

## POSITION DESCRIPTION

**POSITION:** Specialist Otorhinolaryngologist (ORL) District Wide

**RESPONSIBLE TO:** Service Manager – Surgical Services

Head of ORL

**Our vision:** All people live well, get well, stay well. Kaiao te tini, ka ora te mano, ka noho ora te nuinga.

**Our mission:** Working with the people of our community to promote, encourage and enable their health, wellbeing and independence

**Our Values – Ā Mātou Uara:**

**Respect:** We care about, and will be responsive to, the needs of our diverse people, communities and staff.

**Innovation:** We will provide an environment where people can challenge current processes and generate new ways of working and learning.

**Teamwork:** We create an environment where teams flourish and connect across the organisation for the best possible outcome.

**Integrity:** We support an environment which expects openness and honesty in all our dealings and maintains the highest integrity at all times.

## **PURPOSE OF POSITION**

To provide an efficient district wide Otorhinolaryngology service, provide appropriate and timely advice and participate in the policy, planning and evaluation of the service.

RESPONSIBILITIES	EXPECTED OUTCOMES
<p><b>Clinical</b></p> <ul style="list-style-type: none"> <li>• Contribute to the appropriate prioritisation and allocation of all patients referred for a medical opinion</li> <li>• Assess, diagnose and treat allocated outpatients, and those patients accepted for in-patient care</li> <li>• Review inpatients daily</li> <li>• Ensure that the relationship with patients is based on informed consent</li> <li>• Conduct/supervise and/or assess outcome of diagnostic procedures for inpatients and outpatients and community referred patients</li> <li>• Conduct scheduled outpatient clinics in an efficient and effective manner</li> <li>• Ensure that documentation accurately reflects patient condition and clinical decision making; and that patient summaries are completed in the specified time frame</li> </ul>	<p>Patients are referred and prioritised according to appropriate guidelines</p> <p>Patients are correctly diagnosed, treated and monitored regarding the success of their treatment</p> <p>Patients are aware of the possible outcomes of treatment options and have given their consent accordingly</p> <p>Outpatient clinics are conducted according to set guidelines</p> <p>All documentation is completed according to prescribed standards</p>
<p><b>Internal &amp; External Networks</b></p> <ul style="list-style-type: none"> <li>• See and advise on patients referred by hospital specialist and general practitioner colleagues</li> <li>• Consult with other health professionals regarding the care of patients as appropriate</li> </ul>	<p>Treatment partnerships with other health professionals are maintained and enhance patient care</p>
<p><b>Teaching</b></p> <ul style="list-style-type: none"> <li>• Supervise the work of RMOs and report on their performance</li> <li>• Contribute to the training and professional development of RMOs and other clinical staff</li> </ul>	<p>Accountability for RMOs' performance while under incumbents direction accepted</p> <p>RMO and other clinical staff performance is enhanced by supervisory relationship</p>
<p><b>Professional &amp; Organisational Development</b></p> <ul style="list-style-type: none"> <li>• Participate in medical audit/peer review (including a review of complex cases and critical events) on a regular basis</li> <li>• Contribute to the development and implementation of quality improvement activities within the Medical department and the wider hospital environment</li> <li>• Contribute to the Medical community by attending local post-graduate Medical meetings and meetings with management</li> </ul>	<p>Demonstrated participation in and positive contribution to Medical reviews and quality improvement activities</p> <p>Takes responsibility for participation in ongoing education professional activities as part of own professional development</p> <p>Attends courses and conferences, participates in clinical attachments and generally demonstrates knowledge of best practise methodologies and treatments</p>

<p><b>Children's Team</b></p>	<p><i>Children's Action Plan - Children's Teams</i> are a government initiative which support vulnerable children. This position has been identified as being likely to fulfil a role with or alongside the Children's Team (e.g. Children's Team member, Lead Professional and/or provision of support in regard to the development of a child's action plan). If this opportunity arises, NMH will provide support and training to enable you to meet the requirements of this responsibility. If you are assigned as a Lead Professional, NMH expects you to act within the scope of the <i>Children's Action Plan Lead Professional</i> role profile (copy available from Human Resources).</p>
<p><b>General</b></p> <ul style="list-style-type: none"> <li>• Other duties as negotiated with your Manager</li> <li>• Meet obligations contained in Appendix 1</li> </ul>	<p>Demonstrated compliance with obligations in Appendix 1&amp;2</p>

