

## Position Description

Position Details	
<b>Title</b>	Adult Gastroenterology Fellow
<b>Department</b>	Gastroenterology and General Hepatology
<b>Location</b>	Auckland City Hospital and Greenlane Clinical Centre
<b>Reports to</b>	SCD Gastroenterology

Position Purpose
To provide clinical duties to the Gastroenterology/Hepatology service at Auckland City Hospital and Green Lane Clinical Centre. To develop experience in diagnosis and management of adults with gastrointestinal and general liver conditions with service provision for general endoscopy and clinics and training in ERCP

Key Accountabilities	
1.	Obtain experience in all areas of Adult Gastroenterology including endoscopy
2.	Develop the skills needed for performance, interpretation and reporting of diagnostic and therapeutic endoscopy including ERCP.
3.	Provide teaching sessions at both an undergraduate and postgraduate level to enhance management of gastroenterology patients.
4.	Participate in appropriate activities to assist with continuing education, including attendance at Journal Club meetings, Team seminars, Grand Rounds, Updates and New Zealand Gastroenterology meetings.
5.	Participate in research activities under supervision of a consultant
6.	Participate in quality and audit activities

Authorities	
This position has no delegated authorities.	
<b>Direct Reports (if applicable):</b> N/A	<b>Budget Accountability (if applicable):</b> N/A

Relationships		
<i>External</i>	<i>Internal</i>	<i>Committees/Groups</i>
<ul style="list-style-type: none"> <li>Patients and their families</li> <li>Community Healthcare personnel agencies</li> <li>Healthcare General Practitioners</li> </ul>	<ul style="list-style-type: none"> <li>RCM</li> <li>General, upper GI and colorectal Surgeons</li> <li>General Medical Teams</li> <li>Other Gastroenterologists</li> <li>Nurse specialists</li> <li>Pathologists</li> <li>Radiologists</li> <li>Registrars</li> <li>Medical Students</li> </ul>	

## PERSON SPECIFICATION

Education & Qualifications	Essential	Desired
	Postgraduate training in Gastroenterology Part 1 exam for FRACP or equivalent experience and qualifications recognised by NZ Medical Council.	Prior endoscopy experience essential
Critical Competencies	Description	
<b>Clinical Experience</b>	Have at least two to three years of experience in Gastroenterology and endoscopy.	
<b>Diagnostic Skills</b>	Clinical skills appropriate to level of training.	
<b>Procedural Skills</b>	Will develop experience in endoscopy and other relevant clinical skills under supervision of senior medical staff.	
<b>Teamwork</b>	Should have had prior experience in working with teams	
<b>Professional Development</b>	Seeks knowledge and experience of clinical and research skills of relevance to the Gastroenterology and general hepatology	

Critical Competencies	
Competency	Description
<b>1. Leadership</b>	<ul style="list-style-type: none"> <li>• Ability to operationalise the vision and values and help to facilitate change.</li> </ul>
<b>2. People Management</b>	<ul style="list-style-type: none"> <li>• Ability to bring people with them even in times of change.</li> </ul>
<b>3. Teamwork</b>	<ul style="list-style-type: none"> <li>• Collaborates with other key players and work groups to achieve objectives.</li> <li>• Seeks out opportunities to support in achieving goals.</li> <li>• Actively contributes to and accepts consensus decisions.</li> <li>• Recognises and respects individual differences.</li> <li>• Fosters enquiry, critical thinking and research skill acquisition among</li> </ul>
<b>4. Bi-cultural Approach</b>	<ul style="list-style-type: none"> <li>• Understands the significance of the Treaty of Waitangi.</li> <li>• Displays cultural sensitivity and a willingness to work positively with organisational strategies to improve opportunities for Maori.</li> </ul>
<b>5. Self-management</b>	<ul style="list-style-type: none"> <li>• Sets high personal standards and strives to achieve stretching goals</li> <li>• Displays drive and energy and persists in overcoming obstacles.</li> <li>• Is proactive and displays initiative. Is resilient to change</li> <li>• Understands personal limitations</li> <li>• Can work to deadlines to achieve outcomes</li> </ul>
<b>6. Patient/client/population focused</b>	<ul style="list-style-type: none"> <li>• Takes action to fully comprehend the needs of patient / client populations.</li> <li>• Creates environments where family centre care can flourish.</li> <li>• Actively promotes such needs and priorities</li> </ul>
<b>7. Communication/ Interpersonal Skills</b>	<ul style="list-style-type: none"> <li>• Expresses information effectively, both orally and in writing, adjusts language and style to the recipients and considers their frame of reference.</li> <li>• Actively listens, drawing out information and checking understanding</li> <li>• Empathises with others and considers their needs and feelings.</li> <li>• Creates opportunities to network internally and externally.</li> </ul>

<b>8. Innovation</b>	<ul style="list-style-type: none"> <li>Actively questions old ways of doing things, thinks outside the square and develops creative and effective solutions to improve outcomes.</li> <li>Applies skilled analysis and sound reasoning in problem solving/decision making.</li> </ul>
<b>9. Flexibility</b>	<ul style="list-style-type: none"> <li>Ability to adapt and work effectively within a variety of situations, and with various individuals or groups.</li> </ul>
<b>10. Planning and monitoring</b>	<ul style="list-style-type: none"> <li>Uses action plans to accomplish goals, establishes timeframes and can realistically allocate resources.</li> <li>Identifies and removes barriers.</li> <li>Able to monitor progress and address problems to achieve outcomes.</li> </ul>

## **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