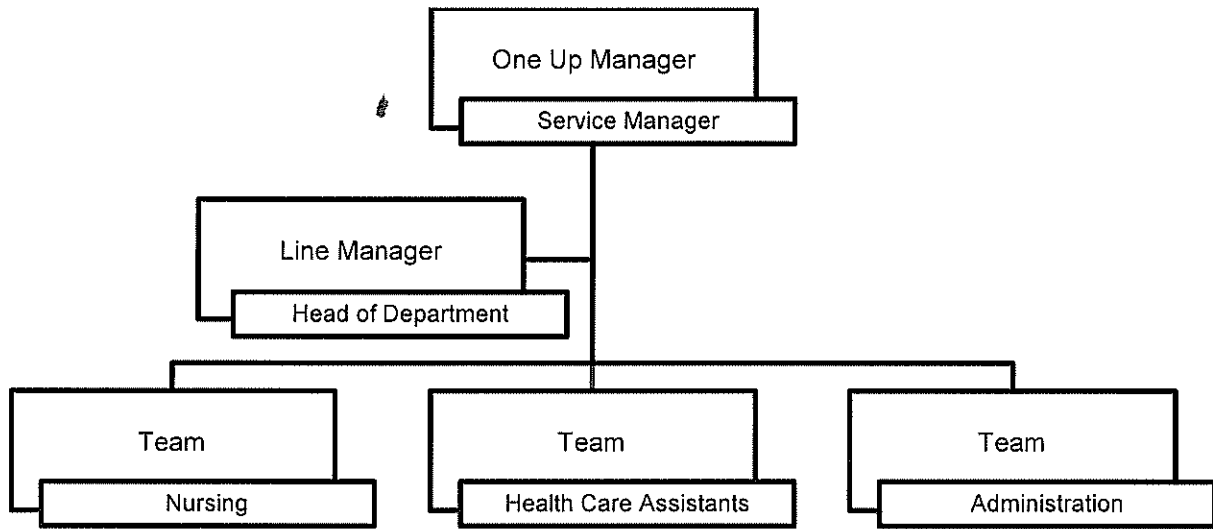




POSITION DESCRIPTION

Position:	Registrar - Obstetrics and Gynaecology	
Responsible To:	Service Manager, Woman, Child and Family (Operational) Medical Director through the Head of Department (Professional)	
Direct Reports:	Nil	
Location:	Rotorua and Taupō	
Functional Relationships:	Internal:	External:
	Senior Medical Staff	Nil
	Junior Medical Staff	
	Trainee Interns	
	Medical Students	
	Midwifery Staff	
	Medical Management Unit Staff	
	Administrative Staff	
	Child Protection Co-Ordinator	
	Family Violence Co-Ordinator	
	Maori Health Team	
	Clerical Staff	
	Nursing Staff	
	Allied Health Staff	
	Other Departments	
Financial Delegations:	Nil	
Run Category:	D (50-54.9 hours) paid at D	
Date:	April 2021	



Primary purpose(s) of the position

To provide Medical Services in accordance with protocols as established by consultants with high quality patient care being the primary focus.

Provide Treatment review on behalf of admitting consultant and other consultants after hours.

Perform Rostered duty and on call.

Outpatient and community clinics and procedures performed.

Key Objectives	Description	Expected Outcomes
Clinical Responsibility	General	<ul style="list-style-type: none"> • The dignity and humanitarian needs of the women are met and the cultural needs are respected. • Daily ward round each morning with duty consultant. • Assessment and treatment of acute obstetric admission to Birthing Unit and gynaecology attendances at the Emergency Department. • On going care and treatment of women admitted under obstetric & gynaecology care. • On going daily management of inpatients, outpatients, community patients and discharges. Organises overall investigation plan for patients and collates investigation results and effects of treatment. Ensures adequate communication with patients and family. • General Practitioner advice given and delegated to consultant if at all uncertain. • Duty hours will include theatre sessions, clinics (ANC and Gynaecology) and Labour Ward cover. On call will include Labour Ward management and emergency admissions including supervision of Senior House Officers. • Prompt attendance at education sessions, coding and other staff meetings that may occur. • Presentation of cases/organisation of teaching by arrangement with the consultant: <ul style="list-style-type: none"> ○ Grand round ○ Perinatal meeting ○ Other departmental teaching • All service and organisational policies and protocols complied with.
	Documentation	<ul style="list-style-type: none"> • Responsible for ensuring that all patient records, referrals and discharge letters are completed accurately and promptly. All GP discharge letters are filled in promptly, accurately and legibly. All documentation must comply with statutory requirements and professional standards. • Patient notes will be fully completed to enable other staff to deliver appropriate care. It is a legal requirement to document the treatment/findings. <ul style="list-style-type: none"> ○ Consultants and RMOs are responsible for recording all patient diagnosis and information relevant to the episode of care. This process should involve: <ul style="list-style-type: none"> ○ A minimum of once daily notation of treatment/progress in patient notes. Diagnosis/Procedures will be recorded ○ All treatments must be recorded. ○ At the time of discharge the Discharge Summary sheet will be completed and a copy given to the

