

Position holder (title)	General Surgeon
Reports to (title)	Professionally to Head of Department, General Surgery Operationally to Service Director Surgical Directorate
Department / Service	Elective and Surgical Services
Purpose of the position	<ul style="list-style-type: none"> ▪ To provide high quality care to general surgical patients with a wide range of acute and elective surgical conditions ▪ To provide a wide range of general surgical and endoscopy procedures ▪ To participate in the acute general surgical on call, currently 1:7 as rostered. ▪ To provide inpatient and outpatient care ▪ To support and lead junior medical staff and take an active role in interdisciplinary team education and actively support and utilise specialist nurse role/s as appropriate. ▪ To actively participate in quality improvement, clinical audit activities and service development meetings and initiatives. ▪ Position may involve clinical services at HBDHB and other rural sites. ▪ To ensure and prioritise a focus on patient safety and quality relating to care and processes within the Elective and Surgical Service. ▪ Delivery of organisational KPI's including relevant MOH target, financial budgets and service plans. ▪ To recognise and support the delivery of the Hawkes Bay Health sector vision

Working Relationships

Internal	External
<ul style="list-style-type: none"> ▪ Department medical staff ▪ Department nursing staff ▪ Department of administration staff ▪ Clinical Director ▪ Chief Medical Advisor ▪ Manager Elective & Surgical Services ▪ Other medical and nursing staff ▪ Other departments ▪ GP Liaison 	<ul style="list-style-type: none"> ▪ Other external health providers including other General Surgeons in the region ▪ General Practitioners

Dimensions

Expenditure & budget / forecast for which accountable	NA
Challenges & Problem solving	To provide high quality care to general surgical patients with a wide range of acute and elective surgical conditions. Logistics of covering all theatre sessions to maintain acutes as a priority, so that acute surgery is achieved in a timely fashion, while also achieving our elective targets. Ensuring that our registrar training is maintained to the highest possible standard.
Number of staff reports	None
Delegations & Decision	Delegate where appropriate to junior staff. Work collaboratively with senior colleagues
Other Indicators	Maintain positive collegial relationships with other specialties.

Our shared values and behaviours



HE KAUANUANU RESPECT *Showing respect for each other, our staff, patients and consumers*

Welcoming	<ul style="list-style-type: none"> ✓ Is polite, welcoming, friendly, smiles, introduce self ✓ Acknowledges people, makes eye contact, smiles 	<ul style="list-style-type: none"> ✗ Is closed, cold, makes people feel a nuisance ✗ Ignore people, doesn't look up, rolls their eyes
Respectful	<ul style="list-style-type: none"> ✓ Values people as individuals; is culturally aware / safe ✓ Respects and protects privacy and dignity 	<ul style="list-style-type: none"> ✗ Lacks respect or discriminates against people ✗ Lacks privacy, gossips, talks behind other people's backs
Kind	<ul style="list-style-type: none"> ✓ Shows kindness, empathy and compassion for others ✓ Enhances peoples mana 	<ul style="list-style-type: none"> ✗ Is rude, aggressive, shouts, snaps, intimidates, bullies ✗ Is abrupt, belittling, or creates stress and anxiety
Helpful	<ul style="list-style-type: none"> ✓ Attentive to people's needs, will go the extra mile ✓ Reliable, keeps their promises; advocates for others 	<ul style="list-style-type: none"> ✗ Unhelpful, begrudging, lazy, 'not my job' attitude ✗ Doesn't keep promises, unresponsive

ĀKINA IMPROVEMENT *Continuous improvement in everything we do*

Positive	<ul style="list-style-type: none"> ✓ Has a positive attitude, optimistic, happy ✓ Encourages and enables others; looks for solutions 	<ul style="list-style-type: none"> ✗ Grumpy, moaning, moody, has a negative attitude ✗ Complains but doesn't act to change things
Learning	<ul style="list-style-type: none"> ✓ Always learning and developing themselves or others ✓ Seeks out training and development; 'growth mindset' 	<ul style="list-style-type: none"> ✗ Not interested in learning or development; apathy ✗ "Fixed mindset, 'that's just how I am', OK with just OK
Innovating	<ul style="list-style-type: none"> ✓ Always looking for better ways to do things ✓ Is curious and courageous, embracing change 	<ul style="list-style-type: none"> ✗ Resistant to change, new ideas; 'we've always done it this way'; looks for reasons why things can't be done
Appreciative	<ul style="list-style-type: none"> ✓ Shares and celebrates success and achievements ✓ Says 'thank you', recognises people's contributions 	<ul style="list-style-type: none"> ✗ Nit picks, criticises, undermines or passes blame ✗ Makes people feel undervalued or inadequate

