POSITION DESCRIPTION

POSITION DETAILS:

TITLE: Surgical Fellow, Paediatric Cardiology
REPORTS TO: Chief Surgeon
DEPARTMENT: Paediatric and Congenital Cardiac Service
LOCATION: Starship Child Hospital
DATE: March 2019

Purpose of Position:

To provide advanced training and experience in paediatric cardiothoracic surgery.

Key Accountabilities:

A. Clinical duties

1. To assist in providing paediatric cardiac surgical services of an international standard.
2. To assist in providing adult congenital and other subspecialty services.

B. Education

To provide teaching during clinical sessions for paediatric, and intensive care trainees rotating through the unit, for medical students and during non-clinical sessions for ancillary staff and other specialities

C. Quality Focus

1. To demonstrate a commitment to continuing education in paediatric cardiac surgery
2. To participate in research approved by the Chief Surgeon of the Paediatric and Congenital Cardiac Service and co-ordinated by the Paediatric and Congenital Cardiac Service research group.

D. Administrative responsibilities

1. Attendance at departmental meetings
2. Communication with staff of the Paediatric and Congenital Cardiac Service, support staff, patients and patients’ families and other health professionals is timely, clear and with an appropriate manner
Authorities:
This position has the following delegated authority
N/A

Direct Reports (if applicable): N/A
Budget Accountability (if applicable): N/A

Relationships:

<table>
<thead>
<tr>
<th>External</th>
<th>Internal</th>
<th>Committees/Groups</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cardiac surgical team</td>
<td>Cardiologists</td>
<td>Intensive care team</td>
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</tbody>
</table>

PERSON SPECIFICATION

Education & Qualifications

<table>
<thead>
<tr>
<th>Essential</th>
<th>Desired</th>
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<tbody>
<tr>
<td>Eligible to be Registered as a Medical Practitioner in New Zealand</td>
<td>✓</td>
</tr>
<tr>
<td>Possession of a Postgraduate qualification in surgery</td>
<td>✓</td>
</tr>
<tr>
<td>Possession of a Postgraduate qualification in cardiac surgery</td>
<td>✓</td>
</tr>
<tr>
<td>Experience in paediatric cardiac surgery</td>
<td>✓</td>
</tr>
<tr>
<td>Experience in adult cardiac surgery</td>
<td>✓</td>
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Critical Competencies

<table>
<thead>
<tr>
<th>Competency</th>
<th>Description</th>
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<tbody>
<tr>
<td>1. Patient Orientation</td>
<td>Develops positive working relationships with patients, identifies and seeks to meet their needs. Treats them as first priority and improves service.</td>
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<tr>
<td>2. Bicultural Approach</td>
<td>Understands the significance of the Treaty of Waitangi. Displays cultural sensitivity and a willingness to work positively with organisational strategies to improve opportunities for Maori</td>
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<tr>
<td>3. Self Management</td>
<td>Sets high standards and strives to achieve stretching goals. Displays drive and energy and persists in overcoming obstacles. Copes with stress, is resilient to change and understands personal limitations. Is proactive and displays initiative.</td>
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<tr>
<td>4. Innovation</td>
<td>Actively questions old ways of doing things, thinks outside the square and develops creative, effective solutions to improve outcomes.</td>
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<tr>
<td>5. Teamwork</td>
<td>Collaborates with fellow team members and other work groups to achieve objectives for the good of the whole. Actively contributes to and accepts consensus decisions. Seeks out opportunities to support others in achieving goals. Recognises and respects individual differences</td>
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6. Communication / Interpersonal Skills
Actively listens, drawing out information and checking understanding. Expresses information effectively, both orally and in writing, adjusts language and style to the recipients and considers their frame of reference. Empathises with others and considers their needs and feelings.

7. Quality Orientation
Pays attention to detail and initiates self checking procedures; ensures high levels of accuracy and consistent quality. Monitors quality and devises systems to support continuous improvement.

**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