

Position holder (title)	Obstetrics & Gynaecology Consultant
Reports to (title)	Service Director, Community, Women and Children Directorate Head of Department
Department / Service	Community, Women and Children Directorate
Purpose of the position	<ul style="list-style-type: none"> ▪ To provide effective and efficient Obstetric and Gynaecological services in accordance with the standards of the Royal Australia New Zealand College of Obstetrics and Gynaecology to the community served by Hawke's Bay District Health Board. ▪ To provide appropriate and timely information and advice on obstetrics and gynaecology matters and professional standards to: <ul style="list-style-type: none"> - The COO, Clinical Directors, Service Directors and Chief Executive. - Other specialists, midwives/nurses and general practitioners. ▪ To participate in the policy, planning and evaluation activities of the obstetric and gynaecological services. ▪ To instruct, monitor and supervise junior medical officers ▪ To ensure and prioritise a focus on patient safety and quality relating to care and processes within the Maternity Service. ▪ Delivery of organisational KPI's including relevant MOH target, financial budgets and service plans. ▪ To recognise and support the delivery of the Hawke's Bay Health sector vision

Working Relationships

Internal	External
<ul style="list-style-type: none"> ▪ Medical/Surgical Heads of Department ▪ DRS Unit ▪ Service Director ▪ Medical/Surgical Directors ▪ Nurse Directors ▪ Midwife Director ▪ O&G Team ▪ Service Directorate PA ▪ Team Secretary ▪ HBDHB Staff ▪ Executive Management Team ▪ Midwife and Nurse Practitioners ▪ Clinical Nurse Managers ▪ Clinical Midwife Managers ▪ Clinical Nurse Educator ▪ Clinical Nurse Coordinators ▪ Clinical Nurse Specialists ▪ Quality & Safety Team ▪ Learning & Development ▪ Clients/Customers/Patients 	<ul style="list-style-type: none"> • Health Hawke's Bay (PHO) • Primary Care Organisations • Nursing Council of New Zealand • Midwifery Council of NZ • New Zealand Nurses Organisation (NZNO) • Clinical Advisory Board • General Public • RANZCOG • NZ College of Midwives • NZ Medical Council

Dimensions

Expenditure & budget / forecast for which accountable	As required by Directorate
Challenges & Problem solving	<p>On Call</p> <ul style="list-style-type: none"> Given the acute nature of Obstetric and Gynaecology presentations it is expected that the consultant will attend an emergency call within 20 minutes. As such it is expected that the consultant will live within 20 minutes of the hospital. Meeting MoH targets for FSA's, Colposcopy, Theatre throughput given the facilities and requirement of Hawke's Bay patients.
Number of staff reports	N/A
Delegations & Decision	<ul style="list-style-type: none"> Delegate where appropriate to junior staff. Work collaboratively with senior colleagues.
Other Indicators	<p>ON-CALL RESPONSIBILITIES</p> <ul style="list-style-type: none"> To participate co-operatively in providing 24 hour, 7 day a week obstetrics and gynaecology specialist service by participating in an acute on-call roster. The Organisation acknowledges that on-call duties are an integral part of employment of obstetricians and gynaecologists and are not paid as overtime, although there is a separate payment for on call duties. <p>STANDARDS</p> <ul style="list-style-type: none"> All duties set out in this position profile and others that may be required from time to time, must be carried out to a professional standard as expected by NZ professional bodies NZMC, RANZCOG