RARANGA TE TIRA PARTNERSHIP *Working together in partnership across the community*

Listens	<ul style="list-style-type: none"> ✓ Listens to people, hears and values their views ✓ Takes time to answer questions and to clarify 	<ul style="list-style-type: none"> ✗ 'Tells', dictates to others and dismisses their views ✗ Judgmental, assumes, ignores people's views
Communicates	<ul style="list-style-type: none"> ✓ Explains clearly in ways people can understand ✓ Shares information, is open, honest and transparent 	<ul style="list-style-type: none"> ✗ Uses language / jargon people don't understand ✗ Leaves people in the dark
Involves	<ul style="list-style-type: none"> ✓ Involves colleagues, partners, patients and whanau ✓ Trusts people; helps people play an active part 	<ul style="list-style-type: none"> ✗ Excludes people, withholds info, micromanages ✗ Makes people feel excluded or isolated
Connects	<ul style="list-style-type: none"> ✓ Pro-actively joins up services, teams, communities ✓ Builds understanding and teamwork 	<ul style="list-style-type: none"> ✗ Promotes or maintains silo-working ✗ 'Us and them' attitude, shows favouritism

TAUWHIRO CARE *Delivering high quality care to patients and consumers*

Professional	<ul style="list-style-type: none"> ✓ Calm, patient, reassuring, makes people feel safe ✓ Has high standards, takes responsibility, is accountable 	<ul style="list-style-type: none"> ✗ Rushes, 'too busy', looks / sounds unprofessional ✗ Unrealistic expectations, takes on too much
Safe	<ul style="list-style-type: none"> ✓ Consistently follows agreed safe practice ✓ Knows the safest care is supporting people to stay well 	<ul style="list-style-type: none"> ✗ Inconsistent practice, slow to follow latest evidence ✗ Not thinking about health of our whole community
Efficient	<ul style="list-style-type: none"> ✓ Makes best use of resources and time ✓ Respects the value of other people's time, prompt 	<ul style="list-style-type: none"> ✗ Not interested in effective user of resources ✗ Keeps people waiting unnecessarily, often late
Speaks up	<ul style="list-style-type: none"> ✓ Seeks out, welcomes and give feedback to others ✓ Speaks up whenever they have a concern 	<ul style="list-style-type: none"> ✗ Rejects feedback from others, give a 'telling off' ✗ 'Walks past' safety concerns or poor behaviour

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Key Accountabilities

CLINICAL RESPONSIBILITIES
<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"> ▪ The NZ Medical association’s code of ethics; ▪ The practitioners relevant medical college(s) and / or professional associations(s); ▪ The Health and Disability Commissioner; and ▪ The employer’s policies and procedure except to the extent that they may be inconsistent with any other provision of this agreement.

SERVICE PROVISION	
Provide the highest standard of patient focused, evidence based care	
<p>Tasks (how it is achieved):</p> <ul style="list-style-type: none"> ▪ Adherence to hospital policies and procedures to ensure ethical care ▪ Outpatient assessment, Pre theatre assessment, Post operative recovery ▪ Multi-disciplinary meetings ▪ Discussions and meetings with caregivers and patient families ▪ Preparation of police, coroner, ACC reports etc. ▪ Research and study related to treatment of specific patient. ▪ 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. ▪ Assessment, treatment and management plans are appropriate, clearly documented and auditable. ▪ All surgical interventions, observations, designated tests and treatments are documented and follow established guidelines. ▪ Inpatient care is generally provided in the general surgical ward, day procedures unit and ICU/HDU. ▪ Referrals to other specialists, departments and hospitals are timely and appropriate. ▪ Documentation is appropriate, timely, accurate and legible. 	<p>How it will be measured (KPI):</p> <ul style="list-style-type: none"> ▪ Demonstrates compliance to departmental procedures and HBDHB policies. ▪ Assessment, treatment including surgical interventions are instigated based on best practice outcomes for the patient. ▪ Theatre and clinic sessions will be conducted as specified in work schedules. ▪ The surgeon will be present and ready to commence work at the official starting time for the list or clinic. ▪ Maximum usage shall be made of allocated theatre and clinic facilities. ▪ The number of patients booked for theatre lists and clinics shall be appropriate for the allocated time.