Key Objectives	Description	Expected Outcomes			
		<p>parents and a copy sent to the GP.</p> <ul style="list-style-type: none"> • Patient notes that have been completed by the medical staff will include a completed Discharge Summary sheet and Coding Summary Sheet. This information will ensure that the relevant information on patient care is readily available for the coding process. Doctors will have 1 week (5 working days) to complete this discharge documentation 			
Clinical Responsibility	<p><u>Clinics</u></p> <ul style="list-style-type: none"> • The Registrar will be involved in weekly outpatient clinics <p><u>Theatre Sessions</u></p> <ul style="list-style-type: none"> • Attendance at two lists per week 	<ul style="list-style-type: none"> • See new and follow up patients in association with a Obstetric and Gynaecology Consultant. 			
Education/Staff Development Opportunities	<ul style="list-style-type: none"> • Attendance where possible. 	<ul style="list-style-type: none"> • Weekly SHO Teaching Wednesday - 0800-0900 Obstetric CQI, Consultants Meeting • Fortnightly Friday- 0800-0915 Perinatal Inservice and Morbidity/Mortality Meetings • Monthly Gynae Pathology Radiology Meeting 			
Training/ Development and Supervision of Other Staff	<p>The Registrar is a key person for teaching O & G medical staff O & G techniques and also guiding them on the quality of case histories and discharge summaries. </p>	<ul style="list-style-type: none"> • Registrars may be asked to teach nursing and other staff from time to time. 			
Performance Appraisal	As per RANZCOG guidance				
Research and Review Activities	As per RANZCOG recommendations				
Rota/Duties	Advanced Trainee	<table border="1"> <tr> <td>Monday to Friday </td> <td>0800 - 1700 </td> <td>Variable duties (mix of clinics, theatre and labour ward </td> </tr> </table>	Monday to Friday	0800 - 1700	Variable duties (mix of clinics, theatre and labour ward
Monday to Friday	0800 - 1700	Variable duties (mix of clinics, theatre and labour ward			

Key Objectives	Description	Expected Outcomes		
		One on-call per week	1700-0800	
		One on call Friday and Sunday	Friday 1700 – 0800 and Sunday 1700 – 0800	On a one in five basis
		One on-call Saturday	0800 – 0800	On a one in five basis



Te Ringa Tōmau

Te Ringa Hora



Te Ringa Raupā



Te Ringa Ahuehu

Te Ringa Taurima



Capabilities	Capability Definition	Achievement Indicators
Communication and Personal Interaction Te Ringa Hora <i>the open hand (denoting someone who is sociable)</i>	Openly communicates and cooperates with all levels of DHB employees, patients and visitors.	<ul style="list-style-type: none"> Listens actively, absorbs message and responds appropriately. Builds effective working relationships. Establishes rapport with others and gains their respect while being adaptive in relating to different types of people and situation. Openly and constructively participates in conversations with multi-disciplinary team, patients, managers and visitors. Patients and visitors are appropriately welcomed and treated while within the DHB. Collegiality with team mates and multi-disciplinary teams. Accepts differences of opinion can occur but these happen respectfully and without any continued animosity.
Strategy & Performance Te Ringa Raupā <i>the roughened hand (symbolising a hard worker)</i>	Spends energy on delivering role requirements and meeting objectives Organises own time to deliver on required tasks and duties	<ul style="list-style-type: none"> Has an energetic approach to work and is self motivated. Accepts direction and instruction of manager but is able to work effectively without direction or guidance. Organises time and resources effectively. Understands and work towards achievement of the organisation's goals. On shift is busy completing shift duties. Utilises effective time management strategies to meet shift duties and works towards achieving objectives in any spare moments.
Development and Change	Accepts change in day to day practices and contributes to decision	<ul style="list-style-type: none"> Can adjust behaviour to the demands of the work environment in order to remain productive through periods of transition, ambiguity,

