

# POSITION DESCRIPTION



This position description is a guide only, and will vary from time to time, and between services and/ or units to meet changing service needs

**The West Coast District Health Board is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.**

<b>Position Title:</b>	<b>General Surgeon</b>	
<b>Reports to:</b>	<b>Operations Manager Rural Inpatient and Transalpine Services</b>	
<b>Professional Accountability:</b>	<b>Clinical Director Inpatients and Transalpine Chief Medical Officer</b>	
<b>Key Relationships:</b>	<b>Internal:</b> <ul style="list-style-type: none"> <li>▪ Senior and Resident Medical Staff</li> <li>▪ Department of Surgery, Canterbury District Health Board</li> <li>▪ Nursing, Midwifery and Allied Health professionals</li> <li>▪ Central Booking Unit and Outpatient Department Coordinators</li> <li>▪ General Practitioners and Primary Care Nurses, Rural Clinics</li> <li>▪ Administration staff</li> </ul>	<b>External:</b> <ul style="list-style-type: none"> <li>▪ Patients</li> <li>▪ Family/significant others/Whānau</li> <li>▪ Primary Health Organisation</li> <li>▪ Maori Health Providers</li> <li>▪ NGO's e.g. St John</li> <li>▪ Regional District Health Boards</li> </ul>
<b>Role Purpose:</b>	<p>This Position Description outlines a General Surgeon role, delivering high quality Endoscopy and General Surgery services, both elective and acute, for the community of the West Coast, based at Te Nikāu Hospital and Health Centre. Additional outpatient services are provided at West Coast District Health Board (WCDHB) facilities.</p> <p><b>PRIMARY OBJECTIVES</b></p> <p>To provide high quality, equitable and effective, surgical services for the community of the West Coast, based at Te Nikāu Hospital and Health Centre.</p> <p>To work collaboratively with WCDHB medical staff across the primary and secondary care supporting and developing the Rural Generalist model of care.</p> <p>To provide appropriate and timely advice to senior and clinical managers on surgical matters, and on professional surgical standards of practice.</p> <p>Provide supervision to Resident Medical Officers (RMOs) rostered under their direct line of supervision.</p>	

	Plan, develop, and facilitate service provision for patients and whānau with a focus on service integration, quality improvement, equity of access, appropriateness and efficiency.
<b>Complexity:</b>	<ul style="list-style-type: none"> <li>Upper and lower endoscopy forms a significant part of the workload with more challenging duties requiring surgical abilities at the level of a vocationally registered General Surgeon.</li> </ul> <p>A broad range of rural general surgical skills covering minor operations through to occasional trauma.</p>

## **KEY ACCOUNTABILITIES**

<b>The Surgeon is responsible for:</b>	<b>The Surgeon will be successful when:</b>
<b>1. Health and Safety</b> Maintaining a high quality, safe and secure work environment by following relevant West Coast District Health Board and divisional policies, protocols and standards	<ul style="list-style-type: none"> <li>The Surgeon will be responsible for their own safety and will ensure that no action or inaction on their part will cause harm to any other person</li> <li>The Surgeon will abide by the Organisation's Health and Safety Plan and will participate in plan development and Health and Safety Training as appropriate. The Surgeon will bring health and safety issues to the attention of the Service Manager in a timely fashion</li> </ul>
<b>2. Quality</b> Ensure a quality service is provided in your area of expertise by taking an active role in quality activities, identifying areas of improvement	<ul style="list-style-type: none"> <li>The Surgeon will be expected to partake in credentialing and audit processes and to assist in the development of these and other quality assurance processes and quality activities</li> <li>The Management of the General Surgical waiting list will be to a standard consistent with good surgical practice management</li> <li>The Surgeon will be expected to contribute to clinical governance and clinical leadership of the organisation</li> <li>Use of WCDHB safety alert and incident notification systems when there is an event or concern about quality and safety of care</li> </ul>
<b>3. Clinical Practice</b> Providing quality health care	<ul style="list-style-type: none"> <li>Being a member of the general surgical clinical team, providing safe, competent and respectful management of patient conditions according to clinical priority, both within and outside the hospital</li> <li>Responding immediately and appropriately to any life-threatening situation, summoning assistance as required</li> <li>Provide medical back up in times of unforeseen circumstances; i.e. colleague sickness, leave, clinical emergencies</li> <li>When necessary, arranging transfer of patients to Canterbury District Health Board (CDHB) or other DHB Hospitals as required, ensuring that</li> </ul>

