

# POSITION DESCRIPTION

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**Health New Zealand (HNZ) Te Tai o Poutini, West Coast, 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>	Obstetrics & Gynaecology. Senior Medical Officer	
<b>Reports to:</b>	Clinically: Chief Medical Officer HNZ (Te Tai o Poutini) / Head of Department (or relevant delegate) and Clinical Director CWH, Obstetrics & Gynaecology Operationally: relevant HNZ (Te Tai o Poutini) service or general manager	
<b>Key Relationships:</b>	<b>Internal:</b> Medical Specialist colleagues, including Rural Generalist colleagues. <ul style="list-style-type: none"> <li>• Registrars and Interns</li> <li>• Medical Specialists of other disciplines, e.g. Neonatal, Anaesthesia, Radiology and Pathology</li> <li>• Midwives</li> <li>• Nursing staff</li> <li>• Allied Health staff</li> <li>• Management and support staff</li> </ul>	<b>External:</b> <ul style="list-style-type: none"> <li>• Women and their families</li> <li>• Lead Maternity Carers</li> <li>• Referring clinicians and agencies</li> <li>• Universities</li> <li>• PHO</li> <li>• Community Groups</li> </ul>
<b>Organisational Vision:</b>	HNZ (Te Tai o Poutini) vision is to promote, enhance and facilitate the health and wellbeing of the people of the West Coast and Canterbury District.	
<b>Organisational Values &amp; Philosophy:</b>	<ul style="list-style-type: none"> <li>• Wairuatanga – Working with heart and purpose; fostering culturally safe environments that uphold dignity, empathy, and belonging.</li> <li>• Rangatiratanga – Supporting leadership and self-determination; growing people and being accountable in contributing to Pae Ora (healthy futures).</li> <li>• Whanaungatanga – Building strong relationships and teamwork; weaving people together for collective wellbeing.</li> <li>• Te Korowai Āhuru – Providing a cloak of safety and comfort; ensuring equitable, respectful, and safe workplaces that uphold Te Tiriti o Waitangi</li> </ul>	
<b>Role Purpose:</b>	<p>The Senior Medical Officer, Obstetrics &amp; Gynaecology, is responsible for providing Obstetric and Gynaecology (O&amp;G) related medical services as a member of the Women's and Children's Health (W&amp;CH) multidisciplinary team involved in the provision of planned or acute, secondary and tertiary level, Obstetric and Gynaecology practice at both West Coast and Canterbury districts.</p> <p>The West Coast operates under a Medical Rural Generalist service delivery model, where all team members contribute to a collaborative, supportive, and collegial environment. This model is designed to ensure sustainable, high-quality care across rural communities. A transalpine approach is central to this role, fostering strong clinical relationships and shared learning between West Coast and Canterbury services. This enables the maintenance and development of broad rural generalist skills, supports workforce resilience, and ensures continuity of care across the region.</p>	

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	<p>The key deliverables are:</p> <ul style="list-style-type: none"><li>• Call for Birthing Suite and Acute Gynaecology</li><li>• Antenatal care in Partnership with LMCs</li><li>• Triage</li><li>• Portfolio of Non-patient contact activities</li></ul> <p>Planned care delivery will be dependent on qualifications and scope but (gynaecology specific duties) are likely to include:</p> <ul style="list-style-type: none"><li>• Outpatient Clinics</li><li>• Colposcopy</li><li>• Operating Theatre sessions</li></ul> <p>Rural Generalists may be working in either GP, ED or hospital settings.</p>
<b>Complexity:</b>	<p>Decision making and prioritisation of clinical workload</p> <p>Working in a collegial multidisciplinary environment</p> <p>Technical procedures in Obstetrics and gynaecology</p> <p>Effective leadership and change management implementation within the service</p> <p>Active participation in quality and clinical governance activities</p>

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## KEY ACCOUNTABILITIES:

