POSITION DESCRIPTION

POSITION DETAILS:
- **Title:** Specialist Oral and Maxillo-Facial Surgeon
- **Reports To:** Dr Neil Croucher, Clinical Director, Auckland DHB Oral Health Service
- **Via:** Mr Chris Sealey, Clinical Lead, Oral and Maxillo-Facial Surgery
- **Location:** Middlemore Hospital (Main Base), Auckland
- **Authorised By:** Dr Neil Croucher
- **Date:** July 2016

PRIMARY FUNCTION:
To be part of an Oral and Maxillo-Facial Surgical team, providing comprehensive secondary and tertiary level hospital-based specialist OMFS services to eligible patients from the Northern District Health Boards (DHB) region.
(Nota: Northern DHB region includes Auckland DHB, Counties Manakau DHB, Waitemata DHB and Northland DHB).

<table>
<thead>
<tr>
<th>KEY ACCOUNTABILITIES</th>
<th>EXPECTED OUTCOMES/PERFORMANCE INDICATORS</th>
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<tbody>
<tr>
<td>• Patients with complex OMFS needs will benefit from high quality and timely clinical care.</td>
<td>Providing high quality, safe, efficient and effective acute (24/7), elective and outpatient OMFS care:</td>
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<tr>
<td>• Proven team building skillsets at an intra-department level</td>
<td>Being able to work alongside the OMFS Clinical Lead to role model and deliver on clinical excellence, based on a foundation of the ADHB and service’s values and behaviours.</td>
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<td>• Ability to work with other key surgical and medical disciplines in a multidisciplinary environment</td>
<td>To be able to support and assist the OMFS Clinical Lead with planning and implementing service improvement changes.</td>
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<td>• Maori, Pacific Island, and other ethnicities will be comfortable with the clinical and professional approach by the Specialist and team.</td>
<td>Excellent inter-personal and organisational skills with the ability to function and work in a multidisciplinary environment: allowing for an ongoing focus on a ‘patient and family centred’ approach to delivering care.</td>
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<td>• Opportunities will be sought to mentor and develop other dental/medical staff.</td>
<td>The principles of the Treaty of Waitangi and the ADHB Tikanga best practice policy are understood, embraced and considered when engaging with staff and patients. To be culturally aware and competent with a very diverse ethnic population.</td>
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As an approved OMFS training centre, other specialists, registrars and dental house officers will receive mentoring, training, and guidance when relevant and appropriate.

Clinical networks will be developed within the secondary and tertiary level oral health sector across the region, as a means of improving referral and clinical pathways, patient experience and outcomes for patients.
Authorities:
None allocated

Direct Reports:
Nil

Reports To:
Clinical Director: Oral Health Service
Lead Clinician: Oral and Maxillo-Facial Service

Budget Accountability (if applicable):
Not applicable but should be aware of the issues around providing public sector services as efficiently and effectively as possible.

Relationships

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<tr>
<th>External</th>
<th>Internal</th>
<th>Committees/Groups</th>
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| • Doctors, Specialists, Dentists and Allied Health professionals within the DHB
• Specialists, doctors and dentists in Private Practice
• Child Youth and family Services (CYFS), Work and Income Dept, Non-Govt Organizations (NGO’s), Community groups and other institutions.
• Staff & Services of other DHBs
• Dental School
• Dental Council
• Medical Council
• Australasian College of Dental Surgeons | • Clinical Director
• Clinical Lead OMF
• Service/Business Manager
• Respective dental specialist and medical specialist colleagues
• Team Leader and Charge Dental Assistants.
• Dental Assistants
• Admin/Clerical staff
• All relevant ADHB and Regional DHB Specialties/Services
• Other ADHB and Regional DHB staff | Should participate in all relevant committees and groups, to help achieve quality outcomes and service improvement for the service and for patients.

Person Specification

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<tr>
<th>Education Qualifications</th>
<th>Essential</th>
<th>Desired and Preferred</th>
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| Professional | • Primary Dental Degree or equivalent registerable in NZ
• Primary Medical Degree or equivalent registerable in NZ
• Specialist Oral Maxillo-Facial Surgeon qualification/s vocationally registerable by the Medical and Dental councils in NZ | • Evidence of being active in research and clinical governance activities |
| Experience/Knowledge | • Evidence of successfully completing the appropriate training pathways.
• Evidence of clinical competency in broad scope of OMF practice including oncology and free flap reconstruction. | |
Personal Characteristics

- Ability to empathise and advocate for patients, their caregivers and care organisations. And has an ability to embrace differentness, and build on it.
- Develop positive working relationships with patients and lead caregivers, identify and seek to meet their needs. Treat them as first priority and improve the service.
- Set and consistently achieve high standards. Consistently demonstrate effective cost-conscious resource management.
- Consistently takes action to improve existing practices. Introduce new approaches to improve performance.
- Copes with stress, be resilient to change and understand personal limitations.
- Collaborate with multi-disciplinary teams. Actively contribute to and accept consensus decisions. Seek out opportunities to support others in achieving goals. Recognise and respect individual differences.
- Express information effectively, both orally and in writing. Work collaboratively within the multi-disciplinary team. Empathise with others and consider their needs and feelings. Effectively manage conflict situations.
- Pay attention to detail and initiate self-checking and reflective practices; ensuring high levels of accuracy and consistent quality.
- Initiates and participates in quality, clinical audit and clinical governance systems, processes and activities to support continuous improvement.

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<tr>
<th>Essential Competencies</th>
<th>Description</th>
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<td>Competency</td>
<td>Description</td>
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<tr>
<td>A high level of clinical competence and confidence gained from training, knowledge and experience.</td>
<td>• Competent in full scope of OMFS practice.</td>
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<td>Level of understanding of the specific needs of patients, from a clinical, cultural and personal perspective.</td>
<td>• Able to provide high quality, evidenced based, comprehensive and safe clinical care that results in assured and desirable outcomes and ‘quality of life’ improvement, taking into account’s patient’s expectations, wishes and request wherever possible.</td>
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<td>Fiscal considerations are enabled by knowledge and approach.</td>
<td>• Has or will gain a good understanding of patient acceptance criteria, level of service offered and discharge criteria, as per NZ hospital service framework specifications and OMF service expectations.</td>
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<td>A good understanding of the principles of the Treaty of Waitangi and ADHB Tikanga.</td>
<td>• Displays cultural sensitivity and a willingness to work positively with organisational strategies to improve opportunities for Maori, Pacific Islanders as well as for other minority cultures and nationalities.</td>
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<td>Excellent leadership skills.</td>
<td>• Is able to work in a multi-disciplinary hospital environment.</td>
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<td>Excellent coaching skills.</td>
<td>• The ability to work and function within a large oral health team and organisation, embracing ADHB values of ‘Welcome, Respect, Together and Aim High’.</td>
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<td>Strong networking skills</td>
<td>• Be involved in training and mentoring of specialists, registrars and house Surgeon Training and contribute to the departmental education programme.</td>
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<td></td>
<td>• To successfully develop clinical and professional networks with medical, dental and other relevant groups and organisations.</td>
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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