THEATRE ACTIVITY	
<p>Tasks (how it is achieved):</p> <ul style="list-style-type: none"> ▪ Theatre and Endoscopy sessions are completed as allocated ▪ Elective cases are prioritised as per the elective booking system process and patients are treated in order of clinical need ▪ Acute cases are prioritised according to clinical need. ▪ Off site surgery options 	<p>How it will be measured (KPI):</p> <ul style="list-style-type: none"> ▪ Agreed contract volumes are targeted, monitored and achieved including meeting service treatment list requirements

NEW OR INNOVATIVE PROCEDURES	
<p>Tasks (how it is achieved):</p> <ul style="list-style-type: none"> ▪ Awareness of improvements in patient care is encouraged <p>Any new procedure is to be discussed with the Head of department. If appropriate for introduction it must be done in accordance with the DHB policies for the introduction of new procedures</p>	<p>How it will be measured (KPI):</p> <ul style="list-style-type: none"> ▪ Compliance with policy and guidelines

MANAGEMENT OF ACUTE PATIENTS	
<p>Tasks (how it is achieved):</p> <ul style="list-style-type: none"> ▪ Provides a consultant lead acute call service. This includes the coordination of acute care during working hours, direct management of acute problems or the supervision of registrars if appropriate. ▪ 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 within 25 minutes. ▪ Be available for telephone consults. ▪ Participate in acute on-call roster. This is averaged as 1:7, with a desire to increase the number of surgeons on the on call roster over time. ▪ Provide acute call cover for other general surgeons as appropriate and agreed ▪ 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. 	<p>How it will be measured (KPI):</p> <ul style="list-style-type: none"> ▪ Participation on acute call roster ▪ Feedback from areas re accessibility and responsiveness while on call ▪ Acute patients managed appropriately in accordance with best practice guidelines

OUTPATIENT CLINICS	
<p>Tasks (how it is achieved):</p> <ul style="list-style-type: none"> ▪ 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. ▪ Patients who are referred on to inpatient treatment lists meet certainty criteria or are managed on active review until certainty is met or referred back to GPs. ▪ Equity of access minimising disparities for treatment list management 	<p>How it will be measured (KPI):</p> <ul style="list-style-type: none"> ▪ Active involvement in monitoring contract volumes including meeting service treatment list requirements.

ETHICAL AND LEGAL PARAMETERS OF MEDICAL PRACTICE	
<p>Tasks (how it is achieved):</p> <ul style="list-style-type: none"> ▪ Provides clinical care in a manner consistent with established ethical standards as defined by the Medical Council of New Zealand ▪ Meets credentialing requirements for surgical procedures practised. ▪ Identifies risk factors as they pertain to general and surgery endoscopy and implements and maintains strategies to manage and minimise risk. 	<p>How it will be measured (KPI):</p> <ul style="list-style-type: none"> ▪ Compliance with Ethical and Legal requirements and parameters ▪ Credentialing requirements are met as per policy

INTERDISCIPLINARY TEAM APPROACH	
<p>Tasks (how it is achieved):</p> <ul style="list-style-type: none"> ▪ 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. ▪ Actively supports specialist nurse activities ▪ Regularly attends general surgery meetings, x-ray, pathology and Service meetings ▪ Participates in multidisciplinary team meetings relevant to their expertise ▪ Provides education to nurses and other allied health professionals as appropriate ▪ Liaises with general practitioners and other health care professionals as required. 	<p>How it will be measured (KPI):</p> <ul style="list-style-type: none"> ▪ Attendance at meetings ▪ Participation in MDT activities

