

	POSITION TITLE	ORAL AND MAXILLOFACIAL SURGEON		
	DIRECTORATE	Hospital Group	DEPARTMENT	Surgical Services
	REPORTING TO (operationally)	General Manager – Hospital Group	REPORTING TO (professionally)	Medical Director – Surgical Services
DIRECTORATE RESPONSIBILITIES & DIRECT REPORTS	<p>This role covers the Oral and Maxillofacial services at Te Whatu Ora – Health New Zealand, Te Matau a Māui Hawke’s Bay.</p> <p>Staff reporting - N/A</p>			
PURPOSE OF THE POSITION	<ul style="list-style-type: none"> To support and work with the hospital specialist teams to provide timely and appropriate assessment/treatment of patients presenting with acute and/or urgent oral and maxillofacial conditions To provide elective oral and maxillofacial surgery services to eligible hospital outpatients To provide elective oral and maxillofacial surgery services to eligible hospital inpatient To participate in Te Whatu Ora Hawke’s Bay on call oral and maxillofacial surgery roster and participate in the regional on call oral and maxillofacial surgery roster To work within a multidisciplinary team, with other agencies and health professionals to provide continuity of care Delivery of organisational KPI’s including relevant MOH target, service plans and being aware of financial budgets To contribute to the training of other professional team members To participate in Audit, Peer Review and other activities, that promotes Clinical Governance and quality, at local, regional and when appropriate national level To ensure and prioritise a focus on patient safety and quality relating to care and processes within Maxillofacial Surgery To provide accurate and full clinical records ensuring that acceptable standards of data protection and confidentiality are maintained in accordance with the Privacy Act To understand and adhere to Health and Safety, Cross Infection Control and other professional, service and organisational policies, guidelines and codes of practice 			
KEY DELIVERABLES	<p>Clinical Governance</p> <ul style="list-style-type: none"> To understand the various components of Clinical Governance and deliver quality clinical care that is timely and appropriate for each individual patient To follow professional codes of conduct as prescribed by the Medical Council of New Zealand and Te Whatu Ora Hawke’s Bay Ensure that the policies and procedures of Te Whatu Ora Hawke’s Bay are carried out, including compliance with the statutory requirements and Te Whatu Ora Hawke’s Bay policies Clinical Practice delivered in a sound ethical and cultural environment Ability to work effectively with a prescribed workload including on call duties <p>Continuing Education</p> <ul style="list-style-type: none"> Fulfil Continuing Professional Development and registration requirements in line with those specified by the Medical Council of New Zealand <p>Team Work</p> <ul style="list-style-type: none"> To work as a functional member of Te Whatu Ora Be an active part of all relevant multidisciplinary meetings <p>Communication</p> <ul style="list-style-type: none"> To communicate and interact effectively with all patients, parents, caregivers and the wider community To develop good professional relationships with relevant health professionals throughout Hawke’s Bay <p>Clinical Records</p> <ul style="list-style-type: none"> Clinical records are maintained to an acceptable standard in accordance with current professional standards and appropriate information systems are used correctly 			

HEALTH & SAFETY RESPONSIBILITIES	<p>Te Whatu Ora Hawke’s Bay is committed to maintaining and promoting the health and safety of all its staff, contractors, volunteers and patients. In this role, your duties are:</p> <ul style="list-style-type: none"> ○ Not to do anything that puts your own health and safety at risk ○ Not to do anything that puts others health and safety at risk ○ To follow all health and safety policies and procedures ○ To follow all reasonable health and safety instructions <p>(You have the right to cease work if you believe that you, or others, are at risk of serious harm)</p>	
KEY WORKING RELATIONSHIPS	<p>INTERNAL</p> <ul style="list-style-type: none"> ● Oral and Maxillofacial Surgeons ● All health care workers, esp. ORL, ICU, anaesthesia, specialist surgical teams and oral health care team ● Support and Administration Staff ● General Manager, Surgery ● Clinical Director ● Hospital Medical and Support staff 	<p>EXTERNAL</p> <ul style="list-style-type: none"> ● Private Dental and Medical Practitioners ● Public Health Nurses ● Other Health Professionals ● Relevant Community Groups ● Relevant National and International Professionals including meetings
DELEGATION AND DECISION	As a SMO the candidate has the authority to make clinical decisions relating to patients under their care.	
HOURS OF WORK	Up to 80 hours per fortnight (1.0 FTE)	
TENURE	Permanent or Fixed-Term	
EMPLOYMENT AGREEMENT & SALARY	In accordance with the New Zealand District Health Boards Senior Medical and Dental Officers Multi Employer Collective Agreement 1 April 2022 to 31 March 2023 (MECA) according to qualifications and experience (prorated if worked part-time)	
DATE	December 2023	
EXPENDITURE & BUDGET ACCOUNTABILITY	N/A	
SCOPE OF PRACTICE	This is a truly general Maxillofacial position, where the full scope of the specialty is practiced. A significant part of the work load involves head and neck oncology including skin cancer, congenital and acquired facial deformity and minor oral surgery	

ESSENTIAL CRITERIA

Qualifications

- Fellow of the Royal Australasian College of Dental Surgeons in Oral and Maxillofacial Surgery or Recognised qualifications by MCNZ
- Registered Practitioner with MCNZ
- Current New Zealand driver's licence

Experience

- Evidence of relevant clinical experience.
- Knowledge and experience in interacting within a team environment
- 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 (CME)

Business/Technical Skills

- Effective organisational and administration skills, with the ability to achieve results and outputs required
- Sensitive to the cultural issues in the planning and delivery of health care
- Knowledge of and empathy for all ethnicities
- Privacy Act (1993) and Health Information Privacy Code (1994)
- Health and Safety in Employment Act (1992)
- Professional appearance and a pleasant positive co-operative manner
- Commitment to a client orientated approach to the planning and delivery of head and neck surgery
- Ability and confidence to develop effective working relationships on an individual, multi-professional and team basis with all levels of staff

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 Te Whatu Ora Hawke's Bay policy including annual influenza vaccinations.

DESIRABLE CRITERIA

Experience

- Knowledge of the New Zealand Health Service
- Clinical experience within a public health setting
- Understanding of the Health and Disability Commissioner (Code of Health and Disability Services Consumers' Rights) Regulations (1996)
- Understanding of the New Zealand Council of Healthcare Standards



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.

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.