Our shared values and behaviours



HE KAUANUANU RESPECT
ĀKINA IMPROVEMENT
RARANGATE TIRA PARTNERSHIP
TAUWHIRO CARE

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>Tasks (how it is achieved): Clinical Duties</p> <ul style="list-style-type: none"> ▪ To provide a specialist service in obstetrics and gynaecology in all hospitals and departments of the organisation by mutual agreement in accordance with the employment contract. ▪ To co-operate with other clinical staff to ensure the effective and efficient delivery of care to women. <p>Clinics</p> <ul style="list-style-type: none"> ▪ To provide general obstetric and gynaecological clinics. ▪ Clinics with an agreed mix of new to follow up ratio is delivered as per schedule. ▪ Colposcopy clinics to alternate with Gynaecology clinics unless by prior arrangement ▪ Patients are accepted on to the first specialist assessment treatment list based on accepted treatment list criteria. ▪ Referrals considered insufficient or inappropriate of low priority are returned to the GP with appropriate information. ▪ Patients who are referred on to inpatient treatment lists meet certainty criteria or referred back to GPs. ▪ Equity of access minimising disparities for treatment list management <p>Ward consultations and referrals</p> <ul style="list-style-type: none"> ▪ To be available for consultation and advice arising from referrals by other consultants. ▪ To be available to do rounds of the inpatient areas when on duty Monday to Friday and at weekends. <p>Surgery/Theatre</p> <ul style="list-style-type: none"> ▪ To carry out contracted and/or elective surgery, the number of lists and/or operations as defined in the programme of work – average case weights per session as agreed by the department. ▪ Optimum utilisation of Theatre sessions 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. <p>New or innovative procedures</p> <ul style="list-style-type: none"> ▪ Awareness of improvements in patient care is encouraged ▪ 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>Management of Acute patients</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. 	<p>How it will be measured (KPI):</p> <p>Meet MOH requirements for waiting times and discharges</p> <p>Active involvement in monitoring contract volumes including meeting service treatment list requirements.</p> <p>Meet MOH requirements for waiting times and discharges</p> <p>Agreed contract volumes are targeted, monitored and achieved including meeting service treatment list requirements</p>

<ul style="list-style-type: none"> ▪ 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 20 minutes. ▪ Be available for telephone consults. ▪ Participate in acute on-call roster. This is averaged as 1:6/7 ▪ Provide acute call cover for other Obstetricians/Gynaecologists 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>Contemporary guidelines</p> <ul style="list-style-type: none"> ▪ To work with the departments of medicine/surgery and maternity to provide management guidelines for women's health related conditions. ▪ Clinicians are encouraged to participate in clinical research activity on an individual or service basis. 	<p>Participation on acute call roster</p> <p>Feedback from areas re accessibility and responsiveness while on call</p> <p>Acute patients managed appropriately in accordance with best practice guidelines</p> <p>Compliance with policy and guidelines</p>
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Administrative and other duties	
<p>Tasks (how it is achieved):</p> <ul style="list-style-type: none"> • To undertake the customary administrative activities of a specialist. • To ensure that adequate medical records are maintained and referring primary providers receive appropriate and timely written information on the progress and treatment of their patients. Records will be comprehensive and accurate. • To comply with legislation relating to the privacy of health information. • To work in a safe manner and support and endorse risk management responsibilities and initiatives. • Active involvement in development of hospital policies, guidelines & protocols in both Gynaecology and Obstetrics. • Participate in referral guidelines for primary care. 	<p>How it will be measured (KPI):</p> <p>Legible written information and signatures in medical records.</p> <p>Clear accurate information entered in medical records</p> <p>Demonstrates compliance to departmental procedures and HBDHB policies.</p>

Patient Information and Informed Consent	
<p>Tasks (how it is achieved):</p> <ul style="list-style-type: none"> • Patients will be given a clear explanation of all procedures and treatments. • Informed consent will be obtained from all patients in accordance with best clinical practice, the Health and Disability Commissioner's Code of Patient Rights and organisational policy. • To be aware of the role of patient advocates, cultural concerns, the health information privacy principles and patients rights. 	<p>How it will be measured (KPI):</p> <p>Written consent to be obtained for all surgical procedures (exceptions include verbal consent in life-threatening emergencies)</p>

Staff and Patient relations	
<p>Tasks (how it is achieved):</p> <ul style="list-style-type: none"> • The obstetrician/gynaecologist will have effective interpersonal relationships with patients and their families. • The obstetrician/gynaecologist will have effective relationships with both internal staff, lead maternity carers and general practitioners. • Clear guidance and support will be given to Resident Medical Officers, with expectations clearly defined and regular feedback regarding performance against expectations. • Any problems with the performance of Resident Medical Officers will be addressed in partnership with the appropriate manager. 	<p>How it will be measured (KPI):</p> <p>Monitoring of complaints in relation to this</p> <p>Monitoring of complaints in relation to this</p> <p>Six monthly meeting and review with Trainee Supervisors</p>

