

## Position Description

### Position Details:

**Title:** Gastroenterologist      **Department:** Gastroenterology and Hepatology  
**Reports to:** Service Clinical Director      **Location:** Auckland District Health Board  
**Date:** October 2015

### Purpose of Position:

To provide clinical expertise across the speciality of General Gastroenterology and Hepatology. Participating in the delivery of excellent patient care, research and expertise in line with the organisations vision and values. Areas of sub-speciality interest which would be valuable to the Service include EUS, Advanced Endoscopy, Nutrition, Functional Bowel Diseases, and Clinical Leadership.

### Key Accountabilities:

#### 1. Clinical Duties

The Gastroenterologist will assume responsibility for inpatients and outpatients according to the service roster. This will include acute on call for general Gastroenterology cover and an out of hours Gastrointestinal Bleeding and Acute Interventional Endoscopy service.

Rostered duties will include endoscopy lists, outpatient clinics, inpatient gastroenterology service provision, acute referral assessment, and day stay clinic over two geographical sites. The Gastroenterologist will be responsible for the interpretation and appropriate action of all requested investigations. The Gastroenterologist will be credentialed for all relevant clinical activities. The Gastroenterologist will observe patient rights as outlined by the Medical Council of New Zealand and honour Treaty of Waitangi obligations.

#### 2. Quality Assurance

The Gastroenterologist will undertake quality assurance activities related to his/her special interests and demonstrate a commitment to evidence based practice. Attendance at the weekly Departmental Meeting is expected. The Gastroenterologist will contribute to the development of relevant guidelines and clinical pathways and monitor key performance indicators for their areas of clinical interest.

#### 3. Continuing Education

The Gastroenterologist will attend the departmental CME activities on a regular basis and will attend approved local and international conferences at regular intervals. The Gastroenterologist must demonstrate compliance with the Medical Council of NZ's requirement for vocational registration and Maintenance of Professional Standards (MyCPD).

#### 4. Teaching and Training

The Gastroenterologist will be expected to contribute to the teaching activities of the department, including medical students through the School of Medicine and the Clinical Training Agency. This will require occasional lectures, tutorials and bedside teaching. The Gastroenterologist will be expected to supervise RMOs and RACP advanced trainees.

#### 5. Research

Research is undertaken at the discretion of the Service Clinical Director, but is generally encouraged and supported. Research protocols must be approved and budgets set and approved. All clinical trials must have Ethical and Management approval. Audit is considered part of QA.

## 6. Administration

The Gastroenterologist will be expected to take a leadership role in their area of clinical interest. He/She will also demonstrate timely management of all relevant clinical correspondence and appropriate management and presentation of clinical data. The Gastroenterologist will contribute to strategic planning and service development as requested by the Service Clinical Director. The Gastroenterologist will support the service in meeting contractual obligations in relation to volumes and service delivery whilst demonstrating cost effective care.

## 7. Performance

A formal performance review with the Department of Gastroenterology and Hepatology Service Clinical Director will be undertaken annually. Areas for improvement and future goals will be identified and progress in these will be assessed at regular intervals. Goal setting and management is an important part of overall performance.

### Authorities:

This position has the following delegated authority

Nil

### Direct Reports (if applicable):

Nil

### Budget Accountability (if applicable):

Nil

### Relationships:

External	Internal	Committees/Groups
Patients and Families GP's and GP Groups Medical School	Service Clinical Director, Gastroenterology Dept SMOs Junior doctors Medical Colleagues from other specialties Nursing Staff Other Health Care Team Members Support Personnel Service Manager	Gastroenterology Departmental and Multidisciplinary Meetings

## PERSON SPECIFICATION

Education & Qualifications	Essential	Desired
MB ChB, MBBS or equivalent FRACP or equivalent	Registered with NZMC or eligible for registration. Experience and recognised training in Gastroenterology and Endoscopy	

## CRITICAL COMPETENCIES

Competency	Description
<b>Clinical Gastroenterology</b>	Competence in all aspects of clinical work. Appropriately credentialed in speciality area(s). Clinically credible as a Senior Medical Officer (Consultant) in Gastroenterology.
<b>Teaching</b>	Teaching of department RMOs and nursing/allied health/technical professionals as appropriate
<b>Teamwork</b>	Collaborates with fellow members of the Gastroenterology multidisciplinary team to achieve best outcomes for patients. Seeks out opportunities to support others in achieving goals. Recognises and respects individual differences.
<b>Judgement/Decisiveness</b>	Considers options, develops options, identifies the pros and cons and makes effective decisions.
<b>Learning</b>	Constantly strives to build knowledge and skills, evidenced by research and publications. Acknowledges and learns from mistakes and improves outcomes. Attends international and national conferences. Able to proactively influence fellow colleagues in terms of practice approaches.
<b>Quality Orientation</b>	Pays attention to detail and initiates self checking procedures; ensures high levels of accuracy and consistent quality. Identifies opportunities to improve systems. Initiates and leads change when improvement is required.
<b>Computing Skills</b>	Ability to use a personal computer with patient management software applications and basic operations such as file management, word processing, e-mail, diary management.

### 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