

**PROVISIONAL FELLOW ANAESTHETIST (MOSS), HUTT HOSPITAL
(1 FTE + oncall)**

Position	Provisional Fellow, Medical Officer Special Scale (MOSS) 6 or 12 months
Team / Service	Anaesthesia
Directorate	Surgical
District	Capital, Coast & Hutt Valley
Responsible to	Service Manager, Surgical Support, Clinical Head Of Department Anaesthesia,
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	Perioperative Department

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:

- The health system will reinforce Te Tiriti principles and obligations.
- All people will be able to access a comprehensive range of support in their local communities to help them stay well.
- Everyone will have equal access to high quality emergency and specialist care when they need it.
- Digital services will provide more people the care they need in their homes and communities.
- 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, Kāpiti 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 Kāpiti 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 Maori 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.

Role purpose

Type of Work

- To provide a high standard of clinical practice and clinical expertise in Anaesthetics, including day-case anaesthetics, theatre sessions, obstetric services, outpatient anaesthetic assessment clinics, remote anaesthesia services, sedation services and acute pain management. The position provides clinical advice and guidance to associated health professionals and health managers on matters of professional standards of practice.
- At all times, at least level 3 or 4 supervision will be provided by the Duty Anaesthetist or SMO on call for Anaesthesia
- The PF and Provisional Fellow Supervisor will agree on an area of special interest to form the focus of the training experience during each six month allocation. Approximately 40% of rostered sessions will be allocated to this area of special interest with appropriate SMO supervision.
- Non clinical time is provided by 30 hours of NCT over a 4 weekly roster cycle. This time will be for self-directed activities such as research, quality assurance and teaching.
- A component of the role involves supervision and instruction for Resident Medical Officers and other students. At least one fully delivered quality improvement project is strongly encouraged. Active participate in clinical audit activities and continuing medical education is expected.

Hours of Work

- FTE 1 = 40 hours per week + oncall hours

On Call SMO Roster

- This role will contribute to the Anaesthesia SMO with a fixed number of offsite on calls per 6month period: 12 weekday Mon-Thur 14hr 1730-0730 evening/overnight; 6 Saturday or Sunday 24hr 0800 – 0800. This is paid as an allowance at T1 for the length of the oncall shift i.e. no additional money is paid for time worked onsite
- A SMO will always be co-rostered for level 4 supervision
- Department fatigue management rules exist to facilitate rest if they have been working on site during their on call shift

Provision for in-training assessment and performance appraisal

- Ongoing in-training assessment and performance appraisal of the PF is required by ANZCA and Hutt Hospital. These are undertaken for different purposes; the former is related to training and the latter is part of normal employment practice.
- The ANZCA requirement for Workplace Based Assessments (WBAs), will be undertaken by specialist anaesthetists. The Supervisors of Training will use the information provided by the WBAs to perform a Clinical Placement Review with the PF at the end of each training rotation; this will be entered into the MyPortfolio System. The report will be confidential to the trainee, Supervisors of Training and ANZCA, and will be available for inspection by other parties only with the written approval of the PF.
- The ANZCA training regulations require trainees to develop and maintain an electronic portfolio (MyPortfolio), recording their progress through the Volumes of Practice (VOP) and WBA required for training. All trainees must be aware of, and comply with, their responsibilities for satisfactory completion of training under Regulation 37.

Key working relationships

Direct Reports

- Operations Manager, Surgical Support (operational)
- Clinical Head of Department, Anaesthetics (clinical)
- ANZCA Supervisor(s) of training
- Central Rotation Regional Supervisor
- Anaesthesia SMOs

Within Hutt Hospital

- Operations Managers
- Chief Medical Officer
- Clinical Heads of Department
- Clinical Director, Anaesthesia, ICU & Perioperative services
- Surgical Director
- Service Group Manager, Surgical Women's and Children
- Senior Medical Officers, Nursing and Allied Health Staff
- Clinical Support staff
- Patients and their carers / families
- Māori and Pacific Peoples Health Units
- General Outpatients
- Management
- Anaesthetic Administrator

Externally

- Patient's family or whānau
- Primary healthcare providers
- Other healthcare providers
- Universities and Professional Bodies
- Sub-regional associates
- GPs and Social Workers

