Date:  July 2012

Job Title : Senior Medical Officer – General Surgery

Department : General Surgery

Location : Waitemata District Health Board

Reporting To : Clinical Director – General Surgery (Clinical)

Direct Reports : Supervision of junior medical staff

Functional Relationships : Internal
Medications Manager – General Surgery
Medical Staff
Nursing Staff
Technical Staff
Support Services

External
Medications Council
Royal Australasian College of Surgeons
Other Secondary and Tertiary Service Units
Health Funding Authority (District Health Boards)
Health and Disability Commissioner

Purpose : Provide a high standard of clinical practice in the management and delivery of general surgical care for the people of the Waitemata District Health Board (WDHB) region.
Assist with the continual development of secondary surgical services for WDHB which is recognised nationally and internationally as a centre of excellence

Vision
“Making a Healthy Difference”

Values
• Openness
• Integrity
• Respect
• Compassion
• Customer Focus

Clinical Responsibilities : The medical practitioner is required to undertake their clinical responsibilities and to conduct themselves in all matters relating to their employment in accordance with best practice and relevant ethical and professional standards and guidelines as determined from time to time by:
• WDHB’s policies and procedures except to the extent that they may be inconsistent with any other provision of this Agreement
• The New Zealand Medical (or Dental) Council
• The New Zealand Medical Association’s code of ethics
• The practitioner’s relevant medical college(s) and/or professional association(s)
• The Health and Disability Commissioner.
## KEY TASKS | RESPONSIBILITIES
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**Delivery of clinical care to patients requiring General Surgery services** | • Takes professional care of and undertakes delegated clinical responsibilities for patients admitted under his/her care  
• Conducts outpatient clinics and ward rounds, and other duties, using the allocated time efficiently and effectively towards achieving the goals of the annual Business Plan  
• Oversees Registrar’s activity to ensure patient care is delivered in accordance with standards and policy  
• Manages workload to ensure clinical time is reallocated where cancellations of one aspect of clinical care occur, e.g. theatre cancellations  
• Sees and advises promptly on patients referred for a specialist opinion  
• Supervises acute theatre sessions.

### Proposed Clinical Schedule
- 2 elective sessions operating per week on Monday  
- 1 all day theatre per fortnight or 2 half day sessions within a fortnight to be confirmed with two weeks notice to backfill Colorectal sessions either WTH or NSH  
- 1 outpatient clinic per week on a Wednesday  
- Ward Rounds  
- After hours on call 1:12  
- Acute theatre  
- Clinical and non Clinical administration

- Outpatient and inpatient waiting lists managed effectively within the WDHB’s MoH KPI’s for Elective Services  
- Fully utilised theatre lists as per the KPI’s for theatre list management  
- Fully utilised clinic lists as per the KPI’s for clinic list management

### Provision of acute specialist care for General Surgery
- Acute patients are managed acutely  
- Participates in the roster providing 24 hour cover for the General Surgery service  
- When “on call” is available to respond within 5 minutes to requests for telephone advice, and to attend to patients requiring care within 15-20 minutes  
- Leave arrangements are managed in conjunction with Clinical Director and Operations Manager  
- Takes professional care of, and assumes clinical responsibility for, patients admitted or transferred under his/her care

### Patient information and informed consent
- Gives patients and their families a full explanation of all procedures and treatments  
- Obtains informed consent for all patients in accordance with the organisation’s policy for undertaking any operation, test of procedure

### Staff and patient relations
- Acts in a manner consistent with a senior member of staff  
- Maintains effective interpersonal relationships with multidisciplinary staff, patients and relatives/whanau  
- Handles problems and complaints sensitively
### Education and Teaching of Junior medical staff and other professional groups
- Provides clinical supervision and teaching for House Surgeons and Surgical Registrars
- Ensures the orientation, guidance, performance management and objective setting process and feedback to junior surgical staff is consistent with good employer relations and Council standards
- Is available to junior medical staff for advice, supervision of surgical procedures and urgent acute problems when on call and during normal business hours as appropriate
- Provides teaching or educational presentations for nurses, resource nurse and other health professionals or groups with a general surgical interest as appropriate

### Maintenance of adequate record and reports to referring doctors
- Comprehensive, accurate and up-to-date medical records are maintained for all patients under the Medical Officer care
- Medical records and discharge letters on inpatients as well as outpatient letters on patients seen by the Medical Officer are completed and dispatched within organisational timeframes

### Professional Development
#### Knowledge and practice updated and maintained
- 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
- Attends and actively participates in local post-graduate medical education activities
- Participates in service credentialing and recommendations

