POSITION DESCRIPTION

POSITION DETAILS:

**Title:** Deputy Service Clinical Director – Anaesthesia and Perioperative Medicine
Safety, Quality and Improvement (Post-operative)

**Directorate:** Perioperative Directorate

**Reports to:** Service Clinical Director - Anaesthesia and Perioperative Medicine

**Location:** Multiple sites

**Date:** January 2020

**Primary Function:**
This role is accountable for providing leadership and improved outcomes in surgical patients at Auckland City Hospital and the Greenlane Surgical Unit theatres and any other of the offsite areas where the Perioperative Directorate deploys anaesthetists. The specific focus of this role is the post-operative period.

1. Work with the Preoperative DSCD to ensure an integration of processes;
2. To engage with surgical services and other stakeholders to improve patient outcomes;
3. Safeguard high standards of care by creating an environment in which excellence in clinical care can flourish;
4. Provide leadership of the Service’s junior and senior clinical workforce fostering excellence in practice standards and professional conduct; and
5. Responsibility for projects as allocated from time to time by the Director of Perioperative Services or their delegate.

**Key Accountabilities**

<table>
<thead>
<tr>
<th>Key Result Area</th>
<th>Expected Outcomes/Performance Indicators</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operational Management</strong></td>
<td>• No specific operational management outcomes as this role does not have line management responsibility</td>
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</table>
| **Strategic Business Planning**  | • Provide information to the Director to enable planning of acute and elective services in as much as these involve patient flow, workload management, and strategic direction.  
• Manage team resources to best meet service needs.                                                                                                      |
| **People / Team Leadership**     | • Develop effective team work, team culture and collaborative relationships within the multi-disciplinary team.  
• Actively promote retention initiatives to manage staff turnover.  
• Cooperate with other lead clinicians/team leaders and Service Clinical Directors to ensure that interfaces between teams allow for seamless and uninterrupted patient care delivery. |

Welcome Haere Mai | Respect Manaaki | Together Tūhono | Aim High Angamua
| Specific Responsibilities                                                                 | • To be a member of the Quality Assurance committee to support the QA lead in the activities of the committee with special reference to the peri- and post-operative period  
• Provide support to the Acute Pain Service in concert with the clinical lead for acute pain |
| Professional Development                                                                | • Participate in appropriate activities to assist with continuing education, including attendance at regular structured teaching sessions. |
| Ensures the delivery of quality healthcare and the continuing development of effective service delivery | • Support the quality ethos of the service by contributing to clinical pathways, outcome measurements and audit.  
• Develop policy and practice improvement initiatives, coordinated with the Director, Nurse Director, Allied Health Director, other Service Clinical Directors and the OR managers.  
• Respond to complaints, incidents and concerns as notified.  
• Be actively involved with promulgation of a clinical governance culture within the organisation  
• Actively encourage staff to identify opportunities for improvement.  
• Lead and participate in research activities to build expertise and improve health outcomes. |

**Authorities:**  
The position has delegated authority as per the ADHB Policy Manual, with reporting being to the relevant Service Clinical Director

**FTE:** TBC  
Direct Reports: nil

**Budget Accountability (if applicable):**  
$TBC
**RELATIONSHIPS**

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<tr>
<th>External</th>
<th>Internal</th>
<th>Committees/Groups</th>
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| As may be delegated from time to time by the Director | • Directorate Director  
• Service Clinical Directors  
• OR Managers  
• Nurse Director  
• Allied Health Director  
• Professional Lead, Anaesthetic Technicians  
• General Manager  
• Lead Clinicians and Team leaders  
• Nurse Unit Managers  
• Charge Nurses Medical staff  
• University Staff Clients/Patients | • Service Clinical Governance Groups which is to report to the Director in an agreed form. |

**PERSON SPECIFICATION**

<table>
<thead>
<tr>
<th>Education and Qualification</th>
<th>Essential</th>
<th>Desired</th>
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<tbody>
<tr>
<td>Professional</td>
<td>• Appropriate Vocational Registration as a Specialist Anaesthetist</td>
<td></td>
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<tr>
<td>Experience/Knowledge</td>
<td>• Experienced and respected clinician</td>
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**PERSONAL CHARACTERISTICS**

- Demonstrated leadership skills or potential
- A demonstrated commitment to quality, safety and clinical governance
- Excellent communication skills and collaborative ability
- A commitment to ADHB strategic values

**CRITICAL COMPETENCIES**

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<tr>
<th>COMPETENCY</th>
<th>DESCRIPTION</th>
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| People/Team Leadership | • Actively listens to staff and provides constructive feedback. Actively recognises the contributions of others  
• Clearly communicates with staff and provides a working culture which is supportive and positive  
• Builds a supportive team environment through listening, and being flexible within organisation guidelines.  
• Actively implements induction, orientation and retention strategies which are in line with organisation-wide objectives |
| Values Diversity | • Understand the significance of the Treaty of Waitangi  
• Display cultural responsiveness and values diversity  
• Displays a willingness to work positively to improve opportunities for Maori |
<table>
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<tr>
<th>Category</th>
<th>Description</th>
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| Clinical/operational performance | • Encourages a high standard of clinical practice within the team by setting the example  
                                 |   • Understands the importance of patient care processes and systems and actively seeks improvements  
                                 |   • Encourages staff to continually seek care improvements  
                                 |   • Equitably balances the pressures of clinical care with resource availability and business objectives |
| Change management               | • Contributes to agreed service and organisation-wide change management projects by coaching staff, championing issues and providing feedback to Clinical Director/Service Manager on  
                                 |   • implementation  
                                 |   • Supports staff in undertaking new challenges and initiatives |
| Financial/business management    | • Ability to implement service delivery plans and achieve short-term objectives within the strategic guidelines  
                                 |   • Encourage and support staff in developing new business case initiatives  
                                 |   • Clearly communicates plans and expectations to staff |

**WORKING FOR ADHB – EXPECTATIONS OF EMPLOYEES**

**CITIZENSHIP**
All employees are expected to contribute to the innovation and improvement of Auckland District Health Board as an organisation. This means:
- Using resources responsibly
- Models ADHB values in all interactions
- Maintaining standards of ethical behaviour and practice
- Meeting ADHB’s performance standards
- Participating in organisation development and performance improvement initiatives
- Helping to develop and maintain Maori capability in ADHB, including developing our understanding of the Treaty of Waitangi and ways in which it applies in our work
- Raising and addressing issues of concern promptly

**THE EMPLOYER AND EMPLOYEE RELATIONSHIP**
We have a shared responsibility for maintaining good employer/employee relationships. This means:
- Acting to ensure a safe and healthy working environment at all times
- Focusing our best efforts on achieving ADHB’s objectives
A performance agreement will be reached between the employee and their direct manager and/or professional leader containing specific expectations.

**CONSUMER/CUSTOMER/stakeholder COMMITMENT**
All employees are responsible for striving to continuously improve service quality and performance. This means:
- Taking the initiative to meet the needs of the consumer/customer/stakeholder
- Addressing our obligations under the Treaty of Waitangi
- Involving the consumer/customer/stakeholder in defining expectations around the nature of the services to be delivered and the timeframe
- Keeping the consumer/stakeholder informed of progress
- Following through on actions and queries
- Following up with the consumer/customer/stakeholder on their satisfaction with the services

**PROFESSIONAL DEVELOPMENT**
As the business of ADHB develops, the responsibilities and functions of positions may change. All staff are expected to contribute and adapt to change by:
- Undertaking professional development
- Applying skills to a number of long and short term projects across different parts of the organisation
- Undertaking such development opportunities as ADHB may reasonably require