

**POSITION DESCRIPTION**

**Organisational Vision**:

South Canterbury District Health Board (SCDHB) is committed *“to enhance the health and independence of the people of South Canterbury”*

**Organisational Values:** **I CARE**

* **I**ntegrity
* **C**ollaboration
* **A**ccountability
* **R**espect
* **E**xcellence

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| **Section 1****Position:**  Obstetrician and Gynecologist SpecialistAssessment, diagnosis and treatment (operative and non-operative) of patients with gynaecological disorders and the provision of obstetric care to the women of South Canterbury. |
| **Reports to:** Director Patient Nursing & Midwifery Services Clinical Director - O & G and Paediatric Services |
| **Nature of Appointment:** The position is Full time (1.0FTE) during the normal hours of work between 8.00am and 5.00pm Monday to Friday; and on a rostered basis outside normal hours during the week, at weekends and on public holidays. Schedule attached of fixed and routine duties.**On Call Duties:** The afterhours roster frequency is typically 1:4 during weekdays and on weekends/public holidays. Whilst providing cover you are first on call. **Variation:** Variations to the position description shall be agreed and recorded. |
| **FUNCTIONAL RELATIONSHIPS:** AllMedical Staff (senior and junior colleagues) Clinical Directors/CMOGeneral Practitioners/GP Liaison/Primary Care Medical  Advisor  Nursing, Midwifery and Allied Health personnel External Health Agencies/Providers Service and Senior Management roles Clerical administration roles |
|  **Section Two** The incumbent will undertake their clinical responsibilities and conduct themselves in accordance with best practice, relevant ethical and professional standards and guidelines, as determined from time to time by: * The New Zealand Medical Association’s code of ethics
* The incumbent’s relevant medical college(s) and/or professional association(s).
* The New Zealand Medical Council including all guidance documents and standards of practice outlined in *Good Medical Practice*
* The Health & Disability Commissioner
* SCDHB policies and procedures
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| **Section Three****Clinical Duties**1. Care of in patientsThe clinical care of gynaecology/obstetric secondary care inpatients will involve, not exclusively, the following: * One operating list per week and alternate Fridays on a rotating basis
* Daily ward rounds Monday – Friday and weekend when on call
* Participate in on call roster duties (immediate response, immediate attendance)
* In conjunction with Co-ordinator Elective Services plan lists to ensure patients are treated within Elective Service Guidelines and as clinically appropriate
* Ward consultations
* Multi-disciplinary meetings
* Family meetings
* Complaints and coroners court reports
* Consultation / discussion with other specialists within the hospital
* Consultation / discussion with specialists not based within the hospital
* Dictation, writing, proofreading of letters
* Organisation of radiological procedures
* Utilise Badgernet, E-Medicines and National Web based Clinical Prioritisation Tool
* Attend Radiology/Pathology meetings as required
* Completion of PHARMAC forms and processes
* Literature review

2. Care of Outpatients The clinical care of gynaecology/obstetric out patients will involve, not exclusively, the following: * Triage of referrals
* In conjunction with CNM OPD/OAO plan clinics to ensure patients are treated within Elective Service Guidelines and as clinically appropriate
* 1 gynaecology outpatient clinic, 1colposcopy clinic per week ( this will include non contact FSA’s) and a preadmission clinic
* 1-2 obstetric antenatal/postnatal clinics
* Dictation using winscribe, proof reading of letters
* Consult and liaison to GPs and Emergency Department as required
* Consultation / discussion with other specialists within the hospital
* Consultation / discussion with specialists not based within the hospital in particular for any tertiary care and or treatment plans
* Organisation of radiological procedures
* Completion of PHARMAC forms
* Literature review

3. Provision of advice not directly related to the above * Response to GP phone calls, faxes, emails, letters for advice
* Response to request from other clinicians

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| **Section Four** **Non-Clinical Duties****1. Teaching**Teaching of House Officers, Medical Elective Students, Midwives, Nurses, Allied Health Therapists, GPs, volunteer groups as required **2. Self education**Medical related journal & book reading, Literature & Internet searches, attendance at relevant clinical seminars/educational conferences (i.e. active use of CME opportunities/entitlements) directly relevant to your appointed role at SCDHB **3. Audit and Quality activities*** Attendance at Department Quarterly Audit meetings
* Clinical guidelines/Aoraki Health Pathway development and oversight
* Meetings – Gynaecology service and Obstetric/paediatric monthly meeting with Service Manager/Clinical Director, service development, financial planning, committee work, departmental meeting, registrar meetings
* Reviewing feedback, hospital documentation / emails
* Dealing with complaints in conjunction with Clinical Director/Service Manager
* You may be invited to participate in Root Cause Analyses of serious incidents

**4. Supervision of RMO’s** In line with NZMC requirements**5. Research**Participation in Clinical Research/Trials where appropriate and approved as SCDHB Policy  |

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| **Section Five**Specific objectives reviewed and updated at least annually* Performs an appropriate share of the departmental workload
* Contributes to delivery of planned elective volumes
* Participates in the SCDHB professional credentialing process and undertakes yearly performance appraisal and individually credentialing process
* Maintains scope of practice
* Participates in the SCDHB accreditation/certification processes
* Contributes to the annual plan objectives for their service
* Works closely with Elective Services Team members to meet planned targets and Elective Service Performance Indicators
* To build a culture that facilitates and encourages collaboration between staff members, stakeholders in the district and other DHBs.
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| **Section Six*** Ensure that they meet their obligations under the Treaty of Waitangi
* The description shall include all terms implied by operation of law, or incorporated by statute, or otherwise passed or substituted including but not limited to

 Accident Compensation Act 2001 Employment Relations Act 2000 Health and Safety in Employment Act 1992 Health Practitioners Competency Assurance Act 2003 Human Rights Act 1993 Medicines Act 1981 New Zealand Bill of Rights 1990 Privacy Act 1993 Wages Protection Act 1983 |

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| **Section Seven****PERSON SPECIFICATION*** Must be a Vocationally Registered Medical Practitioner with the MCNZ and have appropriate post-graduate experience in Obstetrics and Gynaecology along with a current NZ APC.
* Excellent interpersonal skills.
* Aspire to working in a provincial centre in an environment with no registrars
* Competent IT skills
* Effective verbal and written communication skills.
* Ability to work independently as well as maintain productive team involvement
* A desire to provide a high quality service and motivation to constantly seek ways to improve the services provided.
* Interest in Audit, Surveys and Quality Assurance.
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**The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by staff in this job classification. A Staff Member may be requested to perform job related tasks other than those specified.**

**Agreed by:**

 ---------------------------------------------------- (Employee)

----------------------------------------------------- (Employer’s signature)

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