

POSITION DESCRIPTION

POSITION DETAILS:

TITLE: MFM Fellow
REPORTS TO: Clinical Director of O&G via the Clinical Director for Tertiary Maternity Services.
LOCATION: National Womens, Auckland City Hospital
AUTHORISED BY: Service Clinical Director
DATE: April 2018

PRIMARY FUNCTION:

Training Objective: To gain specialist level skills in general obstetrics and gynaecology. To achieve expertise in the field of Maternal Fetal Medicine towards subspecialist qualification (CMFM).
 Service objective: To provide care for women under the care of the MFM team. To participate in an out of hours on call service commensurate with level of training (RMO or SMO roster)
 Research objectives: To have agreed research/audit objectives
 Teaching objectives: To contribute to the clinical teaching of medical students, midwives, house officers and O&G trainees.

KEY ACCOUNTABILITIES

Key Result Area	Expected Outcomes/Performance Indicators
Leadership	<ul style="list-style-type: none"> Will take lead for fetal medicine panel meeting, weekly inpatient grand round, journal club.
Ensures the delivery of quality healthcare and the continuing development of effective service delivery	<ul style="list-style-type: none"> Will participate in reviewing/rewriting clinical guidelines/protocols and also clinical audit.
Operational Management	<ul style="list-style-type: none"> Will assist in triaging of referrals to the service
Provider Service/s Performance	<ul style="list-style-type: none"> To contribute to the MFM service
Relationship Management	<ul style="list-style-type: none"> Will develop good inter-professional relationships. May be assessed using 360 degree feedback.

Authorities:

FTE 1.0	Budget Accountability (if applicable):
Direct Reports: Service Clinical Director	\$N/A

Relationships

External	Internal	Committees/Groups
<ul style="list-style-type: none"> Clients and their families 	<ul style="list-style-type: none"> Department of O&G Obstetric physicians Other related specialties University of Auckland 	<ul style="list-style-type: none"> NZMFM network RANZCOG

Person Specification

	Essential	Desired
Education & Qualifications	<ul style="list-style-type: none"> ▪ MRANZCOG 	<ul style="list-style-type: none"> ▪ Diploma of Ultrasound
Professional	<ul style="list-style-type: none"> ▪ NZMC registration 	<ul style="list-style-type: none"> ▪ Vocational registration
Experience/Knowledge	<ul style="list-style-type: none"> ▪ Approval from RANZCOG as eligible for MFM subspecialty training 	<ul style="list-style-type: none"> ▪ Previous MFM experience

Personal Characteristics
<ul style="list-style-type: none"> ▪ Good communication skills ▪ Evidence of commitment to the subspecialty of MFM ▪ Ability to work within a multidisciplinary team ▪ Understanding of equality and diversity

CRITICAL COMPETENCIES	
COMPETENCY	DESCRIPTION
Ability to Learn	Accepts new ideas; assimilates new information; applies that which is being learned.
Influence	Using appropriate interpersonal styles and methods to inspire and guide individuals toward goal achievement; modifying behaviour to accommodate tasks, situations, and individuals involved.
Judgement	Committing to an action after developing alternate courses of action that are based on logical assumptions and factual information and take into consideration resources, constraints and ADHB's values.
Oral Communication	Expressing 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	Understanding of quality management principles and practices. Identifying conditions that might affect the quality of a product or service. Constantly striving 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. Works well within our multidisciplinary team.
Planning & Organising	Establishing a course of action for self or others to accomplish work goals, appointments and activities; planning proper assignments of personnel and appropriate allocation of resources.
Work Standards and Self Management	Setting high goals or standards of performance for self and others; being dissatisfied with average performance; imposing standards of excellence on self rather than having standards imposed by others.
Values Diversity	<ul style="list-style-type: none"> • Understand 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