

## Position Description

<b>Position</b>	<b>Senior Medical Officer - Obstetrician and Gynaecologist</b>
<b>Service</b>	Women's Health Service
<b>Directorate</b>	Women's and Children's
<b>District</b>	Capital, Coast & Hutt Valley
<b>Responsible to</b>	Operations Manager, Women's Health Service
<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
<b>Location</b>	This position is expected to work from Wellington Regional Hospital and may also be directed to work at other sites across the district.

## Te Whatu Ora

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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

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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:** Whānau 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 Tahī in Partnership: Mahi Tahī 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 Women's Health service sits within the Women's and Children's Directorate at Capital, Coast and Hutt Valley District and provides inpatient and outpatient secondary and tertiary clinical services to the women of Wellington and Central region.

## Purpose of the role

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The Obstetrician and Gynaecologist is required to provide and supervise the care and management of acute and non-acute patients allocated to him/her within a multidisciplinary team environment. This will be conducted in accordance with the policies and guidelines of Capital, Coast and Hutt Valley District. The Consultant Obstetrician/Gynaecologist will support and lead junior medical staff within the service. They are required to work collaboratively with team members to provide services in assessment, diagnosis, treatment and follow-up of patients referred.

## Key Accountabilities

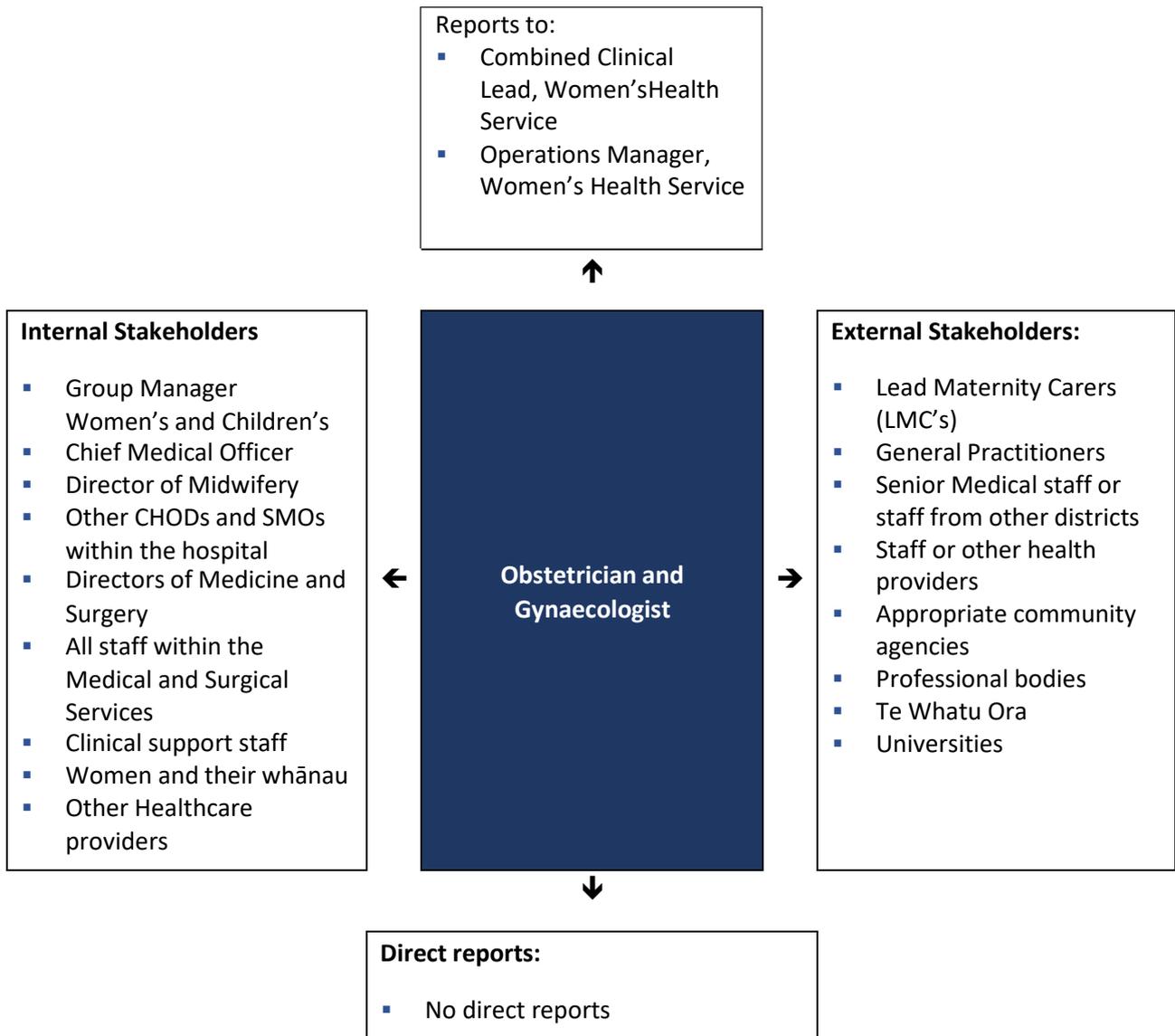
The following role accountabilities may evolve with organisational change and there may be additional duties, relevant to this position that will be required to be performed from time to time.

