

## Position Description

<b>Role title:</b>	Consultant General Surgeon
<b>Reports to:</b>	Clinical Leader Service Manager, Surgical Directorate
<b>Directorate:</b>	Surgical Directorate
<b>Direct reports:</b>	nil
<b>Location:</b>	Dunedin Hospital

### Role of the District Health Board

**Our Vision:**

- Better Health, Better Lives, Whanau Ora.

**Our Mission:**

- We work in partnership with people and communities to achieve their optimum health and wellbeing.
- We seek excellence through a culture of learning, enquiry, service and caring.

**Our Values:**

<b>Kind</b> Manaakitanga	Looking after our people: we respect and support each other. Our hospitality and kindness foster better care.
<b>Open</b> Pono	Being sincere: we listen, hear and communicate openly and honestly. Treat people how they would like to be treated.
<b>Positive</b> Whaiwhakaaro	Best action: we are thoughtful, bring a positive attitude and are always looking to do things better.
<b>Community</b> Whanaungatanga	As family: we are genuine, nurture and maintain relationships to promote and build on all the strengths in our community.

**Our Statutory Purpose:**

- To improve, promote and protect the health of our population.
- Promote the integration of health services across primary and secondary care services.
- Seek the optimum arrangement for the most effective and efficient delivery of health services.
- Promote effective care or support for those in need of personal health or disability support services.
- Promote the inclusion and participation in society and the independence of people with disabilities.
- Reduce health disparities by improving health outcomes for Maori and other population groups.
- Foster community participation in health improvement, and in planning for the provision of, and changes to the provision of services.

<ul style="list-style-type: none"> <li>Uphold the ethical and quality standards expected of us and to exhibit a sense of social and environmental responsibility.</li> </ul>	
<b>Purpose of the Role</b>	
Be responsible for providing a comprehensive surgical service to a high standard throughout the Southern DHB coverage region. The Consultant General Surgeon will take a leading role in maintaining the existing services and may take the initiative in developing new services	
<b>Organisational Competencies</b>	
<b>Customer Focus</b>	Is dedicated to meeting the expectations and requirements of internal and external customers; gets first hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
<b>Integrity and Trust</b>	Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
<b>Drive for Results</b>	Can be counted on to exceed goals successfully; Is constantly and consistently one of the top performers; very bottom line oriented; steadfastly pushes self and others for results.
<b>Managing Diversity</b>	Manages all kinds and classes of people equitably; deals effectively with all races, nationalities, cultures, disabilities, ages and both sexes; hires variety and diversity without regard to class; supports equal and fair treatment and opportunity for all.
<b>Key Relationships</b>	
<b>Internal</b> <ul style="list-style-type: none"> <li>Multi-disciplinary staff within Southern District Health Board, their families and whanau</li> <li>Heads of Department/other Clinical Leaders/Managers/Community Service Staff</li> </ul>	<b>External</b> <ul style="list-style-type: none"> <li>Staff from other District Health Boards and Community Trusts</li> <li>Dunedin School of Medicine, University of Otago</li> </ul>
<b>Knowledge, Experience and Skills required</b>	
<b>Essential Criteria</b> <ul style="list-style-type: none"> <li>Has a current Annual Practising Certificate in the scope of General Surgery from the Medical Council of New Zealand.</li> <li>Meets CME requirements of RACS.</li> </ul>	
<b>Experience/Knowledge</b> <ul style="list-style-type: none"> <li>Demonstrated ability to be part of a team</li> <li>Able to work independently and use initiative</li> <li>Able to adopt a leadership role when necessary</li> <li>Committed to quality improvement</li> </ul>	

