <li>• Provides good patient/client service and is responsive to patient/client requests or complaints.</li> <li>• Complies with standards and works to improve patient/client satisfaction. Identifies risks and notifies the Clinical Leader / Operations Manager of these.</li> <li>• Complies with the Reportable Events policy and other policies and procedures.</li> <li>• Participates in audits.</li> </ul>
9. Management and Administration of the Colorectal and general surgical service	<ul style="list-style-type: none"> <li>• Attends regular meetings of the Service to collaborate with their colleagues and, as requested, with the Operations Manager, General Surgery, and participates in management decision making for this service.</li> <li>• Utilises staff, technological, pharmaceutical and other publicly funded resources prudently and efficiently for cost effective patient care.</li> <li>• Participates in monitoring resource allocation and decision making within the service.</li> <li>• Provides reports and information as required by the Clinical Leader: Operations Manager, General Surgery.</li> </ul>

	<ul style="list-style-type: none"> <li>• Participates in the development and updating of clinical management guidelines, including integrated clinical pathways.</li> </ul>
<p>10. Health and Safety</p> <p>Complies with responsibilities under the Health &amp; Safety in Employment Act 1992</p>	<ul style="list-style-type: none"> <li>• Is aware of their own medical and dental status including TB, HIV, Hepatitis etc. Actively takes care of their own health.</li> <li>• Has read and understood health and safety policy and procedures.</li> <li>• Actively supports and complies with health and safety policy and procedures.</li> <li>• Uses protective clothing and equipment.</li> <li>• Actively participates in the hazard management and identification process.</li> <li>• Proactively reports and remedies any unsafe work condition, accident or injury.</li> </ul>

## 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
Strategic Agility	<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> </ul>

	<ul style="list-style-type: none"> <li>• Can create competitive and breakthrough strategies and plans</li> </ul>
Total Work Systems	<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>
Motivating Others	<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 that their work is important</li> <li>• Is someone people like working for</li> </ul>
Managing Vision and Purpose	<ul style="list-style-type: none"> <li>• Communicates a compelling and inspired vision or sense of core purpose</li> <li>• Talks beyond today</li> <li>• Talks about possibilities</li> <li>• Is optimistic</li> <li>• Creates mileposts and symbols to rally support behind vision</li> <li>• Makes the vision sharable by everyone</li> <li>• Can inspire and motivate entire units or organisations</li> </ul>
Interpersonal Savvy	<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>
Integrity and Trust	<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 themselves for personal gain</li> </ul>
Building Effective Teams	<ul style="list-style-type: none"> <li>• Blends people into teams when needed</li> <li>• Creates strong morale in their team</li> <li>• Shares wins and successes</li> <li>• Fosters open dialogue</li> <li>• Let's people finish and be responsible for their work</li> <li>• Defines success in terms of the whole team</li> <li>• Creates a feeling of belonging in the team</li> </ul>
Communication	<ul style="list-style-type: none"> <li>• Practises active and attentive listening.</li> </ul>

- Explains information and gives instructions in clear and simple terms.
- Willingly answers questions and concerns raised by others.
- Responds in a non-defensive way when asked about errors or oversights, or when own position is challenged.
- Is confident and appropriately assertive in dealing with others.
- Deals effectively with conflict.

## Experience and Capability

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Essential qualifications, skills and experience

A. Knowledge, Skills & Experience:

- Experience in general surgery.
- An interest in Colorectal surgery.
- Able to work unsupervised in clinic and operating theatres

B. Essential Professional Qualifications / Accreditations / Registrations:

- Qualification from the appropriate Medical body, evidence of registration with relevant Medical or Dental Council and appropriate professional body affiliations.
- New Zealand Registration and eligibility for registration with the Medical Council of New Zealand as a general surgeon with experience resulting in the knowledge and skills to perform as a general surgeon.
- Must have FRACS or equivalent.

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

- The ability to develop links with the community
- Communication at all levels
- Honesty and integrity
- Professional standards
- Ability to contribute and participate co-operatively in a multi-disciplinary team environment
- Maintaining harmonious professional relationships working in collaboration with team colleagues involvement in the unit's ongoing management of the patient.
- Team work (multidisciplinary)

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

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.