

**POSITION DESCRIPTION**

**POSITION:** Specialist Orthopaedic Surgeon

**RESPONSIBLE TO:** Service Manager – Emergency, Orthopaedics, and RMO's

**Health New Zealand | Te Whatu Ora (Nelson Marlborough)**

**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 a safe and effective Orthopaedic Service district-wide.

| 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 specialist opinion whether a planned care or acute presentation.</li> <li>• Assess, diagnose and treat allocated outpatients, and those patients accepted for in-patient care.</li> <li>• Contribute to the provision of acute and planned care orthopaedic services for the Nelson Marlborough population within the HNZ guidelines.</li> <li>• Contribute, as required, to the district wide delivery of orthopaedic services. This may necessitate travel across the district.</li> <li>• Ensure that the relationship with patients is based on informed consent.</li> <li>• Act as patient advocate.</li> <li>• Conduct/supervise and/or assess outcome of diagnostic procedures for patients.</li> <li>• Ensure that documentation accurately reflects patient condition and clinical decision making and that discharge summaries are completed in the specified time frame.</li> <li>• Clinical practice meets expected professional standards of care.</li> </ul> | <p>Patients are referred and prioritised according to appropriate clinical guidelines.</p> <p>Ward rounds, outpatient's clinics and operating sessions are conducted in accordance with an agreed schedule.</p> <p>Patients are correctly diagnosed, treated and monitored to evaluate outcomes of treatment.</p> <p>Patients are aware that NM run a district wide service, and which may require treatment being undertaken in either hospital.</p> <p>Patients are aware of the possible outcomes of treatment options and have given their consent accordingly.</p> <p>All documentation is completed according to prescribed standards in the specified time frame.</p> <p>Actively engages in review and assessment of own practice outcomes within expected clinical framework.</p> <p>Delivers patient care to standard of care required for best practice and in line with department expectations.</p> |
| <p><b>Internal &amp; External Networks</b></p> <ul style="list-style-type: none"> <li>• Pro-actively develop effective interpersonal relationships with staff and patients.</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>Participate in development of Clinical Care Pathways Protocols guidelines and encourage their use in the multi-disciplinary management of patients.</p>  |
| <p><b>Teaching</b></p> <ul style="list-style-type: none"> <li>• Instruct, guide and 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>Professional, clinical leadership and supervision of Junior medical staff.</p> <p>Accountability for RMOs performance while under incumbent's direction accepted.</p> <p>RMO and other clinical staff performance is enhanced by supervisory relationship.</p>  |

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|--|---|
| <p><b>Quality and 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 orthopaedic department and the wider hospital environment. Research or involvement in therapeutic trials receives formal approval from Research Ethical Committee and progress reports provided on request by the Nelson/Marlborough Committee.</li> <li>• Contribute to the achievement of ESPI compliance and meeting quality performance indicators.</li> <li>• Use Physical and equipment resources efficiently and in a cost-effective manner.</li> <li>• Contribute to the medical community by attending local post-graduate medical meetings.</li> <li>• Attend organisational and management meetings as required.</li> </ul> | <p>Demonstrated participation in and positive contribution to medical reviews and quality improvement activities.</p> <p>Ongoing development of district wide service delivery.</p> <p>Audit of research activities shows compliance with prescribed policies.</p> <p>A customer- focused service is provided at all times.</p> <p>Regularly review waitlists and treat patients according to HNZ requirements. E.g. use of acuity tool and treat in tern</p> <p>Planned leave to be notified as per policy.</p> <p>Review equipment requirements with OT manager at least annually.</p> <p>Work with management and others to achieve positive outcomes for the service and wider HSS.</p> |
| <p><b>Personal Development</b></p> <ul style="list-style-type: none"> <li>• Maintains relevant CME requirements.</li> <li>• Participate in annual work plan review with HOD and SM.</li> </ul>   | <p>Attend courses and conferences, as agreed in your work plan.</p> <p>Participate in clinical attachments and generally demonstrate knowledge of best practise methodologies and treatments.</p>   |
| <p><b>General</b></p>  | <p>Maintains requirements in attached appendix 1 &amp; 2.</p>   |

## PERSON SPECIFICATION

### **QUALIFICATIONS**

- Fellowship of the Royal Australasian College of Orthopaedic Surgeons, or equivalent
- Current registration, or eligible for registration with Medical Council of New Zealand
- Current Annual Practising Certificate

### **EXPERIENCE**

- Recent clinical experience in Orthopaedic Surgery
- Experience in any of the following: upper limb arthroplasty, Spine, or Paediatric would be an advantage

### **SKILLS AND KNOWLEDGE**

- Demonstrated skills as an educator and role model
- Excellent verbal and written (including report writing) communication skills
- Demonstrated skills as an educator and role model
- Basic knowledge of Microsoft Office applications i.e.: Word, Excel, PowerPoint and Outlook
- Keeps up to date with available information technology relevant to position
- Understands and complies with Nelson Marlborough Information Technology policies

### **PERSONAL ATTRIBUTES**

- Excellent communication and interpersonal skills
- 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
- Total commitment to client-oriented care and quality standards
- Displays versatility and copes with unexpected delays or happenings
- Strong personal commitment to personal and work standards

## **APPENDIX 1**

### **General Responsibilities of an Employee of Health New Zealand | Te Whatu Ora (Nelson Marlborough)**

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

As an employee of Health NZ, 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 Health NZ 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 Health NZ 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**

Health NZ 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 Health NZ’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**

Health NZ 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**

Health NZ is a Smokefree Organisation. This applies to all staff and contractors working within Health NZ 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 Health NZ staff employed on Board business in the community.

## 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.

| Condition       | Information to include in Position Description   |
|-----------------|--|
| TB Active       | No person with active pulmonary or laryngeal tuberculosis (TB) is allowed to be at work in Health NZ   |
| TB Latent       | No person with active pulmonary or laryngeal tuberculosis (TB) is allowed to be at work in Health NZ   |
| BBV             | Staff who expect to have contact with patients or infectious materials must have assessment of previous TB exposure at the time of employment  |
| MRSA            | 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   |
| Skin            | 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> |
| Measles/Rubella | 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   |
| VZV             | No person who is susceptible to measles or rubella is allowed to have contact with pregnant women.   |
| EPP             | No person susceptible to varicella-zoster virus (chickenpox) is allowed to have contact with newborn babies or pregnant women  |
|                 | 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.