The SMO, Obstetrics & Gynaecology is responsible for:	The Senior Medical Officer, Obstetrics & Gynaecology will be successful when they
<b>1. Health and Safety</b> Lead and implement emergency procedures Maintain a high quality, safe and secure work environment by following relevant Canterbury / Westcoast DHB and divisional policies, protocols and standards.	<ul style="list-style-type: none"> <li>Participate in health and safety in the workplace</li> <li>Carry out safe work practice</li> <li>Maintain and safely use equipment</li> <li>Report accidents, incidents and near misses</li> <li>Identify, control and monitor hazards</li> <li>Know Emergency procedures</li> <li>Seek advice on safe work practice from their manager if required</li> </ul>
<b>2. Quality</b> Participate in quality improvement initiatives and identify opportunities to enhance service delivery.	Contribute to clinical governance processes, including: <ul style="list-style-type: none"> <li>Clinical Incident Reporting</li> <li>Mortality and Morbidity (M&amp;M) Meetings</li> <li>Clinical Team Meetings</li> <li>Quality Days and Rolling Half Days</li> </ul> Support a culture of safety, learning, and accountability within the team.
<b>3. Credentialing</b>	<ul style="list-style-type: none"> <li>Comply with the transalpine credentialing process.</li> <li>Participate in the Credentialing and CME process of the Royal Australian and New Zealand College of Obstetrics and Gynaecology (RANZCOG).</li> </ul>
<b>4. Clinical Activity</b>	<ul style="list-style-type: none"> <li>Acute Duties - Birthing Suite and Acute Gynaecology</li> <li>Weekend, after hours and Public Holidays Call</li> <li>Antenatal Clinics</li> <li>Triage of Referrals</li> <li><i>Gynaecology Planned Care</i> <ul style="list-style-type: none"> <li>Outpatient Clinics</li> <li>Operating Theatre Sessions</li> <li>Colposcopy</li> </ul> </li> <li><i>Rural Generalist</i> <ul style="list-style-type: none"> <li>GP/Primary</li> <li>ED</li> <li>Hospital or inpatient Work</li> </ul> </li> </ul>

## LIMITATIONS ON AUTHORITY

Situations with resource or financial implications for the department are discussed and agreed with the Clinical Director and Service Manager. Issues with any direct impact on the West Coast District Health Board and the Canterbury District Health Board are communicated to the Clinical Director.

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<b>Leadership Capabilities</b> <i>(as per the Leadership Capability Framework)</i>	
<b>Dimension</b>	<b>Description</b>
<b>Empower others to Act</b>	<input type="checkbox"/> Facilitates team development through mentoring, coaching, and role modelling. <input type="checkbox"/> Leads conflict resolution with a focus on sustaining team cohesion and psychological safety. <input type="checkbox"/> Champions inclusive decision-making, ensuring diverse clinical voices are heard and valued.
<b>Stimulate innovation and create immediate wins</b>	<input type="checkbox"/> Leads service innovation by identifying systemic issues and proposing scalable solutions. <input type="checkbox"/> Drives clinical excellence through evidence-informed practice and continuous improvement. <input type="checkbox"/> Supports translational thinking, bridging research, policy, and practice. <input type="checkbox"/> Evaluates risk and benefit with a strategic lens, balancing innovation with patient safety. <input type="checkbox"/> Facilitates cross-disciplinary collaboration, especially in rural and transalpine contexts.
<b><u>Foster a positive culture</u></b>	<input type="checkbox"/> Models values-based leadership, embedding Te Tiriti o Waitangi and equity principles. <input type="checkbox"/> Promotes a culture of accountability, transparency, and continuous learning. <input type="checkbox"/> Addresses ethical dilemmas with clarity and compassion, supporting team reflection. <input type="checkbox"/> Leads with empathy, fostering trust across clinical and non-clinical teams.
<b><u>Establish the change imperative</u></b>	<input type="checkbox"/> Drives change leadership by aligning clinical priorities with organisational strategy. <input type="checkbox"/> Navigates complexity, reconciling competing demands across services and disciplines. <input type="checkbox"/> Advocates for rural health equity, ensuring the voice of rural communities is heard in change processes. <input type="checkbox"/> Monitors impact, using data and feedback to refine change initiatives.

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## Qualifications & Experience *(indicate years of experience required and level of learning)*

### Essential

Vocational Registration in Obstetrics & Gynaecology with the Medical Council of New Zealand;

or eligibility to gain scope through:

- Advanced Training Pathway in Rural Generalist Obstetrics (ATPT), or
- Advanced DRANZCOG training.

Current Practising Certificate with the Medical Council of New Zealand.

Professional Membership of RANZCOG or another recognised Specialist College, subject to approval by the CMO/CD of Obstetrics, Clinical Director of Gynaecology, and/or GM, Women's & Children's Health.

Broad clinical experience across secondary and tertiary Obstetrics & Gynaecology settings, including:

- Inpatient care
- Day patient procedures
- Outpatient clinics
- Competent surgical skills relevant to the scope of Obstetrics & Gynaecology practice.

### Desirable

- Demonstrated ability to work effectively under pressure and manage competing clinical priorities.
- Excellent oral and written communication skills, with the ability to convey complex information clearly to patients, whānau, and colleagues.
- Proven commitment to team-based care, fostering collaborative relationships across clinical and non-clinical teams.
- Demonstrated empathy and cultural competence in interactions with patients, whānau, and staff.
- Innovative and adaptable thinker, responsive to evolving models of care and medical practice.
- Commitment to ongoing professional development, reflective practice, and the delivery of patient- and whānau-centred care.
- Experience or interest in working within a rural or transalpine health system is advantageous.

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.