	<p>the receiving team are aware of the pending transfer and appropriate handover information is provided</p> <ul style="list-style-type: none"> <li>▪ Being part of the handover between the health care teams ensuring high quality continuity of care at the completion of a rostered duty</li> <li>▪ Surgeons are required to act professionally and responsibly to deliver efficient, timely, safe, and effective, high quality care.</li> <li>▪ The Surgeon needs to have a wide scope of practice. Some service delivery will involve working at WCDHB sites other than the Te Nikāu Hospital and Health Centre. Periodically, Surgeons will spend time with the Department of General Surgery at CDHB</li> <li>▪ Clinical duties and activities include (but not limited to): <ul style="list-style-type: none"> <li>- Elective outpatient clinics</li> <li>- Endoscopy procedures (upper and lower with potential for joining the National Bowel Screening)</li> <li>- Acute surgical care within facility / service and individual scope</li> <li>- Elective and acute operating theatre lists within personal scope and that of the facility</li> <li>- Provision of post-operative care including ward rounds</li> <li>- Attending clinical emergency calls when requested (trauma calls)</li> <li>- Supporting the clinical management of patients</li> <li>- Provision of advice, guidance and clinical support to RMOs</li> <li>- Preparation of patients for acute transfer to other DHB's</li> <li>- Clinical attachments and educational sessions at Christchurch CDHB as part of skill maintenance, CPD program or clinical service development</li> <li>- Reading and responding to patient referrals</li> <li>- Undertaking patient consultations as required or requested</li> <li>- Preparation of police, coroner, legal, ACC and similar reports</li> <li>- Responding to patient complaints and enquiries around the care provided</li> <li>- Maintaining comprehensive, clear, legible and accurate medical records</li> </ul> </li> </ul>
<b>4. Non-Clinical Practice</b>	<p>Non-clinical duties must include time spent on service and portfolio based work for the WCDHB. There is an expectation that this output will contribute to the department in a positive way.</p>
<b>5. Administration</b>	<ul style="list-style-type: none"> <li>▪ Liaising with police, Oranga Tamariki (CYPS), Triage Assessment Crisis Team (TACT), Child Adolescent Mental Health Service (CAMHS) and other statutory services including appearing in court if required</li> <li>▪ Being familiar with the West Coast District Health Board's Disaster Plan as it relates to general surgical services and the support of the Emergency Department</li> </ul>

<b>6. Patient Communication</b>	<ul style="list-style-type: none"> <li>▪ Ensure the effective communication with patients, families, whānau, significant others and caregivers in a sensitive manner</li> <li>▪ Obtaining informed consent prior to treatment when appropriate</li> <li>▪ Awareness of the role as a patient advocate and be culturally safe. Be aware of and uphold patient rights as outlined in the Health and Disability Services Consumers' Rights</li> <li>▪ Informing patients, and when necessary their whanau, relatives or caregivers, of the proposed treatment and providing the opportunity for questions and discussion</li> </ul>
<b>7. Management</b>	<ul style="list-style-type: none"> <li>▪ Providing advice as requested by the General Manager or Chief Medical Officer (or their delegates)</li> <li>▪ Responding to requests for information by West Coast District Health Board management</li> <li>▪ Reporting promptly to the Operations Manager Hospital Services any unusual incidents or occurrences, especially those which may give rise to complaints or legal action against the West Coast District Health Board</li> <li>▪ Providing reports to any lawful agency or Hospital department when appropriate and requested</li> <li>▪ Making comprehensive and appropriate records of patients seen, and being responsible for ensuring that such records are available in accordance with normally acceptable procedures and Hospital policy</li> <li>▪ Attending and contributing to West Coast District Health Board Senior Medical Staffing meetings</li> <li>▪ Developing and maintaining close working relationships with other clinical services to support the rural generalist model of care across medical, nursing and allied health professions. Provide support for primary and community care, rural clinics and the emergency department where appropriate</li> </ul>
<b>8. Team Work</b>	<ul style="list-style-type: none"> <li>▪ Liaising with medical staff, both at Te Nikāu Hospital and Health Centre and Christchurch Hospital as required providing high quality safe patient care</li> <li>▪ Instructing, training, advising and supervising the clinical work of RMOs, Clinical Nurse Specialists, Nurse Practitioners, Allied Health staff and medical students when appropriate</li> <li>▪ Supporting training programs across the spectrum of rural hospital medicine and primary and community care to ensure a successful and sustainable rural generalism model of care</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Work in partnership with Nursing staff, Midwives and RMOs to establish thorough teaching and support to co-workers, in turn, providing high quality patient care</li> </ul>
<b>9. Continuing Professional Education and Research</b>	<ul style="list-style-type: none"> <li>▪ The Surgeon will be responsible for keeping abreast of relevant literature, not only on clinical matters, but also on clinical governance topics such as auditing, performance appraisals and quality assurance and avail of opportunities to attend relevant conferences</li> <li>▪ The Surgeon will respond positively to requests to provide education for members of the health care team</li> <li>▪ With approval, the Surgeon will attend post-graduate medical meetings, report back to colleagues on conferences attended, and ensure that their area of clinical expertise/ knowledge is up to date</li> <li>▪ A sound understanding of the legal framework surrounding medical practice in New Zealand is required</li> <li>▪ Teaching (including preparation time) of any of the following if required/applicable in the designated work location: Medical Students, RMOs, Nurses, Midwives and other Allied Health professionals</li> </ul>
<b>10. General Considerations</b>	<ul style="list-style-type: none"> <li>▪ The Surgeon will take an active role in health promotion and disease prevention</li> <li>▪ The Surgeon shall be aware of the financial constraints that the West Coast District Health Board works under, and at no time will they authorise idiosyncratic spending</li> <li>▪ All documentation relating to hospital and general matters should be dealt with promptly</li> <li>▪ The Surgeon will participate in formulating policies that will direct the organisation's activities in this area and advise other professionals accordingly, in order to reduce reliance on hospitalisation and improve the overall health of people on the West Coast</li> <li>▪ This job description gives a general outline of the duties and is not intended to be an inflexible or finite list of duties. It may therefore be amended from time to time</li> </ul>
<b>11. Workplace Responsibilities</b>	<ul style="list-style-type: none"> <li>▪ Work proactively and constructively with colleagues in a way which promotes workplace harmony and supports the multidisciplinary Rural Generalist model</li> <li>▪ Actively participate in the on-call roster, which is indicatively a 1:4 on call roster, but may vary from time to time</li> <li>▪ Be readily contactable when on call and able to attend within an acceptable time frame (15 minutes)</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Assess patients and initiate appropriate treatment within recognised national/ international best practice guidelines</li> <li>▪ Routine ward rounds are to be carried out at 0800 hours daily with the relevant Clinical Nurse Management and Surgeon team</li> <li>▪ The Surgeon, with collegial support, will use beds effectively and maintain discharge planning in the day to day management of the ward</li> <li>▪ The Surgeon will clinically treat on an outpatient's basis, admitting when necessary for inpatient treatment</li> <li>▪ The Surgeon will provide outpatient clinics to the peripheral areas on a regular basis in accordance with an agreed roster</li> </ul>
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## **PERSON SPECIFIC**