Key accountabilities	Deliverables / Outcomes
<p>1. To provide the highest standard of patient focused, evidence based care</p>	<ul style="list-style-type: none"> <li>▪ Working in partnership with the rest of the team to ensure the provision of a high standard of services to women/babies and their families in and inpatient and outpatient setting.</li> <li>▪ Assessment and treatment including surgical interventions are instigated based on best practice outcomes for the patient and appropriate prioritisation.</li> <li>▪ Assessment, treatment and management plans are appropriate, clearly documented and auditable.</li> <li>▪ Research and study is undertaken as necessary to ensure treatment plans meet needs of individual patients.</li> <li>▪ A high standard of professionalism is maintained when dealing with patients, caregivers and whanau.</li> </ul>
<p>2. To support the care of women their families/whānau within a multidisciplinary team</p>	<ul style="list-style-type: none"> <li>▪ Actively supports multi-disciplinary models of care</li> <li>▪ Maintains close working relationships with Lead Maternity Carers radiology, pathology etc.</li> <li>▪ Actively participates in multi-disciplinary team meetings for the purpose of assessment, planning and implementing treatment</li> <li>▪ Consults and liaises with other professionals involved with the woman and family if necessary</li> <li>▪ Provides education to midwives and nurses as appropriate</li> <li>▪ Participates in team meetings, case conferences and clinical reviews</li> <li>▪ Uses clinical opportunities to enhance knowledge of all members of the multi-disciplinary team.</li> </ul>
<p>3. To provide a quality service in accordance with Women's Health Service objectives and within the available resources</p>	<ul style="list-style-type: none"> <li>▪ Diagnostic and practical expertise meets 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 instituted</li> <li>▪ Work is performed in collaboration with team members, medical colleagues, nurses and other health professionals involved in on-going 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>▪ Harmonious working relationships are maintained with staff and individuals</li> <li>▪ Timely advice is provided to the Combined Clinical Lead, and Operations Manager for Women's Health, on trends in speciality, 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> </ul>
<p>4. To be a resource and/or consultant to Capital, Coast and Hutt Valley</p>	<ul style="list-style-type: none"> <li>▪ Provides sound developmental obstetric and gynaecological advice when requested to other health professionals</li> <li>▪ Provides reports for police, coroner, legal, ACC, etc as required</li> <li>▪ Is an identified resource within the Wellington community</li> </ul>