Consultation Advice	
<p>Tasks (how it is achieved):</p> <ul style="list-style-type: none"> • The obstetrician/gynaecologist will assess and advise on inpatients referred by hospital specialist colleagues, staff midwives, lead maternity carers and Resident Medical Officers for an opinion. • The obstetrician/gynaecologist shall make provision to be contacted by the Resident Medical Officers, staff midwives and lead maternity carers regarding patients when on 24 hour duty and on call 	<p>How it will be measured (KPI):</p> <p>Investigate and review as required if unavailable while On Call</p>

Health Promotion and Disease Prevention	
<p>Tasks (how it is achieved):</p> <ul style="list-style-type: none"> • The obstetrician/gynaecologist shall take an active role in DHB initiatives for health promotion activities as appropriate, within contracted hours. 	<p>How it will be measured (KPI):</p> <p>As per the HBDHB practice</p>

Quality Assurance	
<p>Tasks (how it is achieved):</p> <ul style="list-style-type: none"> • The obstetrician/gynaecologist will maintain high standards of patient care as set out by the Royal Australia New Zealand College of Obstetrics and Gynaecology. • The obstetrician/gynaecologist will participate in Health Services quality improvement programme. This will incorporate audit and review of clinical care and outcomes, customer satisfaction, clinical peer review, review of sentinel 	<p>How it will be measured (KPI):</p> <p>Monitoring of Complaints relating to Standard of Care</p> <p>Audits</p> <p>Adverse events & review committees</p> <p>Peri-natal Review Meetings</p>

<p>events and perinatal mortality and morbidity review meetings.</p> <ul style="list-style-type: none"> • The obstetrician/gynaecologist shall ensure the current departmental clinical audit requirements are met. • The obstetrician/gynaecologist will attend as appropriate to any enquiries or complaints from patients, relatives, staff or management. 	Colposcopy MDT
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Interdisciplinary Team Approach – Clinical Professional Responsibilities

<p>Tasks (how it is achieved):</p> <p>Teaching Responsibilities</p> <ul style="list-style-type: none"> • To instruct, guide and supervise the work of junior staff in the gynaecological and maternity services, including Registrars and House Surgeons. <p>Team Effectiveness</p> <ul style="list-style-type: none"> • The obstetrician/gynaecologist will work together with other obstetrician/gynaecologists to ensure provision of a quality patient focused service, in accordance with generally accepted contemporary practice and in accordance with National Health Policy. • The obstetrician/gynaecologist will be an effective member of the multidisciplinary clinical team. • The obstetrician/gynaecologist will liaise with other clinical specialists as necessary to maintain optimal patient care. • Annual leave will be co-ordinated within the department in order to maintain service continuity. <p>Service Planning, Budgeting and Management</p> <ul style="list-style-type: none"> * Overall forward planning and budgeting of the surgical and maternity services will be conducted as a collaborative operation with medical staff, midwifery leaders and the employing managers. * Surgical and maternity service business plans, service budgets and capital budgets and service priorities shall be prepared with the involvement of the specialists. * Budget estimates will reflect the availability of resources. * Each obstetrician/gynaecologist shall contribute in part to management of the service and work together to achieve an effective maternity and medical/surgical division. * To provide assistance and advice to other organisational activities when requested, and to participate in medical staff and other committees as may be required and agreed from time to time. 	<p>How it will be measured (KPI):</p> <p>Contribution to the teaching programme College requirements for supervision/teaching is met</p> <p>As per the HBDHB practice and national policy</p> <p>Participation and attendance at bi-monthly O&G Management meetings.</p> <p>Participation in MDT activities</p> <p>Credentiailling requirements met as per policy</p> <p>Input to department service planning</p>
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Resource Utilisation