<b>Qualifications and Experience</b> <i>(indicate years of experience required and level of learnings)</i>	
<p><b>Qualifications Skills And Experience</b></p> <ul style="list-style-type: none"> <li>▪ New Zealand Registered Specialist General Surgeon or Vocational as a Specialist General Surgeon</li> <li>▪ Medical indemnity insurance</li> <li>▪ Competence in independent practice within rural context</li> <li>▪ Ideally, the following competencies: <ul style="list-style-type: none"> <li>- Competence within a Rural Hospital, Emergency Department and Outpatient environment</li> <li>- Competence in acute paediatric diagnostic and procedural skills, and emergency management of the surgically unwell child</li> <li>- Competence in acute adult medical diagnostic and emergency procedural skills and stabilisation of the unwell adult</li> </ul> </li> <li>▪ Current EMST and Level 7 Resuscitation Certificate.</li> <li>▪ Experience in working in a small hospital is preferred but not essential</li> <li>▪ Other skill sets will be accommodated within the operational constraints of the hospital and primary health care environment</li> <li>▪ Able to work as a member of a highly functioning and effective team</li> </ul>	<p><b>Person Specification</b></p> <ul style="list-style-type: none"> <li>▪ Respect for, and an ability to co-operate with colleagues, have competence in teamwork and an understanding of the roles of other health professionals and healthcare teams</li> <li>▪ A critical thinker, capable of weighing, evaluating and integrating new information into his or her understanding of issues</li> <li>▪ An awareness of his or her professional limitations, and a willingness to seek help when these limitations are met</li> <li>▪ A willingness to expand their skillset if above range of competencies not currently met</li> <li>▪ The ability and willingness to facilitate the learning experience of individuals, groups and communities, both within and beyond the health sector</li> <li>▪ A dedication to appropriate ethical behaviour, based on a well developed awareness of their moral values, knowledge and application of their principles of medical ethics</li> <li>▪ A commitment to advocate for the health needs of individuals and communities</li> <li>▪ A caring and empathetic attitude to others</li> <li>▪ Respect for patients and a dedication to work with patients to optimise their health and wellbeing</li> </ul>

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed in this job classification. Employees may be requested to perform job related tasks other than those specified.

*Signed on behalf of the West Coast  
District Health Board*

***Date:***

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***Name:***

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***Position:***

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**West Coast District Health Board**

*I accept the terms and conditions as  
outlined in this Position Description*

***Date:***

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***Name:***

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***Position:***

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**West Coast District Health Board**