QUALITY IMPROVEMENT AND SERVICE DEVELOPMENT

<p>Tasks (how it is achieved):</p> <ul style="list-style-type: none"> ▪ Participate and deliver on quality assurance requirements ▪ Actively participates in surgical audit programme and other activities relating to the maintenance and improvement of clinical standards ▪ To work towards the achievement of goals and objectives of HBDHB and those of the general surgical service. ▪ Participate in service development meetings including the monitoring and implementation of surgical contracts. ▪ Maintains and develops own professional knowledge and skills. ▪ Links with regional and tertiary services are productive; improve service delivery, patient outcomes and own knowledge. 	<p>How it will be measured (KPI):</p> <ul style="list-style-type: none"> ▪ Monitor Attendance at audit meetings ▪ Participation in quality assurance initiatives and programmes ▪ Active participation in service planning ▪ CME audit
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CLINICAL LEADERSHIP RESPONSIBILITIES

<p>PROFESSIONAL DEVELOPMENT</p> <ul style="list-style-type: none"> ▪ Fulfil Maintenance of Professional Standards requirements ▪ Take part in research projects and postgraduate teaching
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<p>Tasks (how it is achieved):</p> <p>Attend and contribute to post-graduate medical education</p> <ul style="list-style-type: none"> ▪ Take part in research projects ▪ Demonstrate a commitment to continuing medical education ▪ Participate in activities that contribute to ongoing personal and professional development 	<p>How it will be measured (KPI):</p> <ul style="list-style-type: none"> ▪ Research activities ▪ Successful completion of RACS CPD requirements on an annual basis
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DEPARTMENTAL ACTIVITIES

<p>Tasks (how it is achieved):</p> <ul style="list-style-type: none"> ▪ Participates in annual service planning processes ▪ Take part in departmental credentialing activities ▪ Attend and/or participates in Grand Rounds as relevant 	<p>How it will be measured (KPI):</p> <ul style="list-style-type: none"> ▪ Credentialing requirements fulfilled as per policy ▪ Input into department/service planning
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TRAINING AND DEVELOPMENT	
<p>Tasks (how it is achieved):</p> <ul style="list-style-type: none"> ▪ Participates in teaching junior medical staff, and medical students in accordance with the requirements of the surgical training scheme. ▪ Leads and supports registrars in inpatient care, surgical procedures and designated clinics. ▪ Advises General Surgeon colleagues when appropriate ▪ Teach postgraduate students as required. ▪ Provides a report on House Officer performance to the Intern Supervisor at the end of each three-month run, including performance discussions with the House Officer at the beginning, during and at the end of each run, as per Medical Council requirements. 	<p>How it will be measured (KPI):</p> <ul style="list-style-type: none"> ▪ College requirements for supervision/teaching met ▪ Compliance with MCNZ requirements for run assessments

NON CLINICAL / PROFESSIONAL ACTIVITIES	
OCCUPATIONAL HEALTH & SAFETY	
<p>Tasks (how it is achieved):</p> <p>Displays commitment through actively supporting all health and safety initiatives.</p> <p>Ensures all staff/colleagues maintain adequate safety standards on the job through consultation, training and supervision.</p> <p>Ensures own and others safety at all times.</p> <p>Complies with policies, procedures and safe systems of work.</p> <p>Reports all incidents/accidents, including near misses in a timely fashion.</p> <p>Is involved in health and safety through participation and consultation.</p>	<p>How it will be measured (KPI):</p> <p>Evidence of participation in health and safety activities.</p> <p>Demonstrates support of staff/colleagues to maintain safe systems of work.</p> <p>Evidence of compliance with relevant health and safety policies, procedures and event reporting.</p>

Key Competencies

CUSTOMER SERVICE	
<p>Tasks (how it is achieved):</p> <p>Open and responsive to customer needs.</p> <p>Demonstrate an understanding of continuous quality improvement.</p>	<p>How it will be measured (KPI):</p> <p>Demonstrates a commitment to customer service and continuous quality improvement, through interaction with patient/clients and other customers.</p> <p>Identifies customer needs and offers ideas for quality improvement.</p> <p>Effective and timely responses to patient feedback and complaints</p>