Tasks (how it is achieved):	How it will be measured (KPI):
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<ul style="list-style-type: none"> * As a user of finite resources each obstetrician/gynaecologist is responsible for the effective and efficient use of such resources and the utilisation of such support services within the hospital which may aid in this matter. 	Review of expenditure if required
<ul style="list-style-type: none"> * Expenditure on supplies and pharmaceuticals will be as cost effective as possible. This requires that specialist obstetricians assist with programmes to reduce the cost of supplies and to achieve other improvements in efficiency. 	Review of expenditure if required

Continuing Medical Education	
<p>Tasks (how it is achieved):</p> <ul style="list-style-type: none"> * Staff are encouraged to undertake research during regular hours. All research undertaken and any involvement in therapeutic trials shall receive the formal approval of the ethics committee and shall be in accordance with its protocol. * The obstetrician/gynaecologist will keep up to date with trends and developments and utilisation of technology in obstetrics/gynaecology on an ongoing basis. This will be done through regular discussion with colleagues, reading literature and participating in conferences and meetings and reporting back to colleagues as appropriate. * The obstetrician/gynaecologist will meet the CME requirements of the RANZCOG or equivalent professional body. * The obstetrician/gynaecologist will take part in the regular professional development activities of the maternity service and department of medicine. 	<p>How it will be measured (KPI):</p> <p>College requirements for supervision/teaching is met</p> <p>Meet RANZCOG CME requirements</p>

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>

CUSTOMER SERVICE	
<p>Tasks (how it is achieved):</p> <p>Open and responsive to customer needs.</p>	<p>How it will be measured (KPI):</p> <p>Demonstrates a commitment to customer service and continuous quality improvement, through interaction</p>

<p>Demonstrate an understanding of continuous quality improvement.</p> <p>Demonstrates a commitment to customer service and continuous quality improvement, through interaction with patient/clients and other customers.</p> <p>Effective management of customers/situations.</p> <p>Identifies customer needs and offers ideas for quality improvement.</p>	<p>with patient/clients and other customers.</p> <p>Identifies customer needs and offers ideas for quality improvement.</p> <p>Effective management of customers/situations.</p>
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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>
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Essential and Desirable Criteria: Qualifications / Skills / Experience

Essential	
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 (eg, tertiary, professional)	<ul style="list-style-type: none"> Registered medical practitioner by the Medical Council of New Zealand. Must have, or be able to gain, vocational registration as an obstetrician/ gynaecologist in New Zealand. Have professional indemnity insurance.
Business / Technical Skills (eg, computing, negotiating, leadership, project management)	<ul style="list-style-type: none"> Responsibility and leadership skills - accept responsibility when appropriate. Create an environment that promotes motivation and innovation of team members. Interpersonal skills – prepared to share, open and honest communication with all members of the multi-disciplinary team. Articulate in oral and written communication.
Experience (technical and behavioural)	<p>Values & Behaviours: Shows commitment to, and demonstrates the behaviours of the health sector:</p> <p>He kauanuanu Showing respect for each other, our staff, patients and consumers – this means I actively seek to understand what matters to you.</p> <p>Ākina Continuously improving everything we do – this means that I actively seek to improve my service.</p> <p>Rāranga te tira Working together in partnership across the community – this means I will work with you and your whanau on what matters to you.</p> <p>Tauwhiro Delivering high quality care to patients and consumers – this means I show empathy and treat you with care, compassion and dignity.</p> <ul style="list-style-type: none"> Self-motivation - have energy, drive and enthusiasm, show initiative and a willingness to work productively. Evaluation and analytical skills - an evaluative, logical and systematic approach. Decision maker - makes quality decisions under pressure. Familiarity with relevant New Zealand legislation with regard to patient rights, clinician accountability with special regard to arrangements for provision of maternity services. Actively supports the New Zealand model of autonomous midwifery practice.
Desirable	
	<ul style="list-style-type: none"> Broad and balanced perspective - can adopt a lateral approach, receptive to and sharing ideas, keeping a sense of proportion and perceptiveness.

Recruitment Details

Position Title	Obstetrics & Gynaecology Consultant
Hours of Work	1.0FTE per fortnight
Salary & Employment Agreement Coverage	In accordance with the NZ DHB's Senior Medical & Dental Officer Collective Agreement (MECA) according to qualifications and experience pro rata for hours worked.
Date	August 2018