

POSITION DESCRIPTION

<u>POSITION:</u>	Obstetrics and Gynaecology (O&G) Advanced Registrar
<u>RESPONSIBLE TO:</u>	Clinically – the Consultant on the assigned run. Any performance issues will be the responsibility of the Service Manager ED, Ortho and RMO's.

Health New Zealand | Te Whatu Ora Nelson Marlborough

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

Our mission | Tō tātou kaupapa: Working with the people of our community to promote, encourage and enable their health, wellbeing and independence. *Kei te mahitahi tātou hei whakapiki te oranga me te motuhaketanga o to tatou hapori.*

Our Values – Ō tātou whanonga pono

Respect | Manaakitanga: We care about, and will be responsive to, the needs of our diverse people, communities and staff. *Kia horahia te manaakitanga ki ngā iwi katoa me ngā hāpori, kaimahi hoki.*

Innovation | Auaha: We will provide an environment where people can challenge current processes and generate new ways of working and learning. *Kia auaha me whakahoutia i ngā pūkenga ākonga, me ngā mahi ki tēnei hāpori.*

Teamwork | Whakarāmemene: We create an environment where teams flourish and connect across the organisation for the best possible outcome. *Kia whakarāmemene i ngā kaipupuni hauora katoa.*

Integrity | Ngākau tapatahi: We support an environment which expects openness and honesty in all our dealings and maintains the highest integrity at all times. *Kia taea i te ngakau tapatahi i runga i te tika me te pono i ngā mahi katoa.*

PURPOSE OF POSITION:

To assist in the provision of a comprehensive, culturally sensitive O&G service to the Nelson and Blenheim communities by working as part of a multidisciplinary team

To provide a supervised training opportunity for an advanced trainee in O&G to develop the skills required to become a Consultant in O&G.

To participate in policy development and clinical planning to ensure optimal health, well being and safe client outcomes.

RESPONSIBILITIES	EXPECTED OUTCOMES
<p>1. Clinical – Obstetrics and Gynaecology Work within the appropriate prioritisation and allocation guidelines in the provision of services</p> <p>Relationships with clients will be based on informed consent.</p> <p>The Registrar will be responsible for the delivery of assessment, treatment and care of patients on a regular basis during regular hours and on a rostered basis outside regular hours during the week and weekends and on Public Holidays.</p> <p>The Registrar will carry out ward rounds as required to assess and treat patients under the care of the Hospital Consultants</p> <p>The Registrar will take an active role in health promotion and disease prevention in the course of service delivery.</p>	<p>Clients are referred and prioritised according to appropriate guidelines</p> <p>Clients and their families are aware of the possible outcomes of treatment options and have given their consent accordingly</p> <p>Clients are correctly diagnosed, treated and monitored regarding the success of their treatment (Assessed through peer review and client & family feedback via questionnaires)</p> <p>All documentation is completed according to policy standards and reporting requirements Referral sources receive timely written communication about their patients</p>
<p>2. Internal & External Networks Develop effective working relationships with regional team members and administration staff across the O&G service.</p> <p>It is expected that effective working relationships will be maintained with other Health NZ Services, and other providers including the LMC community, GP's and other community agencies including Family Violence services.</p>	<p>Treatment partnerships with other health professionals are maintained and enhance client care</p>
<p>3. Teaching & education The Registrar will receive regular supervision from the supervising Consultants with the provision of teaching ward rounds, seminars and workshops. The Registrar will be expected to take an active role in the training of House Surgeons across the District Health Board and other relevant staff. Attend education and teaching activities as required</p>	<p>Performance is enhanced by education and training opportunities</p>
<p>4. Professional & Organisational Development The Registrar will be expected to attend all relevant meetings involving community agencies, Laboratory services, Obstetric Service and other services across the District Health Board to develop the skills associated with Consultant status. The Registrar will be expected to partake in the departmental audit programme.</p> <p>The Registrar is expected to contribute to the development and implementation of quality improvement activities within the department and the wider hospital environment.</p>	<p>Demonstrated participation in and positive contribution to medical reviews and quality improvement activities</p> <p>The registrar will be responsible for liaising and establishing the regular district wide clinical audit and service evaluation meeting held on a monthly basis.</p> <p>Attends courses and conferences, participates in clinical attachments and generally demonstrates knowledge of best practise methodologies and treatments</p>

5. General Duties Other duties as negotiated with your Manager and Supervising Consultants Meet obligations contained in Appendix 1	Demonstrated compliance with obligations in Appendix 1
6. Salary	Category C.

PERSON SPECIFICATION

QUALIFICATIONS

- Preparation for the completion of all the requirements for FRANZCOG

EXPERIENCE

- At least three years of basic training in O&G.
- Satisfactory completion of the written and clinical examination for FRANZCOG

SKILLS & 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
- Knowledge of and demonstrable commitment to the Treaty of Waitangi
- Ability to work effectively in teams

INFORMATION FOR REGISTRARS

The Obstetric and Gynaecology service consists of:

- Ante-natal clinics
- Outpatient clinics
- Inpatient gynaecology services
- Secondary maternity services
- A colposcopy service
- TOP service
- There are relationships with:
 - Wellington for tertiary antenatal
 - Christchurch for gynaecological oncology
 - Christchurch for Infertility Services
- Approximately 1500 babies are born per annum across the area served by Health NZ (Nelson Marlborough)

APPENDIX 1

General Responsibilities of an Employee of Health NZ | Te Whatu Ora Nelson Marlborough

1. Professional Responsibilities

As an employee of Health NZ Nelson Marlborough, 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 Nelson Marlborough 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 Nelson Marlborough 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 Nelson Marlborough 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 Nelson Marlborough’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 Nelson Marlborough 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 Nelson Marlborough is a Smokefree Organisation. This applies to all staff and contractors working within Health NZ Nelson Marlborough 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 Nelson Marlborough 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 Nelson Marlborough
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 ¹ New staff who will be working in clinical areas should be screened for MRSA if they have: <ul style="list-style-type: none">• a chronic skin condition• been working in an overseas healthcare facility in the last year• been MRSA-positive in the last year
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 ²

¹Clinical 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.)

²Exposure-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.