Date: December 2016

Job Title: ORL Medical Officer (Fixed Term)
Department: ORL and Audiology Service
Location: Waitemata DHJB
Reporting To: Clinical Director ORL and Audiology
Direct Reports: Nil

Functional Relationships with:
- Internal
  - Clinical Director ORL and Audiology
  - ORL Consultants
  - ORL Registrars
  - ORL Periop Nurse Coordinator
  - ORL Secretary
  - Clinical Nurse Specialist Otology
  - Audiolists
  - Booking and Scheduling staff
  - Other specialty consultants
  - Theatre Management and staff
  - Patients and their families
  - WDHB Health Campus
- External
  - General practitioners
  - Colleagues at other DHBs

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.
# ORL Medical Officer

**ORL and Audiology Service**

**Position Description**

**Purpose of the role**

The duties will include the following:
- Participating in outpatient clinics at Waitakere as agreed with the Clinical Director ORL and Audiology.
- Participating in operating sessions at Waitakere as agreed with the Clinical Director ORL and Audiology and service clinicians.

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<tr>
<th>KEY TASKS</th>
<th>EXPECTED OUTCOMES</th>
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| Assessment and treatment of ORL referred patients at both inpatient and outpatient level. | - Undertake outpatient assessment and consultations.
- Assessment of new and follow up patients referred under the supervision of the ORL consultant.
- Arrange for consultation from other medical specialists/special investigations where appropriate.
- Work as a member of the multidisciplinary team.
- Consult with patients and caregivers to explain any matters requiring their consent or queries about their treatment.
- Maintain documentation in the electronic patient record. Assessment notification to referral sources. |
| Assessment, treatment and follow-up of elective in-patients during their hospital stay. | - Work with the leading consultant in the care provision of elective in-patient admissions including pre and post-operative ward rounds, theatre assistance and discharge planning, visiting post-operative elective patients.
- Ensure the provision of quality care, all documentation is consistent with policies.
- Sight and action results of investigations in the electronic record.
- Attend ward rounds.
- Liaise with other staff of Waitemata Health to ensure appropriate continuity of care.
- Be actively involved in administration of other treatment that is deemed appropriate for patients.
- Provide assessment and advice to in-patient referrals as requested by other disciplines within the WDHB.
- Provide support for junior medical staff & nursing staff
- Comply with any special documentation/database entry as required by the ORL Clinical Director. |
<p>| Extension of training and knowledge of discipline of ORL. | - Participate in CME activity. |</p>
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<tr>
<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.</td>
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<td>• 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><strong>Contribute to a safe and healthy workplace at WDHB by:</strong></td>
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<td>• Following and complying with H&amp;S policies and processes and applying them to their own work activities, including using/wearing Personal Protective Equipment as required.</td>
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<td>• Participating in activities directed at preventing harm and promoting well-being in the workplace</td>
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<td>• Identifying, reporting and 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: ORL Locum Moss

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<th>Qualification/Experience</th>
<th>Minimum</th>
<th>Preferred</th>
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<td>Qualified Medical Practitioner eligible for New Zealand</td>
<td>Minimum of five years post registration. Special interest or overseas</td>
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## Skills/Knowledge

- High standard of written and verbal communication.
- Have the ability to work as an integral member of a multidisciplinary team.
- Able to maintain good professional relationships and be respectful of other team members' skills.
- A demonstrated belief in, and commitment to, promoting quality of life.
- An interest in personal professional development and a willingness to take on further roles within the team.
- An interest in promoting a consumer focus for care delivery.

## Personal Attributes

- Self motivated
- Goal orientated and able to work autonomously
- Positive attitude
- Quality and improvement
- Willingness to motivate and accept change
- Willingness to learn new skills
- Excellent interpersonal skills
- Ability to be empathetic, energetic, enthusiastic and innovate.