Clinical Director 
Gynaecology

Position Description

Date: August 2016

Job Title : Clinical Director Gynaecology
Department : Women’s Health
Location : North Shore and Waitakere Hospitals
Reporting To : Head of Division Medicine, Child Women and Family Service
General Manager, Child Women and Family Service

Direct Reports : Nil

Functional Relationships with :
Internal
Operations Manager, Women’s Health
Obstetrics and Gynaecology (O&G) SMOs, Registrars, Senior House Officers (PGY2), Medical Students
Clinical Leaders within O&G Department
Clinical Directors of Other Waitemata DHB Services
Nursing and Midwifery Leaders and Staff
Quality Manager
Women’s Health Administrative staff
Support Services and Allied Health

External
Patients/clients, relatives, care givers and whanau
General Practitioners
Medical Council of New Zealand
Health & Disability Commissioner (HDC)
RANZCOG (Royal Australian & New Zealand College of Obstetricians and Gynaecologists)
University of Auckland
Clinical Director
Gynaecology

Position Description

Our Purpose, Values and Standards

At the heart of Waitemata DHB is our promise of ‘best care for everyone’. This promise statement is the articulation of our three-fold purpose to:

1. promote wellness,
2. prevent, cure and ameliorate ill health and
3. relieve the suffering of those entrusted to our care.

At the heart of our values is the need for all of us to reflect on the intrinsic dignity of every single person that enters our care. It is a privilege to be able to care for patients, whānau and our community, a privilege that is sometimes overlooked in our day to day work.

Our standards and behaviours serve as a reminder to us all about how we are with our patients and with each other.

Purpose of the role

- Ensuring the delivery of high quality clinical practice and patient care
- Delivery of performance targets in the department
- Development and implementation of systems and processes to ensure staff deliver on the DHB statement of intent
- Ensure innovations and developments identified by staff are brought to the attention of the Head of Division
- Work with other Clinical Directors and Heads to ensure provision of WDHB clinical services, education and research
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<tr>
<th>KEY TASKS</th>
<th>EXPECTED OUTCOMES</th>
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| Provides Leadership             | • Communicates and advocates Waitemata DHB’s strategy, values and priorities both internally and externally, through effective engagement with stakeholders and participation strategies for staff  
• As a member of the service management team, work with the operations manager to develop clinical metrics, improve clinical outcomes and ensure positive patient experience  
• Contributes to the Division Governance Group to ensure Waitemata DHB’s vision and strategy are implemented  
• With operations manager fiscally responsible for expenditure and allocation of both operational and capital budgets  
• Provides professional direction, coaching and mentoring of O&G medical staff and students  
• Leads and coordinates the development of the medical discipline strategically and professionally across WDHB, including primary care, fostering excellence in practice standards and professional conduct of all staff.  
• Encourages clinical staff to participate in the development of specialty/service strategies and key decisions  
• Articulates the direction and goals of the specialty/service and ensures that these are reflected in team and individual goals. Provides advice and recommendations on the overall specialty/service development and direction of the Department  
• Actively builds succession plans and supports leadership and management in senior teams by annual professional reviews  
• Actively supports clinicians to identify new opportunities for the Department and also for changing the way in which services are provided or discontinuing services that are not appropriate |
| Clinical Effectiveness and Quality Improvement | • Ensures that the Department has key clinical metrics within each service, including patient outcome measure and patient experience measures.  
• Ensure that clinical staff work within a multidisciplinary way.  
• Supports innovation and ongoing quality improvement across the Department.  
• Ensures there are medical policies, procedures and standards within each service. |
# Clinical Director
## Gynaecology

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| • Delivers on performance targets and indicators and ensures all specialty/services have relevant clinical metrics that are part of a local improvement program.  
• Ensures that all SMOs and services are credentialed on appointment and this remains current.  
• Plays an active role in responding and overseeing corrective actions in relationship to complex Health & Disability investigations, complaints, serious and sentinel events and near misses.  
• Supports continuing education and appropriate research activities and contributes as required at an organisational level. | |

**Service Delivery & Development** | • Works in partnership with the operations manager to be accountable for the delivery of all agreed outputs for the department and for delivery against health targets, Statement of Intent and the Division’s quality and business plan  
• Works with primary care to achieve seamless services across settings and providers  
• Actively cultivates a population health perspective in the specialty/service, to achieve best population health outcomes within available resources  
• Ensures that clinical staff are actively involved in service design and development and they are linked in appropriately with organizational resources, for example; clinical leadership development programs, quality, improvement and innovation  
• Ensures that specialties/services challenge themselves to improve care delivery/outcomes and patient experience, for example best practice, Health Round Table, relevant literature  
• Provides direct clinical supervision to junior medical staff |

