

	<b>POSITION TITLE</b>	<b>OTOLARYNGOLOGIST</b>		
	<b>DIRECTORATE</b>	Hospital Group	<b>DEPARTMENT</b>	ENT – Head & Neck Surgery
	<b>REPORTING TO (operationally)</b>	General Manager	<b>REPORTING TO (professionally)</b>	Head of Department
<b>DIRECTORATE RESPONSIBILITIES &amp; DIRECT REPORTS</b>	<p>This role covers the Ear Nose and Throat – Head &amp; Neck Department of the Health New Zealand   Te Whatu Ora Te Matau a Māui Hawke’s Bay</p> <p>Staff reporting - N/A</p>			
<b>PURPOSE OF THE POSITION</b>	<ul style="list-style-type: none"> <li>To provide high quality care to ENT patients, both acute and elective</li> <li>To participate in the acute ENT on call roster</li> <li>To provide inpatient and outpatient care</li> <li>To support and lead junior medical staff and take an active role in interdisciplinary team education and actively support and utilise specialist nurse roles as appropriate</li> <li>To actively participate in quality improvement, clinical audit activities and service development meetings and initiatives</li> <li>Position will involve providing clinical services in Hastings and Napier and possibly other rural sites.</li> <li>To ensure and prioritise a focus on patient safety and quality relating to care and processes within the ENT Service.</li> <li>Help deliver organisational KPI’s including relevant targets, financial budgets and service plans.</li> <li>To recognise and support the delivery of the Hawkes Bay Health sector vision</li> </ul>			
<b>KEY DELIVERABLES</b>	<p><b>Clinical Responsibilities - General</b></p> <p>The senior medical officer is required to undertake their clinical responsibilities and to conduct themselves in all matters relating to their employment in accordance with best practise and relevant ethical and professional standards and guidelines as determined from time to time by:</p> <ul style="list-style-type: none"> <li>The NZ Medical association’s</li> <li>The practitioner’s relevant medical college(s) and / or professional associations(s);</li> <li>The Health and Disability Commissioner; and</li> <li>The employer’s policies and procedure except to the extent that they may be inconsistent with any other provision of this agreement</li> </ul> <p><b>Clinical Responsibilities – Service Provision</b></p> <ul style="list-style-type: none"> <li>Adherence to hospital policies and procedures to ensure ethical care</li> <li>Adherence to National Elective programme requirements to meet patient waiting times for outpatient assessment and treatment</li> <li>Outpatient assessment, Pre-theatre assessment, Post-operative recovery</li> <li>Multi-disciplinary meetings</li> <li>Discussions and meetings with caregivers and patient families</li> <li>Preparation of police, coroner, ACC reports etc.</li> <li>Research and study related to treatment of specific patient.</li> <li>To ensure provision of a high standard of care to patients in operating theatre, inpatients, day cases and outpatients for both acute and elective conditions.</li> <li>Assessment, treatment and management plans are appropriate, clearly documented and auditable.</li> <li>All surgical interventions, observations, designated tests and treatments are documented and follow established guidelines.</li> <li>Inpatient care is generally provided in the ward, day procedures unit and ICU/HDU.</li> <li>Referrals to other specialists, departments and hospitals are timely and appropriate.</li> <li>Documentation is appropriate, timely, accurate and legible</li> </ul> <p><b>Clinical Duties – Theatre Activity and Waiting List Management</b></p> <ul style="list-style-type: none"> <li>Patients selection for theatre lists are reviewed at least one week prior to schedule for appropriateness</li> <li>Theatre sessions are completed as scheduled time allocated</li> <li>Elective cases are prioritised as per the elective booking system process and patients are treated in order of clinical need and within patient waiting times</li> <li>Patients who are referred on to inpatient treatment lists meet certainty.</li> <li>Acute cases are prioritised according to clinical need.</li> <li>Aware of off-site surgery options.</li> </ul> <p><b>Clinical Duties – New or Innovative Procedures</b></p> <ul style="list-style-type: none"> <li>Awareness of improvements in patient care is encouraged</li> <li>Any new procedure is to be discussed with the Head of Department. If appropriate for introduction it</li> </ul>			

must be done in accordance with Health NZ Hawke's Bay policies for the introduction of new procedures

**Clinical Duties – Rostered Acute Duties and Call-Back Activities**

- Is available to medical and nursing staff for advice, support and supervision of any urgent patient problems during normal business hours and when on-call, including returning to the workplace when requested as appropriate.
- When on acute duty and away from the hospital, the Duty Consultant is required to remain immediately contactable and available to attend the hospital.
- Be available for telephone consults.
- Participate in acute on-call roster.
- Provide acute call cover for other ENT surgeons as appropriate and agreed (team responsibility for roster cover)
- Attendance to acutely ill patients is timely and appropriate
- An appropriate number of ward rounds are conducted each week including a ward round after an operating day and after the day of acute admitting.

**Clinical Duties – Outpatient Clinics**

- Patients who are referred on to outpatient lists are prioritised for clinical need and are accepted for assessment or referred back to GPs (dependant on ability to see within current resourcing)
- Clinics with an agreed mix of new to follow up ratio is delivered as per schedule.
- Patients are accepted on to the first specialist assessment treatment list based on accepted treatment list criteria.
- Inappropriate referrals are returned to the GP with appropriate information.
- Equity of access

**Clinical Leadership Responsibilities – Professional Development**

- Fulfil Maintenance of Professional Standards requirements
- Take part in research projects and postgraduate teaching

**Clinical Leadership Responsibilities – Departmental Activities**

- Participates in annual service planning processes
- Take part in departmental credentialing activities
- Attend and/or participates in Departmental and regional meetings and Grand Round meetings as appropriate
- Provide clinical leadership with relevant parties as required, including hospital management, general practice, theatre, wards, allied health, and nursing staff as well as at a departmental, inter-departmental, regional, and national level as required.

**Clinical Leadership Responsibilities – Training and Development**

- Participates in teaching junior medical staff, and medical students in accordance with the requirements of the surgical training scheme.
- Leads and supports junior medical and nursing and allied health staff in inpatient care, surgical procedures and designated clinics.
- Advises ORL Surgeon colleagues when appropriate
- Teach postgraduate students as required.
- Provides a report on junior medical staff performance in accordance with their training requirements to the Intern Supervisor at the end of each three-month run, including performance discussions with the junior medical staff at the beginning, during and at the end of each run, as per Medical Council requirements

**Ethical and Legal Parameters of Medical Practice**

- Provides clinical care in a manner consistent with established ethical standards as defined by the Medical Council of New Zealand
- Meets credentialing requirements for ORL procedures practised.
- Identifies risk factors as they pertain to ORL and implements and maintains strategies to manage and minimise risk

**Interdisciplinary Team Approach**

- Supports the care of patients within an interdisciplinary team
- Actively supports multidisciplinary models of care including specialist nurses, allied health staff and others as required.

	<ul style="list-style-type: none"> <li>Actively supports specialist nurse activities</li> <li>Regularly attends ENT Department meetings, x-ray, pathology and Service meetings</li> <li>Participates in multidisciplinary team meetings relevant to their expertise</li> <li>Provides education to nurses and other allied health professionals as appropriate</li> <li>Liases with general practitioners and other health care professionals as required</li> </ul> <p><b>Quality Improvement and Service Development</b></p> <ul style="list-style-type: none"> <li>Participate and deliver on quality assurance requirements</li> <li>Actively participates in surgical audit programme and other activities relating to the maintenance and improvement of clinical standards</li> <li>To work towards the achievement of goals and objectives of Health NZ Hawke’s Bay and those of the ENT service.</li> <li>Participate in service development meetings including the monitoring and implementation of surgical contracts.</li> <li>Maintains and develops own professional knowledge and skills.</li> <li>Links with regional and tertiary services are productive; improve service delivery, patient outcomes and own knowledge</li> </ul>		
<b>HEALTH &amp; SAFETY RESPONSIBILITIES</b>	<p>Health NZ Hawke’s Bay is committed to maintaining and promoting the health &amp; safety of all its staff, contractors, volunteers and patients. In this role, your duties are:</p> <ul style="list-style-type: none"> <li>Not to do anything that puts your own health &amp; safety at risk</li> <li>Not to do anything that puts others health &amp; safety at risk</li> <li>To follow all health and safety policies and procedures</li> <li>To follow all reasonable health and safety instructions</li> </ul> <p>(You have the right to cease work if you believe that you, or others, are at risk of serious harm)</p>		
<b>KEY WORKING RELATIONSHIPS</b>	<table border="1"> <tr> <td> <p><b>INTERNAL</b></p> <ul style="list-style-type: none"> <li>Chief Medical Officer</li> <li>General Manager – Hospital Group</li> <li>Associate General Manager Surgery</li> <li>Surgery Operational Manager</li> <li>Department medical staff</li> <li>Department nursing staff</li> <li>Allied Health Staff</li> <li>Department of administration staff</li> <li>Other medical and nursing staff</li> <li>Other departments</li> <li>GP Liaison</li> <li>OMF Surgeons</li> </ul> </td> <td> <p><b>EXTERNAL</b></p> <ul style="list-style-type: none"> <li>Other external health providers including other:</li> <li>ENT/ORL Surgeons in the region and nationally</li> <li>Regional and National OMF Surgeons</li> <li>General Practitioners</li> </ul> </td> </tr> </table>	<p><b>INTERNAL</b></p> <ul style="list-style-type: none"> <li>Chief Medical Officer</li> <li>General Manager – Hospital Group</li> <li>Associate General Manager Surgery</li> <li>Surgery Operational Manager</li> <li>Department medical staff</li> <li>Department nursing staff</li> <li>Allied Health Staff</li> <li>Department of administration staff</li> <li>Other medical and nursing staff</li> <li>Other departments</li> <li>GP Liaison</li> <li>OMF Surgeons</li> </ul>	<p><b>EXTERNAL</b></p> <ul style="list-style-type: none"> <li>Other external health providers including other:</li> <li>ENT/ORL Surgeons in the region and nationally</li> <li>Regional and National OMF Surgeons</li> <li>General Practitioners</li> </ul>
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<b>DELEGATION AND DECISION</b>	As a SMO the candidate has the authority to make clinical decisions relating to patients under their care.		
<b>HOURS OF WORK</b>	80 hours per fortnight (1.0 FTE) – Term to be reviewed		
<b>EMPLOYMENT AGREEMENT &amp; SALARY</b>	In accordance with the Senior Medical and Dental Officers Collective Agreement (SECA) according to qualifications and experience (prorated if worked part-time) Step 1 – Step 15		
<b>DATE</b>	May 2024		
<b>EXPENDITURE &amp; BUDGET ACCOUNTABILITY</b>	N/A		