Key accountabilities and outcomes

Clinical

- Maintain a high standard of professional care in accordance with the New Zealand Medical Association's Code of Ethics, The NZ Medical and Dental Council, The Health and Disability Commissioner, College guidelines, statutory and regulatory requirements and the Hutt Valley District Health Board policies and procedures.
- Take professional care of, and assume clinical responsibility for patients admitted under his/her name and for all medical patients after hours when on call.
- See and advise promptly on patients referred for specialist opinion, this could include telephone and other ad hoc consultations.
- Assessment and treatments are instigated based on best practice outcomes for the patient.
- Assessment and management plans are appropriate, clearly documented and auditable.
- All observations, designated tests and treatments are documented and follow established guidelines.
- Referrals to other specialists, departments and hospitals are as appropriate.

- Documentation is appropriate, timely, accurate and legible.
- Patient Handover process between medical teams is safe, effective and documented.
- Deliver care in a sensitive, inclusive fashion, taking into account ethnic and other interests, together with recognition of patient's rights.
- Actively supports multidisciplinary models of care including specialist nurses, allied health staff and others as required.
- Actively supports the specialist nurse activities and community based clinics.
- Participates in multidisciplinary team meetings.
- Provides education to nurses and other allied health professionals as appropriate.
- Liaises with general practitioners and other health care professionals as required.
- Ensure that your health and safety practice meets the requirements of health and safety at work legislation, applies Te Whatu Ora policies and processes and contributes to a culture of safe practice.

Supervision

- Formal supervision is provided by the Central Region ANZCA training scheme. This is delivered by local SMO supervisor(s) of training

Service Provision

Provides the highest standard of patient focused, evidence based care.

- Participates in audit and other activities relating to the maintenance and improvement of clinical standard.
- Works towards the achievement of goals and objectives of Hutt Hospital and those of the service.
- Identifies risk factors as they pertain to the services and implements and maintains strategies to manage and minimise risk.
- Actively promotes health to patients and their families to achieve positive health outcomes.
- Preparation of police, coroner, legal, ACC and similar reports within given timeframes.
- Research and study related to treatment of specific patients is undertaken where necessary.
- General clinics. This would include oversight of registrar and specialist nurses.
- Provides advice and support to clinical teams managing the service.
- Works with sub-regional partners to support the delivery of secondary service care across the sub-region.
- Referrals are accepted and prioritised based on the specialty waiting times guidelines.
- Agreed service contract volumes are targeted, monitored and achieved.
- Actively supports community-based activities.
- Suggests, participates and develops new initiatives to assist in reducing acute presentations.
- Participates and medically leads the development and delivery of service quality.
- Completes ward rounds and ward work as required.
- Completes Pre-theatre assessments as applicable.
- Completes operating lists and post-operative recovery work.

Leadership

- Supervises/teaches junior medical, nursing and allied health staff.
- Clinical leadership is effectively demonstrated by working alongside other medical staff and other multidisciplinary staff within the department.
- Actively participates in the development of clinical and departmental policies and protocols as able or requested.
- Acts as a role model for medical staff and demonstrates high quality professional standards.
- Results of training is measurable against positive patient outcomes.
- Maintains harmonious and productive relationships with all colleagues.

- Demonstrates effective communication styles fostering goodwill and cordiality between all disciplines.
- Understands department and wider hospital systems and functions and works collaboratively within a multidisciplinary team.
- Supports the service business plan targets.
- Fosters an environment where audit and teaching is valued and supported.
- Fosters an environment that encourages all staff to have a stake in the future of the department.
- Acts as an effective liaison and interacts with other departments to ensure excellent patient outcomes.

Recruitment

- Participates in Hutt Hospital recruitment process as per Te Whatu Ora recruitment processes.

Professional Development and Continuing Medical Education

- Undertakes appropriate continuing medical education in order to maintain competency as required by professional college.
- Maintains a high level of competency as indicated by national and international trends.
- Involvement in innovations in work practices e.g. guidelines, new procedures, service redesign etc.
- Responsible for undertaking Continuing Medical Education (CME) in order to maintain competency and stay clinically up-to-date with current techniques and sharing with other colleagues.
- Takes an active part in credentialing and re-credentialing that will occur throughout the period of employment.

Administration

- Ensures medical, health and safety and administrative policies within the service are adhered to.
- Completes appropriate documentation required for Hutt Hospital purposes e.g. leave forms, claims and reports.