Key Accountabilities	Deliverables
<p>Be responsible for the following specific performance goals associated with providing a comprehensive surgical service</p>	<ul style="list-style-type: none"> <li>● Provide to patients a safe competent and respectful service in the management of their conditions according to their clinical priority.</li> <li>● Communicate adequately with patients on their condition and treatment, ensure that at all times patient rights are protected and all consents required are acquired before treatment.</li> <li>● Provide for comprehensive and appropriate records of patients seen and be responsible for ensuring that such records are available in accordance with normally accepted procedures.</li> <li>● Act as a member of the Surgical Team in providing suitable cover for Dunedin Hospital, Kew, requirements as well as additional services offered at other Southern District Health Board locations.</li> <li>● Provide such tuition and lectures to Southern District Health Board staff as may be required by agencies such as the College Training Scheme fulfilment of Medical Council requirements and hospital training requirements and to instruct, monitor and advise those staff under the direct guidance of the Senior Medical Officer.</li> <li>● Report promptly to the Clinical Leader any unusual incidents or occurrence, especially those which may give rise to complaints or legal action against Southern District Health Board.</li> <li>● Ensure effective use of Southern District Health Board's resources of staff and facilities, by the application of effective efficient and economical patient management techniques.</li> <li>● Ensure that the standard of service provided is commensurate with Southern District Health Board's duties and intentions and Southern District Health Board's Business Plan, Policies and Procedures.</li> <li>● Keep informed of developments in the area pertinent to speciality and maintain own skills and knowledge of speciality to professional college guidelines.</li> <li>● Provide speciality advice as requested by Southern District Health Board.</li> <li>● Promote awareness in the community of health promotion activities and disease prevention within speciality by the provision of health education.</li> <li>● Actively participate in processes regulating performance and accountability which will include quality assurance measures, medical audit and medical peer review.</li> <li>● Identify from time to time research needs and in consultation with Clinical Leader and with approval of Southern District Health Board Ethical Committee, conduct such research.</li> <li>● Ensure that supervision of Resident Medical Officers (RMOs) occurs to meet requirements of the clinical environment and statutory organisations, and that appropriate reports are provided to meet the requirements of the Medical Council.</li> <li>● Ensure that any lawful instructions of the Clinical Leader are carried out in a prompt manner.</li> </ul>

<p>The Consultant General Surgeon shall:</p>	<ul style="list-style-type: none"> <li>• Be responsible for the assessment and care of patients at Dunedin Hospital, on a regular basis during average routine hours, and on a rostered basis outside average routine hours during the week, at the weekends and on public holidays.</li> <li>• Participate in Outpatient Clinics at our peripheral hospitals.</li> <li>• Be familiar with appropriate modern techniques.</li> <li>• Continue to keep patient hospital stays to the minimum compatible with high standards of care to be reviewed annually.</li> <li>• Carry out a minimum of three ward rounds per week during the average routine working hours.</li> <li>• Provide Outpatient and Theatre sessions as per the agreed schedule of duties.</li> <li>• Provide early advice for those patients referred for a surgical opinion by hospital specialist colleagues. They will also provide advice for General Practitioners and RMO's.</li> </ul>
<p>Resource Responsibility</p>	<ul style="list-style-type: none"> <li>• Be responsible for the clinical and educational management of Resident Medical Officers and various Trainee Interns/Medical Students attached to the Surgical Department.</li> </ul>
<p>Direct Patient Contact - Hands On</p>	<ul style="list-style-type: none"> <li>• Provide generalist surgical services at a level appropriate to the service required at Dunedin Hospital.</li> <li>• Conduct specialised clinics as required in keeping with service requirements and scope of practise.</li> <li>• Maintain close liaison with the x-ray department and undertake radiological investigations and examinations as required.</li> <li>• Respond promptly to colleagues request for inpatient referrals.</li> <li>• Provide advice for RMO's and GP's as required.</li> <li>• Review waiting lists for surgical procedures.</li> <li>• Conduct clinics at Dunedin Hospital and locations throughout the Southern District Health Board region. The general surgeon will assign priority to patients for attendance at such clinics, and advise on the administration of the resources available at the clinics and review clinic lists.</li> <li>• Carry out operating list decisions based on levels of urgency; determine the caseload requirements, and the facilities available. Plan strategies with the patient, arrange for the provision of the necessary equipment and implants as required and carry out pre-operative ward rounds.</li> <li>• Carry out post-operative ward rounds.</li> <li>• Be available whilst on call for all resident medical officers, senior colleagues, administrators, and nursing staff and be ready to attend in person for emergency and other urgent problems.</li> <li>• Undertake after hours emergency operating lists and ward rounds where necessary.</li> </ul>