## PERSON SPECIFICATION

### **QUALIFICATIONS**

- MBCHB
- FRACS or equivalent vocationally registerable in New Zealand
- Current Annual Practising Certificate

### **EXPERIENCE**

- Experience in otolaryngologist general specialist role desirable
- Experience in major ear cases desirable

### **SKILLS AND KNOWLEDGE**

- Excellent verbal and written (including report writing) communication skills
- Excellent time management and organisation skills
- Total commitment to client oriented care and quality standards
- Intermediate knowledge of Microsoft Office applications ie: Word, Excel, PowerPoint and Outlook
- Keeps up to date with available information technology relevant to position
- Understands and complies with NMDHB Information Technology policies

### **PERSONAL ATTRIBUTES**

- Effective team player
- Ability to work cooperatively in a team environment
- Excellent time management and organisation skills
- Person of integrity, able to be trusted with confidential matters
- Display a pleasant nature and be approachable when dealing with people and an ability to get on well with others
- Displays versatility and copes with unexpected delays or happenings
- Strong personal commitment to excellent personal and work standards

## **APPENDIX 1**

### **General Responsibilities of an Employee of Nelson Marlborough Health (NMH)**

#### **1. Professional Responsibilities**

As an employee of NMH you are required to:

- Maintain any qualifications, including registrations and practising certificates, required for legal and safe practice.
- Keep yourself up to date on knowledge, best practices and legislation relating to your work.
- Make a personal contribution towards effective and efficient working relationships within your team and with other NMH departments.
- Ensure you carry out your work in a way that is customer-focused and meets professional standards.
- In conjunction with your manager, identify your own training needs and plan to meet these needs.
- Manage your own time and prioritise your work effectively.

#### **2. Health, Safety and Wellbeing**

- Compliance with all health and safety legislative requirements.
- Compliance with the ACC Partnership Programme requirements.
- Compliance with all organisation-wide health and safety policies and procedures.
- Compliance with the Health and Safety Manual, any relevant chemical information and the emergency plan.
- Work is carried out in a healthy and safe manner and others are encouraged and assisted to work in the same way.
- Unsafe workplace conditions/practices (hazards) are identified, reported and mitigated/rectified early.
- Knowledge of identified hazards is kept up to date.
- Reportable event form is completed (via *Safety First*) for any accident or injury which has taken place at work, ensuring, in the case of injury, that your supervisor or manager is notified within 24 hours.
- Co-operation, support and promotion of occupational health and safety actions and initiatives in the workplace.

#### **3. Right to Raise Concerns**

- All employees of NMH are expected and encouraged to immediately ask questions, and raise any concerns/issues with their colleagues at their place of work, particularly if the care of a patient could potentially be compromised.
- All staff are expected to act professionally and to actively listen to the concerns or opinions of others being raised at the time.

#### **4. Child Wellbeing and Protection**

NMH is committed to identifying, supporting and protecting vulnerable children. The prevention of abuse and enhancing the wellbeing of children and their families aims to keep vulnerable children safe before they come to harm so they can thrive, achieve and belong. As an employee you are required to comply with all relevant legislation e.g. the Vulnerable Children Act 2014 and the Children, Young Persons and their Families Act 1989. You are also required to:

- Contribute to and support the organisation's strong commitment to a child centred approach to protect children across the region.
- Act at all times in the best interest of the children and young people, putting their interests first.
- Ensure collaborative working practices and recording and sharing of information to address abuse, suspected abuse or disclosure of abuse in a timely and appropriate fashion.

