

Gastroenterology Fellow

Position Description

Date: 17th October 2016

Job Title	: Fellow – Gastroenterology
Department	: Gastroenterology
Location	: Waitemata District Health Board
Reporting To	: Clinical Director – Gastroenterology Operations Manager – Gastroenterology (Operational)
Direct Reports	: None
Functional Relationships with	: <u>Internal</u> Medical Staff Management Staff Nursing Staff Technical Staff Support Services
	: <u>External</u> Medical Council Royal Australasian College of Physicians Other Secondary and Tertiary Service Units Health Funding Authority (District Health Boards) Health and Disability Commission

Our Purpose, Values and Standards

At the heart of Waitemata DHB is our promise of ‘better 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.



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	RESPONSIBILITIES / OUTCOMES
Delivery of clinical care to patients requiring specialist Gastroenterology and General Medical services	<ul style="list-style-type: none"> • Conducts outpatient clinics, endoscopy lists and other duties as agreed, using the allocated time efficiently and effectively. • Manages workload to ensure clinical time is reallocated where changes of one aspect of clinical care occur, e.g. list cancellations
Patient information and informed consent	<ul style="list-style-type: none"> • Gives patients and their families a full explanation of procedures and treatments including alternative options where appropriate. • Obtains informed consent for all patients in accordance with the organisation's policy for undertaking any procedure or intervention
Staff and patient relations	<ul style="list-style-type: none"> • Acts in a manner consistent with a senior member of staff and WDHB values • Maintains effective interpersonal relationships with staff of all disciplines, patients and relatives/whanau • Manages problems and complaints sensitively
Education and Teaching of Junior medical staff and other professional groups	<ul style="list-style-type: none"> • Is available to junior medical staff for advice, supervision of procedures and urgent acute problems when on call and during normal business hours as appropriate • Provides teaching or educational presentations for nurses and other health professionals or groups with a gastroenterology, endoscopy or general medical interest as appropriate
Maintenance of adequate record and reports to referring doctors	<ul style="list-style-type: none"> • Comprehensive, accurate and up-to-date medical records are maintained for all patients under the Medical Officer's care • Medical records and discharge / outpatient letters are completed and dispatched within organisational timeframes
Professional Development	<ul style="list-style-type: none"> • Demonstrates evidence of continuing self-education through, for example, attendance at relevant courses/seminars/conferences; reading relevant literature • Utilises appropriately annual entitlement of Continuing Medical Education Leave • Participates in service credentialing and recommendations
Participates in quality assurance programmes	<ul style="list-style-type: none"> • Attends and participates in regular departmental audit/peer review activities • Quality of written records meets specified standards • Identifies improvement opportunities and notifies the Clinical Leader/Service Leader of these • Participates in the service's quality and risk improvement and minimisation activities • Provides good patient/client service and is responsive to patient/client requests or complaints • Complies with WDHB Reportable Events policy and other policies and procedures
Clinical Leadership Responsibilities	<ul style="list-style-type: none"> • Supervise/teach junior medical and nursing staff

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	RESPONSIBILITIES / OUTCOMES
Health and Safety	<ul style="list-style-type: none"> • Is aware of own medical and dental status including TB, HIV, hepatitis etc. Actively takes care of own health • Has read and actively supports and complies with Health and Safety policy and procedures • Proactively reports and remedies any unsafe work condition, hazard, accident or injury • Uses protective clothing and equipment where appropriate
Treaty of Waitangi	<ul style="list-style-type: none"> • Demonstrates an understanding of the Principles of Te Tiriti o Waitangi and how these relate to the development and application of service specific initiatives for Maori • Understands the holistic approach to Maori health • Recognises and seeks counsel on cultural requirements when dealing with Maori

COMPETENCIES

Behavioural Competencies	Behaviour Demonstrated
Communicates and Works Co-operatively	<ul style="list-style-type: none"> • Actively looks for ways to collaborate with and assist others to improve the experience of the healthcare workforce, patients & their families and the community & Iwi.
Is Committed to Learning	<ul style="list-style-type: none"> • Proactively follows up development needs and learning opportunities for oneself and direct reports.
Is Transparent	<ul style="list-style-type: none"> • Communicates openly and engages widely across the organisation. • Enacts agreed decisions with integrity.
Is Customer Focused	<ul style="list-style-type: none"> • Responds to people's needs appropriately and with effective results • Identifies opportunities for innovation and improvement
Works in Partnership to Reduce Inequality in Outcomes	<p>Works in a way that:</p> <ul style="list-style-type: none"> • Demonstrates awareness of partnership obligations under the Treaty of Waitangi. • Shows sensitivity to cultural complexity in the workforce and patient population. • Ensures service provision that does not vary because of peoples' personal characteristics.
Improves Health	<ul style="list-style-type: none"> • Work practices show a concern for the promotion of health and well-being for self and others.
Prevents Harm	<ul style="list-style-type: none"> • Follows policies and guidelines designed to prevent harm. • Acts to ensure the safety of themselves and others.

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PROPOSED CLINICAL SCHEDULE

<p>To include:</p> <ul style="list-style-type: none"> • Endoscopy lists • Gastroenterology Outpatient clinics • Emergency Endoscopy on-call • Clinical and non-Clinical administration 	<p>Timetable to include:</p> <ul style="list-style-type: none"> 1 outpatient clinic per week At least 2 procedure lists with learning opportunities 2 scheduled service lists per week 1 flexible service list per week 1 session of non-clinical time for clinical / non clinical administration 1 session for research/audit other learning/quality activity Assisting the service with ad hoc management of unforeseen issues (sickness, high demand etc) Occasional on-call to provide acute experience (optional) Regular participation in MDMs, Journal Club, Regional Meetings Specific training may be available in: ERCP, Capsule Endoscopy; EUS ; endoluminal stenting; RFA; Motility Studies
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VERIFICATION:

Employee: _____

Manager: _____

Date: _____

Review Date: _____

Note: This job description forms part of an individual's contract of employment with WDHB and must be attached to that contract.

PERSON SPECIFICATION

POSITION TITLE: Fellow gastroenterology

	Minimum	Preferred
Qualification	Medical Qualification Post Graduate qualification in Gastroenterology and General Medicine	FRACP or equivalent Dual accreditation in Gastroenterology and General Medicine
Experience	Broad understanding of the New Zealand health sector structure. Credentialled to perform diagnostic Gastroscopy and Colonoscopy (eg by The New Zealand Conjoint Committee for Recognition of Training in gastrointestinal endoscopy)	
Skills/Knowledge/Behaviour	<ul style="list-style-type: none"> • High standard of written and verbal communication. • The ability to work as an integral member of a multi-disciplinary team. • Able to maintain good professional relationships and be respectful of other team members' skills. • Self-motivated with a positive attitude • Goal orientated and able to work autonomously • Willingness to motivate others and accept change • Willingness to learn new skills • Excellent interpersonal skills • Ability to be empathetic, energetic and enthusiastic. 	<p>An interest in personal professional development and a willingness to take on further roles within the team.</p> <p>Independent at diagnostic gastroscopy and colonoscopy.</p>
Personal Qualities	<ul style="list-style-type: none"> • Ability to influence and inspire others • Empathetic • Excellent written and verbal communicator • Open honest communicator 	