### Participates in quality assurance programmes
- Attends and participates in regular departmental audit/peer review activities, including morbidity/mortality reports
- Attends and participates in Quality Assurance activities
- Quality of written records meets specified standards
- Patient satisfaction is positive
- Peer review is favourable
- Meets with colleagues to discuss and record performance issues and professional/personal development, at least annually

### Actively contribute to Continuous Quality Improvement activities within the service
- 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 standards and works to improve patient/client satisfaction. Identifies risks and notifies the Clinical Director/Operations Manager of these
- Complies with WDHB Reportable Events policy and other policies and procedures
- Participates in audits

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### Management and Administration of the General Surgery service

- Attends regular meetings of the Service to collaborate with his/her colleagues and, as requested, with the Operations Manager, Surgical Services, and participates in management decision making for this service
- Utilises staff, technological, pharmaceutical and other publicly funded resources prudently and efficiently for cost effective patient care
- Participates in monitoring resource allocation and decision making within the service
- Provides reports and information as required by the Clinical Director and Operations Manager General Surgery on behalf of the General Manager Surgical & Ambulatory Services
- Participates in the development and updating of clinical management guidelines, including integrated clinical pathway

### Clinical Leadership Responsibilities

- Teach postgraduate students as required
- Supervise/teach junior medical and nursing staff

### Health and Safety

- Is aware of own medical and dental status including TB, HIV, hepatitis etc. Ensures actively takes care of own health
- Has read and understood health and safety policy and procedures
- Actively supports and complies with health and safety policy and procedures
- Uses protective clothing and equipment
- Actively participates in the hazard management and identification process
- Proactively reports and remedies any unsafe work condition, accident or injury

### Treaty of Waitangi

- 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
- Develops and plans strategies that are responsive to the health needs or Maori
- Recognises and seeks counsel on the cultural requirements when dealing with Maori

### COMPETENCIES

#### Vision and Strategic Capability

- Able to articulate the aspiration for the direction of the future of WDHB
- Understands trends in health, relevant policy and operational areas and the external environment
- Able to think strategically and convert strategy to actions
- Has courage and is willing to challenge the status quo
- Understands the role of information management in decision making and forecasting

#### Patient Care and Clinical Practice

- Able to deliver contemporary surgical practice to a high standard and in accordance with agreed surgical principles
- Demonstrates competence in all aspects of care and service delivery
### Service
- Service is delivered in accordance with the elective surgical principles
- Access to surgical care for patients is maximised through the maintenance of productivity and efficient and effective services

### Leadership
- Role models and communicates WDHB vision and values
- Inspires and motivates others to commit to and work towards goals
- Shows respect for people, focuses on employee involvement and allows others to take ownership
- Builds confidence and resilience in the team
- Holds staff accountable for the delivery of outcomes and acts promptly to rectify performance issues
- Leads the team within theatre to ensure delays are eliminated, turnaround times are minimised and maximum use is made of the session time allocated
- Makes timely decisions
- Can chair a meeting and is skilled at leading discussions and providing clear direction, ensuring meetings are run in a positive and cooperative manner with respect for all members of the multidisciplinary team

### Management
- Organises tasks to make best use of time and resources and focuses attention on key objectives and priorities
- Makes sound decisions based on robust analysis and evidence
- Delegates activities and projects to others and positively influences their progress towards successful results
- Takes ownership of the need to be financially astute and optimises the use of resources by continually reviewing the effectiveness of current resource utilisation, minimising waste and always ensuring the decisions made are both clinically and fiscally appropriate

### Flexibility
- Willing to consider alternative viewpoints and new ideas
- Develops new and/or more effective work processes and systems through lateral thinking and creativity in work and process design

### Teamwork
- Assists colleagues and shares relevant information
- Manages the internal negotiation process regarding the allocation of resources
- Create a productive team environment by setting clear goals, implementing sound work processes and giving and receiving constructive feedback

### Communication
- Is confident and appropriate assertive in dealing with others
- Perseveres with a task, and displays the required energy to achieve the objectives despite obstacles
- Deals effectively with conflict
- Is articulate and able to influence and persuade
- Expresses ideas spontaneously, logically and convincingly in simple, clear language
- Listens with a preparedness to understand
- Facilitates groups to a shared or an agreed way

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VERIFICATION:
# PERSON SPECIFICATION

**POSITION TITLE:** SMO General Surgery

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**Qualification**
- Medical Qualification
- Post Graduate qualification in Upper GI surgery

| FRACS or equivalent | |

**Experience**
- Broad understanding of the New Zealand health sector reform and purchasing structure.
- Recognises the critical and key success factors in working in health

**Specific Competencies**
- Builds relationships and engenders trust.
- Strong Networker.
- Change Orientated

| Strategist Commercial awareness |

**Personal Qualities**
- Ability to influence and inspire others.
- Empathetic
- Excellent written and verbal communication
- Open honest communicator

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