Surgical Fellow

Position Description

Date: June 2017

Job Title: Surgical Fellow
Department: General Surgery
Location: Waitemata District Health Board
Reporting To: Clinical Director General Surgery
Operational Working Relationship: Operations Manager – General Surgery
Direct Reports: Nil
FTE: 10/10th

Functional Relationships with:

Internal
- Clinical Director General Surgery
- General Surgery Consultants
- Operations Manager General Surgery
- General Manager – Surgical and Ambulatory Services
- Booking and Scheduling staff
- Clinical Nurse Specialists & Perioperative Nurse Coordinators
- Theatre Staff
- Other specialty consultants including General Medicine and Emergency medicine.
- Patients and their families and whanau
- Registrars and House officers of General Surgery
- Administration Staff of General Surgery

External
- General practitioners
- Other DHB’s

Purpose:
The duties will include the following:
- Take part in SMO acute roster of 1:4 Fridays, 1:4 Mondays AM 1:16 Tuesdays
- One acute theatre day per week with ongoing management of acute patients admitted under your care
- Backfilling of theatre lists at North Shore and Waitakere hospitals
- Participating in clinical research and clinical evaluation programmes as may be agreed with the Lead Clinician of the General Surgical team aligned to.
- Participating in outpatient clinics as agreed with the Lead Clinician of the General Surgical team aligned to.
- Participating in operating sessions as agreed with the Lead Clinician of the General Surgical team aligned to.
**KEY TASKS**

Assessment and treatment of General Surgery referred patients at both inpatient and outpatient level.

Assessment, treatment and follow-up of elective and acute in-patients during their hospital stay.

**EXPECTED OUTCOMES**

- Undertake outpatient assessment and consultations.
- Assessment of new and follow up patients referred under the supervision of the General Surgery 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 patient notes.
- Assessment notification to referral sources.
- 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, includes some weekend work - visiting post-operative elective patients.
- Ensure the provision of quality care, all documentation is consistent with policies.
- Sight and action results of investigations before filing.
- 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.
- Comply with any special documentation/database entry as required by the General Surgery Clinical Director.

Extension of training and knowledge of discipline of General Surgery.

- Attend regular supervision sessions with consultant.
- Participate in further CME activity, attend courses/undertake further study in General Surgery.

To recognise Individual Responsibility for Workplace Health and Safety under the Health and Safety in Employment Act 1992

- Company health and safety policies are read and understood and relevant procedures applied to their own work activities
- Workplace hazards are identified and reported, including self management of hazards where appropriate
- Can identify health and safety representative for area
Behavioural Competencies

Adheres to Waitemata District Health Boards 4 Organisational Values of:

Every single person matters, whether a patient / client, family member or a staff member

We see our work in health as a vocation and more than a job. We are aware of the suffering of these entrusted to our care. We are driven by a desire to relieve that suffering. This philosophy drives our caring approach and means we will strive to do everything we can to relieve suffering and promote wellness.

We need to be connected with our community. We need to be connected within our organisation – across disciplines and teams. This is to ensure care is seamless and integrated to achieve the best possible health outcomes for our patients/clients and their families.

We seek continuous improvement in everything we do. We will become the national leader in health care delivery.

<table>
<thead>
<tr>
<th>Behavioural Competencies</th>
<th>Behaviour Demonstrated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communicates and Works Co-operatively</td>
<td>• Actively looks for ways to collaborate with and assist others to improve the experience of the healthcare workforce, patients &amp; their families and the community &amp; Iwi.</td>
</tr>
<tr>
<td>Is Committed to Learning</td>
<td>• Proactively follows up development needs and learning opportunities for oneself and direct reports.</td>
</tr>
</tbody>
</table>
| Is Transparent | • Communicates openly and engages widely across the organisation.  
• Enacts agreed decisions with integrity. |
| Is Customer Focused | • Responds to peoples needs appropriately and with effective results  
• Identifies opportunities for innovation and improvement |
| Works in Partnership to Reduce Inequality in Outcomes | Works in a way that:  
• 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 | • Work practices show a concern for the promotion of health and well-being for self and others. |
| Prevents Harm | • Follows policies and guidelines designed to prevent harm.  
• Acts to ensure the safety of themselves and others. |

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:** Surgical Fellow

<table>
<thead>
<tr>
<th></th>
<th>Minimum</th>
<th>Preferred</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualification</td>
<td>Qualified Medical Practitioner eligible for New Zealand Registration.</td>
<td>Minimum of five years post registration. General Surgery special interest or overseas experience.</td>
</tr>
<tr>
<td>Experience</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Skills/Knowledge/Behaviour</td>
<td>• High standard of written and verbal communication.</td>
<td>• An interest in personal professional development and a willingness to take on further roles within the team.</td>
</tr>
<tr>
<td></td>
<td>• Have the ability to work as an integral member of a multidisciplinary team.</td>
<td>• An interest in promoting a consumer focus for care delivery.</td>
</tr>
<tr>
<td></td>
<td>• Able to maintain good professional relationships and be respectful of other team members skills.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• A demonstrated belief in, and commitment to, promoting quality of life.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Self motivated</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Goal orientated and able to work autonomously</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Positive attitude</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Quality and improvement</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Willingness to motivate and accept change</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Willingness to learn new skills</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Excellent interpersonal skills</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Ability to be empathetic, energetic, enthusiastic and innovate.</td>
<td></td>
</tr>
</tbody>
</table>