**Workforce Planning and Development** | • Oversees the medical (SMO & RMO) workforce planning and implementation of relevant strategies with the operations manager  
• Ensures staff attraction and retention plans are in place with an emphasis on the senior medical workforce  
• Ensures that the specialties meets contractual requirements in relation to training for RMOs and the quality of the training enables the Department to attract and retain RMOs |

**Financial Management** | • Works with operational manager to ensure there is a |
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<td>sustainable and appropriate level of resourcing in place to deliver quality patient care/outcomes</td>
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<td>Risk</td>
<td>Ensures that risks are managed appropriately and in a timely manner through effective identification, audit and risk mitigation and/or resolution</td>
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<td>Undertakes clinical duties in the care of patients as per contract of employment</td>
<td>Keeps up to date with healthcare trends and medical research. Maintains updated knowledge and skill of medical practices and trends in health management.</td>
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<td>Establishes a strong collegial relationship with other Gynaecology services within the Auckland region and outside the region.</td>
<td>Builds and maintains a broad network of contacts and relationships at all levels Health industry meetings, forums and conferences are attended and relationships established with a broad range of health contacts. Networks for support are sought and communication channels are established</td>
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<td>Statutory &amp; Treaty of Waitangi obligations</td>
<td>Ensures the professional and political integrity of WDHB by carrying out all functions in compliance of the Treaty of Waitangi and by demonstrating a serious commitment to keeping the treaty alive. Shows sensitivity to cultural complexity in the workforce and patient population</td>
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<td>To recognise individual responsibility for workplace Health &amp; Safety under the Health and Safety at Work Act 2015</td>
<td>Contribute to a safe and healthy workplace at WDHB by: All Level Managers Following, implementing, monitoring &amp; ensuring compliance with all H&amp;S policies &amp; processes Timely escalation of issues to Risk Register as required Planning, organising &amp; managing H&amp;S activities directed at preventing harm &amp; promoting wellbeing in the workplace Ensuring a safe working environment &amp; safe working practices through the Safe Way of Working H&amp;S system Early and accurate reporting of incidents at work and raising issues of concern when identified. Contribute to a safe and healthy workplace at WDHB by: All Employees Following &amp; complying with H&amp;S policies &amp; processes &amp; applying them to their own work activities, including using/wearing Personal Protective Equipment as required. Participating in activities directed at preventing harm &amp; promoting well-being in the workplace</td>
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<td>• Identifying, reporting &amp; self-managing hazards where appropriate</td>
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<td>• Early and accurate reporting of incidents at work and raising issues of concern when identified.</td>
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## PERSON SPECIFICATION

**POSITION TITLE:**

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<th>Qualification</th>
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<td>Registration with Medical Council of New Zealand as a physician in O&amp;G O&amp;G Specialist Qualifications recognised by RANZCOG or equivalent Current Annual Practicing Certificate</td>
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<td>A relevant post-graduate qualification Academic aspirations</td>
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<th>Experience</th>
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<td>A minimum of 5 years’ experience as a Senior Medical Officer in O&amp;G, with skills and expertise in obstetrics, antenatal care and gynaecology. Obstetric and gynaecological surgical experience An advanced body of knowledge and expertise related to Gynaecology Sound understanding of financial and human resource concepts Demonstrated ability to facilitate effective workplace change and innovation A record of developing and implementing services that deliver best practice clinical outcomes for patients whilst optimising the patient experience Ability to be a strong clinical voice and advocate for the Division and WDHB generally</td>
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<td>Proven experience in a leadership role which incorporated operational and strategic planning Proven financial management experience Knowledge of the NZ Health Sector Experience of mentoring, supervision and professional leadership</td>
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<th>Skills/Knowledge/Behaviour</th>
<th>Strong interpersonal skills including the ability to influence and negotiate optimal outcomes to complex problems/issues</th>
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<td>Committed to own personal development</td>
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<td>Inspire and motivates others to commit to and work towards Division/organisational goals</td>
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<td>Communicate effectively</td>
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<td>Skilled at leading discussions and providing clear direction</td>
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<td>Sound clinical and business judgment which is based on evidence and credible information when deciding on a course of action</td>
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<td>Demonstrated ability to articulate professional issues to a variety of audiences</td>
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<td>Demonstrated use of initiative, with confident skill in negotiation and consultation</td>
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