ENGAGING EFFECTIVELY WITH MĀORI	
<p>Tasks (how it is achieved):</p> <p>Demonstrates knowledge and understanding of local tikanga and Māori culture sufficiently to be able to respond appropriately to Māori</p> <p>Is visible, welcoming and accessible to Māori consumers and their whānau</p> <p>Actively engages in respectful relationships with Māori consumers and whānau and the Māori community</p> <p>Actively seeks ways to work with Māori consumers and whānau to maximise Māori experience</p> <p>Actively facilitates the participation of whānau in the care and support of their whānau member</p>	<p>How it will be measured (KPI):</p> <p>Accelerated health outcomes for Maori</p> <p>Evidence of positive feedback from Māori consumers and whānau, and colleagues</p> <p>Evidence of collaborative relationships with Māori whānau and community/organisations</p> <p>Evidence of whānau participation in the care and support of their whānau member</p>

HONOURING TREATY OF WAITANGI OBLIGATIONS	
<p>Tasks (how it is achieved):</p> <p>Demonstrates understanding of the principles of the Treaty of Waitangi.</p> <p>Ensure the principles of partnership, protection and participation are applied to day to day work.</p> <p>Ensures procedures do not discriminate against Maori.</p>	<p>How it will be measured (KPI):</p> <p>Evidence of the principles applied in work practice.</p>

Essential and Desirable Criteria: Qualifications / Skills /	
Treaty of Waitangi Responsiveness (cultural safety)	Demonstrates the ability to include cultural safety of the health consumer when relating to care and processes within the Service. Demonstrates ability to apply the Treaty of Waitangi within the Service.
Qualifications (e.g., tertiary, professional)	<ul style="list-style-type: none"> ▪ Appropriate medical degree recognised by the Medical Council of New Zealand ▪ Fellow of the Royal Australasian College of Surgeons (or equivalent) ▪ Vocational Registration in General Surgery with the New Zealand Medical Council
Business / Technical Skills (e.g., computing, negotiating, leadership, project management)	<ul style="list-style-type: none"> ▪ Ability to use patient information systems etc.
Experience (technical and behavioural)	<ul style="list-style-type: none"> ▪ Experience in a wide range of general surgical procedures (essential) ▪ Experience in the colorectal procedures(essential) ▪ Experience in endoscopy e.g. colonoscopy and gastroscopy (essential) ▪ Experience in supervision and teaching of junior medical staff (essential) ▪ Experience in working within a multidisciplinary team (essential) ▪ Experience in the development and maintenance of links with general practitioners and other surgeons in the region(essential) ▪ Experience in the development and maintenance of clinical audit (essential) <p>Shows commitment to, and demonstrates the behaviours of the health sector:</p> <ul style="list-style-type: none"> ▪ Tauwhiro (delivering high quality care to patients and consumers) ▪ Rāranga te tira (working together in partnership across the community) ▪ He kauanuanu (showing respect for each other, our staff, patients, and consumers) ▪ Ākina (continuously improving everything we do)

Technical Expertise	<ul style="list-style-type: none"> ▪ Management of acute general surgical conditions ▪ Management of trauma, including complex cases in conjunction with other specialties ▪ The ability to competently perform endoscopy and related procedures including but not limited to polypectomy ▪ The ability to work within a multidisciplinary team ▪ Competent in the management of conditions that fall within the vocational scope of general surgery ▪ The ability to recognise conditions outside of the surgeon's individual expertise and refer these on to the relevant specialty service. This includes but is not limited to hepatobiliary cancer, breast cancer and any other condition which the surgeon feels he or she does not have appropriate skills to manage. ▪ Competency in all aspects of the management of colorectal disease, including but not limited to: rectal cancer, rectal prolapse repair, inflammatory bowel disease, intestinal surgery, stoma formation and reversal and complex diverticular disease.
Desirable	

Recruitment Details

Position Title	General Surgeon
Hours of Work	80 per fortnight
Salary & Employment Agreement Coverage	As per Senior Medical and Dental Officers Collective Employment Agreement according to qualifications and experience pro rata for hours worked; \$164,369 to \$244,560.
Date	November 2020