**5. Legislation, Regulations and Board Policies**

You are required to be familiar with and adhere to the provisions of:

- All relevant acts and regulations
- All Board, hospital and department policies
- All relevant procedure manuals
- The “Employee Obligations” within NMH’s Disciplinary Policy.

**6. Confidentiality**

You are required to:

- Adhere to the Privacy Act 1993, the Health Information Privacy Code 1994 and subsequent amendments in regard to the non-disclosure of information.
- Maintain strict confidentiality of patient, applicant and employee information at all times.

**7. Risk Management**

You are required to:

- Support and promote actions and initiatives in your work area which enable risks to be identified and eliminated or reduced.
- Be especially aware of those risks which have high cost or safety implications.
- Complete an accident/incident report for any accident, incident or near miss which has taken place at work.
- Respond to complaints according to appropriate policies.

**8. Security**

You are required to:

- Wear your identification badge at all times when on site or when carrying out official duties.
- Notify Human Resources of any changes required for your ID badge.
- Report any suspicious or unusual occurrence to the security officer, orderly or telephone operator.
- Complete an incident report for any incident which has or might have compromised the safety of staff, patients and visitors.

**9. Treaty of Waitangi**

NMH 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.

**10. Smokefree**

NMH is a Smokefree Organisation. This applies to all staff and contractors working within NMH buildings, grounds and vehicles. Staff are required to comply with the policy and ensure all visitors, patients and others are informed of the policy. This also applies to NMH staff employed on Board business in the community.

Please sign below to confirm that you have read, understood and agree to the responsibilities and expectations outlined in this position description.

Signed: ..... Date: .....

## APPENDIX 2

The preferred candidate is required to complete a Pre-Employment Health Questionnaire. The table below outlines the tests to be carried out - depending on the nature of the position applied for.

<b>Condition</b>	<b>Information to include in Position Description</b>
TB Active	No person with active pulmonary or laryngeal tuberculosis (TB) is allowed to be at work in NMH
TB Latent	Staff who expect to have contact with patients or infectious materials must have assessment of previous TB exposure at the time of employment
BBV	No person who is susceptible to hepatitis B is allowed to have contact with patients or human materials (e.g., blood) unless they have taken part or agree to take part in a blood-borne virus education, prevention and vaccination program
MRSA	No person colonised or infected with methicillin-resistant <i>Staphylococcus aureus</i> (MRSA) is allowed to work in clinical areas <sup>1</sup> New staff who will be working in clinical areas should be screened for MRSA if they have: <ul style="list-style-type: none"> <li>• a chronic skin condition</li> <li>• been working in an overseas healthcare facility in the last year</li> <li>• been MRSA-positive in the last year</li> </ul>
Skin	No person with a skin condition that by virtue of its site and type could be an infection risk is allowed to have contact with patients, food, microbiology samples or sterile items
Measles/Rubella	No person who is susceptible to measles or rubella is allowed to have contact with pregnant women.
VZV	No person susceptible to varicella-zoster virus (chickenpox) is allowed to have contact with newborn babies or pregnant women
EPP	No person who has detectable hepatitis B e antigen or high levels of hepatitis B virus DNA in their serum is allowed to undertake or assist with exposure-prone surgical procedures <sup>2</sup>

<sup>1</sup>Clinical areas include inpatient medical and surgical wards (includes Medical Units, AT&R Units, Surgical Wards, Paediatrics, Day Stay, Neonates and Women's Health). Screening does not apply to staff working in outpatient areas (e.g., clinics, Radiology, Respiratory Function lab) or in DSS, Mental Health or Drug and Alcohol services (transmission of MRSA is less likely and infection is rare in these sites.)

<sup>2</sup>Exposure-prone surgical procedure = a procedure where there is the potential for direct contact between the skin (usually finger or thumb) of the health care worker and sharp surgical instruments, needles, or sharp tissues (spicules of bone or teeth) in a blind or highly confined anatomic site such as a body cavity or in poorly visualised and/or confined body sites. Such sites include body cavities encountered during emergency and trauma procedures, abdominal, cardiothoracic, obstetric/gynaecological, orthopaedic and oral surgery.