Indirect Patient Work	<ul style="list-style-type: none"> <li>• Ensure patients are appropriately referred back to their referring practitioner as soon as possible.</li> <li>• Maintain close communication with the patient's practitioner.</li> <li>• Ensure adequate records are maintained for both inpatient and outpatients.</li> <li>• Maintain liaison with the administration staff to ensure correct information for patients and other relevant persons in order that the patients may be informed of their likely admission date and colleagues and administrators base their long term planning on sound information.</li> <li>• Complete reports when requested by the administration for the police, ACC, or other divisions of the administration.</li> </ul>
Patient Communication	<ul style="list-style-type: none"> <li>• Consult with other professionals as to patient care requirements when appropriate.</li> <li>• Co-ordinate all aspects of treatment with para-medical services in terms of inpatient and outpatient outcomes.</li> <li>• Develop effective interpersonal relationships with other staff members, administrators, patients, relatives and other members of the public.</li> <li>• Make themselves available to patients and relatives where appropriate, to discuss the condition, treatment, and prognosis of patients.</li> </ul>
General Administration	<ul style="list-style-type: none"> <li>• Involve themselves with the continuing development and management of the surgical information systems.</li> <li>• Reconcile information provided by advisor groups within the hospital, the Department of Health, and Southern District Health Board's business plan with the practice of a high contemporary standard of surgical practice.</li> <li>• Meet at least monthly with other members of the Senior Medical Staff.</li> <li>• Be available for appointment for other committees associated with the day to day running of the hospital.</li> <li>• Advise the Clinical Leader on equipment replacement needs and related planning strategies on a consistent basis.</li> <li>• Be available to meet with representatives of the companies supplying products appropriate to their specialty.</li> <li>• Provide guidelines to RMO's of the requirements of the surgical service and keep staff members informed on a day to day basis of changes in surgical practice and change of requirements.</li> </ul>
Clinical Supervision of Staff	<ul style="list-style-type: none"> <li>• Provide written instruction to and supervision of any medical students assigned to him.</li> <li>• Review the performance of RMO's at the end of each run and when requested by the Clinical Leader and provide a written report.</li> </ul>
Self Education	<ul style="list-style-type: none"> <li>• Be responsible for maintaining up to date knowledge of the literature pertinent to his specialty through such initiatives as Journal Club.</li> <li>• Participate in educational sessions on medical management topics.</li> </ul>

Education of Others	<ul style="list-style-type: none"> <li>• Instruct, guide and supervise the work of the Resident Medical Officer assigned to work for him.</li> <li>• Undertake continuing education programmes for Registrars assigned to him. This may include x-ray presentation and discussion sessions, weekly case presentations and topic discussions, monthly departmental audits, review of pathological material obtained from within the department on a regular basis every six weeks, fortnightly Journal Club review of current literature.</li> <li>• Be available to give tutorials or lectures when required to other members of the clinical team such as nursing staff, physiotherapists, occupational therapists, and other staff, as requested.</li> </ul>
Research and Review	<ul style="list-style-type: none"> <li>• Undertake clinical research, where appropriate, in accordance with requirement set by Southern District Health Board's Ethical Committee</li> </ul>
Departmental Quality	<ul style="list-style-type: none"> <li>• Continue to develop quality assurance initiatives such as diagnostic screening programmes, quality assurance, complication audit in relation to outcome, and standards review.</li> <li>• Assist with the establishment, maintenance and participate in Quality Assurance initiatives, in consultation with the Directorate Leadership team</li> <li>• Take part, when necessary, in Southern District Health Board's credentialing processes as set out in the Credentialing Policy for Senior Medical staff.</li> <li>• Undertake individual continuing education to ensure all credentialing requirements are met.</li> <li>• Conduct a monthly meeting with registrars as part of the monthly audit.</li> <li>• Maintain records for the purpose of medical audit and attend audit meeting for the presentation of medical audit findings.</li> </ul>
Treaty of Waitangi	<ul style="list-style-type: none"> <li>• The Southern District Health Board is committed to its obligations under the Treaty of Waitangi. As an employee you are required to give effect to the principles of the Treaty of Waitangi - Partnership, Participation and Protection.</li> </ul>
Health and Safety	<ul style="list-style-type: none"> <li>• Foster and support commitment to achieving the highest level of health and safety, including identification and reporting of all hazards, assistance in resolving issues that may cause harm to staff, and working safely at all times.</li> </ul>
Quality and Performance	<ul style="list-style-type: none"> <li>• Maintain professional and organisational quality standards.</li> <li>• Ensure delivered work is planned, delivered, and implemented consistently against quality standards.</li> <li>• Continuously identify improvement opportunities to perform job in most effective manner.</li> <li>• Investigate opportunities to achieve goals in a more efficient way.</li> </ul>

**Note:** The above example measures are provided as a guide only. The precise performance measures for this position will require further discussion between the job holder and manager.

I have read and understand the above job description:

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_