Health and Safety

- Displays commitment through actively supporting all health and safety initiatives.
- Ensures all staff maintain adequate safety standards on the job through consultation, training and supervision.
- Ensures own and others safety at all times.
- Complies with policies, procedures and safe systems of work. Reports all incidents/accidents, including near misses in a timely fashion.
- Is involved in health and safety through participation and consultation.

Treaty of Waitangi

- Service activity, development and implementation is undertaken in accordance with the provisions of the Treaty of Waitangi – partnership, protection and participation.
- Consultation is undertaken with appropriate Maori communities.

General Accountabilities

- Maintain a strict sense of professional ethics, confidentiality and privacy and abide by the TWO's Code of Conduct.
- Respond to the changing needs of the TWO, performing other tasks as required.
- Champion equality and diversity in the workplace including the Treaty of Waitangi.

Te Whatu Ora

Person specification

Qualifications/knowledge

- Registered with the Medical Council of New Zealand through the vocational pathway and holds the Fellowship of the ANZCA (FANZCA) and participation in the ANZCA continuing professional development programme.
- Certification for this role falls under the Anaesthesia scope.

Experience/skills

- Advanced, clinically-based training, including experience in all subspecialties (including pain, paediatric and obstetric anaesthesia).

Capability profile

Competencies

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

Competency	Elements
Process Management	<ul style="list-style-type: none">• Good at figuring out the processes necessary to get things done• Knows how to organize people and activities• Understands how to separate and combine tasks into efficient work flow• Knows what to measure and how to measure it• Can see opportunities for synergy and integration where others can't• Can simplify complex processes• Gets more out of fewer resources

Competency	Elements
Ethics and Values	<ul style="list-style-type: none"> • Adheres to an appropriate (for the setting) and effective set of core values and beliefs during both good and bad times • Acts in line with those values • Rewards the right values and disapproves of others • Practices what he/she preaches
Directing Others	<ul style="list-style-type: none"> • Is good at establishing clear directions • Sets stretching objectives • Distributes the workload appropriately • Lays out work in a well-planned and organized manner • Maintains two-way dialogue with others on work and results • Brings out the best in people • Is a clear communicator
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 services • Acts with customers in mind • Establishes and maintains effective relationships with customers and gains their trust and respect
Drive for Results	<ul style="list-style-type: none"> • Can be counted on to exceed goals successfully • Is constantly and consistently one of the top performers • Very bottom-line oriented • Steadfastly pushes self and others for results
Strategic Agility	<ul style="list-style-type: none"> • Sees ahead clearly • Can anticipate future consequences and trends accurately • Has broad knowledge and perspective • Is future oriented • Can articulately paint credible pictures and visions of possibilities and likelihoods • Can create competitive and breakthrough strategies and plans
Integrity and Trust	<ul style="list-style-type: none"> • Is widely trusted • Is seen as a direct, truthful individual • Can present the unvarnished truth in an appropriate and helpful manner • Keeps confidences • Admits mistakes • Does not misrepresent him/herself for personal gain
Dealing with Ambiguity	<ul style="list-style-type: none"> • Can effectively cope with change • Can shift gears comfortably • Can decide and act without having the total picture • Is not upset when things are up in the air • Does not have to finish things before moving on • Can comfortably handle risk and uncertainty

Competency	Elements
Motivating Others	<ul style="list-style-type: none"> • Creates a climate in which people want to do their best • Can motivate many kinds of direct reports and team or project members • Can assess each person’s hot button and use it to get the best out of him/her • Pushes tasks and decisions down • Empowers others • Invites input from each person and shares ownership and visibility • Makes each individual feel his/her work is important • Is someone people like working for and with
Innovation Management	<ul style="list-style-type: none"> • Is good at bringing the creative ideas of others to fruition • Has good judgement about which creative ideas and suggestions will work • Has a sense about managing the creative processes of others • Can facilitate effective brainstorming • Can project how potential ideas may play out in practice
Interpersonal Savvy	<ul style="list-style-type: none"> • Relates well to all kinds of people – up, down, and sideways, inside and outside the organization • Builds appropriate rapport • Builds constructive and effective relationships • Uses diplomacy and tact • Can diffuse even high-tension situations comfortably
Decision Quality	<ul style="list-style-type: none"> • Makes good decisions 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

Date effective:

Manager’s signature:

Employee’s signature:
