

	<b>POSITION TITLE</b>	<b>GASTROENTEROLOGIST</b>		
	<b>DIRECTORATE</b>	Hospital Group	<b>DEPARTMENT</b>	Medical - Gastroenterology
	<b>REPORTING TO (operationally)</b>	Service Director, Medical	<b>REPORTING TO (professionally)</b>	Medical Director – Internal Health of Department, Medicine
<b>DIRECTORATE RESPONSIBILITIES &amp; DIRECT REPORTS</b>	<p>This role covers the Gastroenterology service in Health New Zealand   Te Whatu Ora Te Matau a Māui Hawke’s Bay</p> <p>Staff reporting: no Direct reports</p>			
<b>PURPOSE OF THE POSITION</b>	<p>This is a speciality post, the primary objective of which is:</p> <ul style="list-style-type: none"> <li>To provide effective and quality gastroenterology services to the community served by Health NZ Hawke’s Bay in accordance with the standards of the Royal Australasian College of Physicians and the Australia and New Zealand Society of Gastroenterologists</li> </ul>			
<b>KEY DELIVERABLES</b>	<ul style="list-style-type: none"> <li>To contribute actively and effectively to the daily functioning of the gastroenterology service</li> <li>To provide appropriate and timely advice to the Medical Director-Internal Medicine and the Unit Managers and Chief Operating Officer of Health Services on gastroenterology matters and professional standards of practice</li> <li>To instruct, teach and advise junior medical staff, technicians and nursing staff in relation to gastroenterology</li> <li>To enhance the clinical capability of the gastroenterology service and to adequately provide high quality care to the population of Hawke’s Bay</li> <li>To provide patients with a clear explanation of all procedures and treatments</li> <li>To ensure and prioritise a focus on patient safety and quality relating to care and processes within the gastroenterology service</li> <li>To keep up to date with trends and developments and utilisation of technology in gastroenterology on an ongoing basis</li> <li>To take part in all the regular professional development activities of the department e.g. Journal Club, MDM, Radiology meeting etc.</li> <li>To attend as appropriate to any enquiries or complaints from patients, relatives, staff or management</li> <li>To participate in the Quality Assurance programme for the organisation. This will incorporate review of patient care, review of complications and review of deaths that occur</li> <li>To ensure the current departmental audit requirements are met</li> <li>To take an active role in health promotion as appropriate and as requested within contracted hours</li> <li>To maintain comprehensive and accurate medical records which comply with organisational documentation and discharge planning policies</li> <li>To deliver organisational KPI’s including relevant MOH target, financial budgets and service plans</li> <li>To recognise and support the delivery of the Hawke’s Bay health vision and values</li> <li>To support the achievement of Health NZ Hawke’s Bay organisational priorities, including national targets, organisational wide and service specific targets, within the available resources</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 H&amp;S at risk</li> <li>Not to do anything that puts others H&amp;S 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>	<p><b>INTERNAL</b></p> <ul style="list-style-type: none"> <li>Medical Director</li> <li>Heads of Departments</li> <li>Senior medical staff</li> <li>Resident medical officers</li> <li>Health Service Managers and teams across Health NZ Hawke’s Bay services and specialist community and regional services</li> <li>Health Service Support services</li> <li>Hospital Co-ordination Unit</li> <li>Duty Managers</li> <li>Chief Nursing &amp; Midwifery Officer</li> </ul>		<p><b>EXTERNAL</b></p> <ul style="list-style-type: none"> <li>Primary and NGO sector</li> <li>Regional/other Health NZ services</li> <li>Health NZ   Te Whatu Ora</li> </ul>	

<b>DELEGATION AND DECISION</b>	<ul style="list-style-type: none"> <li>● Makes decisions to meet service requirements</li> <li>● Contribute in part to administration of the department and work together to achieve an effective service</li> <li>● Works autonomously with a high degree of independence within the unit to achieve the plan and problem solve complex issues as they arise</li> <li>● Maintains relationships with medical teams</li> <li>● Informed consent will be obtained from all patients in accordance with the company's policy</li> </ul>
<b>CLINICAL DUTIES</b>	<p><b>Outpatient clinics</b> Primary responsibility will be to provide a specialist opinion including diagnosis and management plan, and on-going assessment and management of more difficult clinical problems. To screen and prioritise letters from clinicians</p> <p><b>Procedural Lists</b> To undertake gastroenterological interventions such as endoscopy services and in accordance with established protocols and accepted medical practice.</p> <p><b>Ward Consultations and Referrals</b> To be available for consultation and advice arising from referrals by other consultants and make provision to be contacted by the junior medical staff regarding patients between 8am and 4pm weekdays in accordance with the gastroenterologist of the day roster</p> <p>Liaise with other clinical specialists as necessary to maintain optimal patient care</p> <p>Currently an arrangement is in place for endoscopy of acute patients (bolus obstruction, UGI Bleeds etc) during the regular working hours, but this may change in the future</p> <p><b>Best practice Guidelines</b> To work with the Departments of Medicine and Surgery to provide best practice/management guidelines for gastroenterological conditions</p>
<b>HOURS OF WORK</b>	80 hours per fortnight, Monday - Friday
<b>TENURE</b>	Permanent
<b>EMPLOYMENT AGREEMENT &amp; SALARY</b>	In accordance with the Senior Medical and Dental Officers Collective Agreement (SECA) Step 1 – Step 15 gross per annum according to qualifications and experience (pro rata for hours worked)
<b>DATE</b>	April 2024
<b>EXPENDITURE &amp; BUDGET ACCOUNTABILITY</b>	Fiscally and clinically challenging decisions to be made after discussion and in conjunction with colleagues Expenditure on theatre supplies and pharmaceuticals will be as cost effective as possible
<b>SCOPE &amp; COMPLEXITY</b>	<ul style="list-style-type: none"> <li>● Works within a specific clinical area within scope of practice specified by credentialing process</li> <li>● Perform duties which lie within training and ability and manage patients according to contemporary convention and college guidelines</li> <li>● Effectively manage time and prioritise workload to ensure work is completed within the agreed time.</li> <li>● Maintain the high standards of patient care as set out by the Royal Australasian College of Physicians, and the Australia / New Zealand Society of Gastroenterologists</li> <li>● Contribute in part to planning, budgeting and administration of the department and work together to achieve an effective service</li> <li>● Maintain effective interpersonal relationships with staff and patients</li> </ul>

## ESSENTIAL CRITERIA

### Qualifications

- Must be registered or eligible to be registered as a Medical Specialist with the MCNZ
- Hold or be eligible to hold Vocational Accreditation for area of speciality
- Hold current professional indemnity insurance

### Experience

- Extensive experience in health
- Proven ability to participate in a multi-disciplinary team environment

### Business / Technical Skills

- Able to demonstrate a high degree of clinical skill
- Demonstrates an understanding of continuous quality improvement
- An ability to accept and delegate responsibility appropriately
- Ability to manage time effectively and meet deadlines
- Able to participate in the training and development of medical and nursing staff

### Leadership Competencies

- Credibility and integrity (embraces professionalism and ethical practice)
- Ability to grasp implications of a situation quickly
- Able to provide clinical leadership and advice regarding the development and efficient and effective provision of gastroenterology services to Health Service Managers, including those involved in planning and funding service

### Key Attributes

- Effective listening skills, verbal, non-verbal and written communication skills
- Open and responsive to patient needs
- Positive attitude with problem solving focus
- Commitment to ongoing professional and personal learning with a high degree of commitment to the profession
- Motivation to achieve high quality results

### 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 facilitates the participation of whānau in the care and support of their whānau member

### Physical requirements for role:

- Able to kneel and get 1 knee up on a bed
- Able to squat
- Able to raise arms above head & 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 required

Category A role requires you to be fully vaccinated for COVID-19

- MMR serology, or proof of 2 x MMRs having been given
- TB questionnaire completed or Quantiferon TB gold result
- Hep B antibody status
- Varicella declaration – either serology or acknowledgement that they have had the disease

## DESIRABLE CRITERIA

### Experience

- Endoscopy experience
- Knowledge of the political, legislative or other external influences affecting the health sector

### Business / Technical Skills

- Understanding of organisational dynamics and able to work effectively in a complex multi-professional workplace.
- Advanced IT skills



## Our Vision and Values

*Te hauora o te Matau-a-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.

**RARANGA TE 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.