District and the wider community	
5. To initiate and participate when appropriate in research approved by Capital, Coast and Hutt Valley District Ethics Committee and as requested by or negotiated with the Clinical Head of Department	<ul style="list-style-type: none"> <li>▪ Any Clinical research is completed and ethical guidelines followed</li> <li>▪ Formal approval of the Capital, Coast and Hutt Valley Ethics Committee will be sought for a research undertaken or involvement in therapeutic trails, which will be conducted in assistance with other ethics committees' protocols.</li> </ul>
6. To participate in training undergraduate, medical and allied health staff	<ul style="list-style-type: none"> <li>▪ An active role is taken in teaching sessions/courses for Medical, Nursing and Allied Health staff</li> <li>▪ Take responsibility for supervising the work of junior medical staff and medical students where required, and, as appropriate, for other health professionals involved in the management of the women</li> <li>▪ Participates in training medical staff undertaking training in Obstetrics and Gynaecology in accordance with the Royal Australasian New Zealand College of Obstetricians and Gynaecologists and candidates for the Diploma of Obstetrics</li> </ul>
7. To actively contribute to Continuous Quality Improvement activities within the service	<ul style="list-style-type: none"> <li>▪ Participates a culture of continuous improvement.</li> <li>▪ Identifies improvement opportunities and notifies Combined Clinical lead and Operations Manager for Women's Health</li> <li>▪ Participates in audit activities relating to the maintenance of clinical standards and quality improvement for the service</li> <li>▪ Participates in the service's quality improvement 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</li> <li>▪ Adheres to and assists with further development of protocols, guidelines and practice standards pertaining to the Women's Health Service and wider organisation.</li> </ul>
8. To actively contribute to risk minimisation activities within the service	<ul style="list-style-type: none"> <li>▪ Identifies risks and notifies the manager of these</li> <li>▪ Participates in the service's risk minimisation activities</li> <li>▪ Complies with Capital, Coast and Hutt Valley District Reportable Events policy and other policies and procedures</li> </ul>
9. Leadership	<ul style="list-style-type: none"> <li>▪ Operates as an effective team member through contributing opinions, encouraging others to contribute their opinions and builds on them, engages in collaborative practice with colleagues, maintains mutual respect and trust in relationships with peers and patients.</li> <li>▪ Facilitates an effective team through encouragement, coaching and counselling, providing direction, accommodating diversity in approach and fostering both professional and personal development.</li> <li>▪ Feels comfortable in a changing environment. Embraces untested and new approaches dealing with work problems of opportunities.</li> <li>▪ Provides clear guidance, advice and support to a range of staff groups, with expectations clearly defined and regular feedback provided regarding performance against expectations.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ To be a resource and/or Consultant to the hospital and the wider community.</li> <li>▪ Take part in departmental credentialing activities.</li> <li>▪ Participates in annual service planning processes.</li> <li>▪ Will take part in the regular professional development activities of the Women’s Health service; e.g. “CTG meetings” “Grand Round” presentations and clinical audit sessions.</li> </ul>
10. Te Tiriti o Waitangi	<ul style="list-style-type: none"> <li>▪ Works in partnership with stakeholders to achieve our equity goals for Māori and ensure Te Tiriti o Waitangi obligations are adhered to</li> <li>▪ Equity outcomes are front and centre in goals, performance monitoring and plans for service and team performance</li> <li>▪ Cultural competence is grown across the team, supporting inclusion and partnership.</li> </ul>
11. Health & Safety	<ul style="list-style-type: none"> <li>▪ Ensure all Health &amp; Safety obligations under the legislation are applied and managed to and that a culture of safe practice is second nature</li> <li>▪ Actively support and ensure compliance with Health &amp; Safety policy and procedures; ensuring staff also support and comply.</li> <li>▪ Maintain a proactive culture of Health &amp; Safety supported by systems.</li> <li>▪ Ensure providers are aware of and have processes to comply with their health and safety responsibilities</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
<b>Interpersonal 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>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>Decision Quality</b>	<ul style="list-style-type: none"> <li>▪ Makes good decisions (without considering how much time it takes) based upon a mixture of analysis, wisdom, experience, and judgement</li> <li>▪ Most of his/her solutions and suggestions turn out to be correct and accurate when judged over time</li> <li>▪ Sought out by others for advice and solutions</li> </ul>
<b>Problem Solving</b>	<ul style="list-style-type: none"> <li>▪ Uses rigorous logic and methods to solve difficult problems with effective solutions</li> <li>▪ Probes all fruitful sources for answers</li> <li>▪ Can see hidden problems'</li> <li>▪ Is excellent at honest analysis</li> <li>▪ Looks beyond the obvious and doesn't stop at the first answer</li> </ul>
<b>Quality &amp; 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>Negotiating</b>	<ul style="list-style-type: none"> <li>▪ Can negotiate skilfully in tough situations with both internal and external groups;</li> <li>▪ Can settle differences with minimum noise;</li> <li>▪ Can win concessions without damaging relationships;</li> <li>▪ Can be both direct and forceful as well as diplomatic;</li> <li>▪ Gains trust quickly of other parties to the negotiations;</li> <li>▪ Has a good sense of timing</li> </ul>

## Experience and Capability

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Essential qualifications, skills and experience

### **A. Knowledge, Skills & Experience:**

- Proven ability to participate in a multidisciplinary team environment
- Demonstrate a high degree of clinical skill
- Knowledge of current issues within the specialty area
- You will be expected to take part in out of hours “on call” roster. At present the SMOs typically are onsite during 0800-1600 followed by on call between 1600-0800 during typical 24 hours.
- The on call SMO is required to remain immediately contactable and available to attend the hospital as needed (within 20 minutes).

### **B. Essential Professional Qualifications / Accreditations / Registrations:**

- Applicants must be registered in New Zealand or hold qualifications entitling them to registration. Applicants require a Fellowship of the Royal Australian New Zealand College of Obstetricians and Gynaecologists, or an equivalent postgraduate qualification allowing registration as a Specialist Obstetrician and Gynaecologist with the Medical Council of New Zealand.
- RANZCOG Advances training Modules (ATM) or similar international qualification in advanced antenatal care, Fertility or other ATM that may compliment the skill mix of the current SMO staff.
- A proven track record in providing advanced antenatal, intrapartum and postnatal care and the ability to manage acute gynaecology presentations is essential.
- An interest in, or experience in a leadership role is desirable.
- Past experience would be desirable, although we welcome applications from new or experienced RANZCOG Fellows eligible for Vocational Registration and Specialist International Medical Graduates (SIMGs).
- Eligibility for Specialist Registration in Obstetrics and Gynaecology
- Medical Practitioners are required to undertake their 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 New Zealand Medical Association’s Code of Ethics
  - The Royal Australasian New Zealand College of Obstetricians and Gynaecologists
  - The Health and Disability Commissioner
  - Privacy Act (1993) and Health Information Privacy Code (1994)

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

- Builds and participates in collaborative relationships to accomplish work goals
- Treats team members within dignity, respect and honesty
- Recognises and appreciates the contribution of others
- Promoting a positive & collaborative team environment
- Offers and accepts assistance as needed
- Actively participates in and contributes to department goals and activities
- Practices attentive and active listening
- Clearly conveys information, using appropriate communication modes
- Ensures clarity and understanding when giving and receiving information
- Uses appropriate interpersonal skills to interact with others
- Demonstrates tolerance when engaged with frustrating situations and individuals

## **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.