## ESSENTIAL CRITERIA

### Qualifications

- Appropriate medical degree recognised by the Medical Council of New Zealand
- Fellow of the Royal Australasian College of Surgeons (or equivalent)
- Vocational Registration in Otolaryngology with the Medical Council of New Zealand; or
- Provisional Vocational Registration in Otolaryngology with the Medical Council of New Zealand

### Experience

- A wide range of ORL surgical procedures
- Supervision and teaching of junior medical staff
- Working within a multidisciplinary team
- The development and maintenance of links with general practitioners and other surgeons
- The development and maintenance of Continuing Medical Education

### Business/Technical Skills

- Ability to use patient information systems etc.

### Key Attributes

- Open and responsive to customer needs.
- Demonstrate an understanding of continuous quality improvement.
- Participates (in required timeframes) in complaint management processes to resolution, including Health and Disability Commission processes

### Effectively Engaging with Māori

- Demonstrates knowledge and understanding of local tikanga and Māori culture sufficiently to be able to respond appropriately to Māori
- Is visible, welcoming and accessible to Māori consumers and their whānau
- Actively engages in respectful relationships with Māori consumers and whānau and the Māori community
- Actively seeks ways to work with Māori consumers and whānau to maximise Māori experience
- Actively facilitates the participation of whānau in the care and support of their whānau member

### Physical requirements for role

- Able to kneel
- Able to get 1 knee up on bed
- Able to squat
- Able to raise arms above head
- Able to reach arms out in front
- Able to walk up 2 flights of stairs without stopping
- Able to do at least 3 half press ups (i.e. on knees)

### Vaccination status for role

As per the Health NZ Hawke's Bay policy including annual influenza vaccinations .

## DESIRABLE CRITERIA

### Experience

- Experience and expertise in a sub-specialty field which complements the current sub-speciality interests of the team



## Our Vision and Values

*Te hauora o te Matau-ā-Māui: Healthy Hawke's Bay*

Excellent health services working in partnership to improve the health and wellbeing of our people and to reduce health inequities within our community.



**HE KAUANUANU RESPECT**  
Showing *respect* for each other, our staff, patients and consumers. This means I actively seek to understand what matters to you.

**ĀKINA IMPROVEMENT**  
Continuous *improvement* in everything we do. This means that I actively seek to improve my service.

**RARANGATE TIRA PARTNERSHIP**  
Working together in *partnership* across the community. This means I will work with you and your whānau on what matters to you.

**TAUWHIRO CARE**  
Delivering high quality *care* to patients and consumers. This means I show empathy and treat you with care, compassion and dignity.