POSITION DESCRIPTION

POSITION DETAILS:

TITLE: ACHD Fellow (Medical)

REPORTS TO: Clinical Lead ACHD; Service Clinical Director PCCS

LOCATION: Starship, Grafton Site, ADHB

AUTHORISED BY: Service Clinical Director

DATE: May 2016

PRIMARY FUNCTION:

The primary function of this role is the provision of clinical cardiac care for adults with congenital heart disease, at a trainee specialist (Fellow) level, to patients under the care of the Auckland District Health Board at Auckland Hospital. The Fellow will work with SMO and junior medical colleagues and the multidisciplinary team of nurses, technicians and other allied health staff, to ensure the delivery of optimal, evidence-based care for adult patients with congenital heart disease.

The Fellow role will include care delivered to inpatients and outpatients and procedural duties (with appropriate supervision and training) which may include echocardiography, cardiac catheterisation and cardiac MRI. The fellow will also be expected to take part in research.

KEY ACCOUNTABILITIES

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<tr>
<th>Key Result Area</th>
<th>Expected Outcomes/Performance Indicators</th>
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<tbody>
<tr>
<td>Clinical Duties</td>
<td>• The appointee will assume responsibility for inpatients and outpatients according to the service rosters; this may include acute on call cover. Duties will include acute referral assessment, and ward referral assessments from other services within the hospital, including the emergency department, outpatient clinics, as well as responsibility for and supervision of inpatient care.</td>
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<td>• The appointee will work under the supervision of Senior Medical Officers and will be expected to provide guidance and leadership to junior medical colleagues and other members of the healthcare team. The appointee will work in tandem with senior nursing colleagues within the ACHD team. The appointee will collaborate with other team members in preparation of data, discussion and documentation to assist clinical and surgical planning.</td>
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<td>• The appointee will have responsibilities in echocardiography, including performing and reporting transthoracic echocardiograms.</td>
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<td>• The appointee may have responsibilities in assisting with cardiac catheterisation procedures and pre and post procedural care.</td>
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<td>• The person appointed to the role will be expected to contribute to clinical research and clinical audit.</td>
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<td>• The appointee will be credentialed for relevant clinical activities and will observe patients’ rights as specified in the Code of Patient Rights. He/she will honour Treaty of Waitangi obligations.</td>
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| **Quality Assurance**                                      | • undertake quality assurance activities related to the role and special interests  
|                                                          | • demonstrate a commitment to evidence based practice  
|                                                          | • attend weekly department academic and service meetings |
| **Continuing education**                                   | • attend departmental CME activities  
|                                                          | • attend approved local and international conferences at regular intervals  
|                                                          | • demonstrate compliance with the NZ Medical Council’s requirements for registration and maintenance of professional standards |
| **Research**                                               | • generally encouraged and supported  
|                                                          | • we would expect the appointee to complete at least one substantial research project over the course of the 12 month appointment  
|                                                          | • research protocols must be approved and budgets set and approved  
|                                                          | • all clinical trials must have ethical and management approval  
|                                                          | • audit is considered part of quality assurance |
| **Administration**                                         | • timely management of all relevant clinical correspondence  
|                                                          | • appropriate management and presentation of clinical data  
|                                                          | • contribute to strategic planning and service development  
|                                                          | • support the service in meeting contractual obligations in relation to volumes and service delivery whilst demonstrating cost effective care |
| **Performance**                                            | • the appointee will have two supervisors from the ACHD SMO team who will assist in goal setting and performance assessment. |
| **Teaching and Training**                                  | • contribute to the teaching activities of the department  
|                                                          | • occasional lectures, tutorials and bedside teaching will be required  
|                                                          | • supervision of RMOs and advanced trainees is required |

### Relationships

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<th>Relationships</th>
<th>External</th>
<th>Internal</th>
<th>Committees/Groups</th>
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|               | Patients and families  
|               | GPs and PHOs  
|               | Specialist cardiology colleagues at other DHBs  
|               | ACHD team  
|               | Paediatric and Congenital Cardiology team  
|               | Other hospital services requiring ACHD input  
|               | Cardiology SMO Group  
|               | Multidisciplinary Meetings  
<p>|               | Other committees as appropriate |</p>
<table>
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<tr>
<th>Person Specification</th>
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<tr>
<td><strong>Education &amp; Qualifications</strong></td>
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| Professional | • MB, ChB or equivalent  
• FRACP or equivalent  
• Registration with the New Zealand Medical Council | | |
| Experience/Knowledge | • Experience and training in general adult cardiology or paediatric cardiology | • Echocardiography |

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<td><strong>COMPETENCY</strong></td>
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| Clinical Cardiology | Competent in all aspects of relevant clinical work.  
Appropriately credentialed in specialty areas. |
| Ability to Learn | Accepts new ideas; assimilates new information; applies that which is being learned.  
Constantly strives to build knowledge and skills evidenced by research and publications. |
| Collaboration | Works effectively with others in the organisation outside the line of formal authority (such as peers in other departments) to accomplish organisational goals and to identify and resolve problems. |
| Individual Leadership (Empowerment) | Creates a sense of ownership of job or tasks by providing clear expectations, control of resources, responsibility and coaching; offering assistance without removing responsibility. |
| Judgement | Commits to an action after developing alternate courses of action that are based on logical assumptions and factual information and take into consideration evidence base, resources, constraints and ADHB’s values. |
| Oral Communication | Expresses ideas effectively (including non-verbal communication) in individual and group situations; adjusting language and terminology to the characteristics and needs of the audience. |
| Quality – Performance Improvement Focus | Understands quality management principles and practices. Identifies conditions that might affect the quality of a service.  
Strives to do things better whilst focusing on the quality of service, delivery and job activity. |
| Team Work (Cooperation) | Active participation in, and facilitation of, team effectiveness; taking actions that demonstrate consideration for the feelings and needs of others; being aware of one’s behaviour on others. |
| Work Standards and Self Management | Sets high goals or standards of performance for self and others; being dissatisfied with suboptimal performance; imposing standards of |
excellence on self rather than having standards imposed by others.

| Values Diversity | • Understands the significance of the Treaty of Waitangi  
|                  | • Display cultural sensitivity and values diversity  
|                  | • Displays a willingness to work positively to improve opportunities for Maori  
|                  | • Appreciate insights and ideas of all individuals and works effectively with these differences |

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