

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

<b>HEALTH &amp; SAFETY RESPONSIBILITIES</b>	<p>Health NZ 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"> <li>○ Not to do anything that puts your own health and safety at risk</li> <li>○ Not to do anything that puts others health and 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>	<p><b>INTERNAL</b></p> <ul style="list-style-type: none"> <li>• Oral and Maxillofacial Surgeons</li> <li>• All health care workers, esp. ORL, ICU, anaesthesia, specialist surgical teams and oral health care team</li> <li>• Support and Administration Staff</li> <li>• General Manager, Surgery</li> <li>• Clinical Director</li> <li>• Hospital Medical and Support staff</li> </ul>	<p><b>EXTERNAL</b></p> <ul style="list-style-type: none"> <li>• Private Dental and Medical Practitioners</li> <li>• Public Health Nurses</li> <li>• Other Health Professionals</li> <li>• Relevant Community Groups</li> <li>• Relevant National and International Professionals including meetings</li> </ul>
<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>	Up to 80 hours per fortnight (1.0 FTE)	
<b>TENURE</b>	Permanent or Fixed-Term	
<b>EMPLOYMENT AGREEMENT &amp; SALARY</b>	As per the Individual Employment Agreement (IEA) negotiated with the appointee OR in accordance with the Te Whatu Ora Senior Medical and Dental Officers Collective Employment Agreement (SECA) according to qualifications and experience pro rata for hours worked.	
<b>DATE</b>	December 2023	
<b>EXPENDITURE &amp; BUDGET ACCOUNTABILITY</b>	N/A	
<b>SCOPE OF PRACTICE</b>	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

Health NZ is a fair and equitable employer. As per Health NZ Hawke's Bay commitment to the National Disability Strategy, it will ensure the ongoing support, guidance and tools are provided to support people with disabilities within the workplace.

### Vaccination status for role

- Vaccinations as per the current employee immunisation policy
- Annual influenza vaccinations
- Category A role which requires you to be fully vaccinated for COVID-19

## 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.