Capabilities	Capability Definition	Achievement Indicators
<p>Te Ringa Ahuahu</p> <p><i>the hand that shapes or fashions something (refers to someone who is innovative)</i></p>	<p>making of the team.</p> <p>Makes suggestions to increase efficiency of the unit.</p>	<p>uncertainty and stress.</p> <ul style="list-style-type: none"> Works with managers and team to make any changes within practices work. Contributes to change processes, offering solution based ideas. Constructively makes suggestions to improve process or practices and gain efficiencies. Accepts when ideas are not accepted for implementation.
<p>Personal Accountability</p> <p>Te Ringa Tōmau</p> <p><i>the hand that is trustworthy</i></p>	<p>Is open with manager and colleagues and open to accepting feedback and critique to improve upon practice.</p> <p>Looks for and undertakes development activities appropriate for role and career development.</p>	<ul style="list-style-type: none"> Offers constructive criticism and accepts feedback. Establishes rapport with others and gains their respect while being adaptive in relating to different types of people and situations, to allow improvements to be made. Accepts all feedback and participates in feedback discussions appropriately. Responds and queries how improvements can be made. Advises manager wherever issues may be impacting on performance. Recognises areas that could be improved in own practice. Requests learning and development opportunities to enhance practice in role and/ or to assist where improvements can be made. Recognises and facilitates the rights of Māori clients and their whanau to participate in cultural activities. Has a working knowledge of the Lakes DHB Māori communities.
<p>Culture and Values</p> <p>Te Ringa Taurima</p> <p><i>the hand that nurtures, encourages, supports</i></p>	<p>Operates in line with DHB values and expectations and professional codes of conduct.</p>	<ul style="list-style-type: none"> Demonstrates a commitment to cultural safety by meeting and exceeding the cultural needs of clients/ customers/ colleagues. Incorporates the Lakes Way into day to day business activities. Shows respect for patients, colleagues, managers, multi-disciplinary teams. Utilises the Lakes Way philosophy to engage with patients, visitors and multi-disciplinary teams.

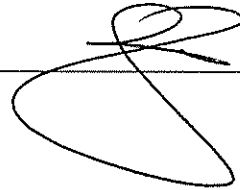
Compulsory Requirements	Description	Expected Outcomes
Māori Health	Māori philosophies and	<ul style="list-style-type: none"> Meaningful relationships are established with Te

	values of health are demonstrated in work practice.	<p>Huinga Takiōra Māori in the planning and delivery of services.</p> <ul style="list-style-type: none"> • Practices are consistent with Te Tiriti o Waitangi /The Treaty of Waitangi when working with Māori. • Delivery of safe services for Māori are facilitated by ensuring they can access treatment options and are involved in the planning and delivery of their care. • Māori are enabled to access and participate in cultural activities provided by the Lakes DHB. • A commitment to improving the wellbeing of Māori by increasing cultural knowledge in the Lakes DHB is shown.
Te Iti Kahurangi	The Lakes Way, Our Place Our Culture	<ul style="list-style-type: none"> • Works within the Te Iti Kahurangi framework and supporting guide document.
Record Keeping		<ul style="list-style-type: none"> • Complies with the Lakes DHB Corporate Records Management policy to create and maintain full and accurate records.
Quality & Risk	Patient safety is paramount to the service we deliver at Lakes District Health Board. This is to be achieved in a clinical governance framework that is culturally responsive and identifies and manages risk and opportunities to improve.	<ul style="list-style-type: none"> • Employees are supported to lead by example and implement a culture of continuous quality improvement. • Risks that may prevent Lakes DHB from achieving their goals are identified, reported, and managed. • Māori patients are provided patient-centred care to achieve positive Māori health outcomes. • Needs of Māori are reviewed and reported in the further development of practice, process and or policy. • Evidence-based methodologies are used to support improvements, e.g. kaupapa Māori methodology. • Quality care is provided to certification standards.
Health & Safety	Each individual is responsible for ensuring the safety of themselves, their colleagues, patients and their visitors and to comply with all organisational health and safety policies, procedures and guidelines.	<ul style="list-style-type: none"> • Implementation and reinforcement of a proactive healthy work place culture which reflects relevant Lakes DHB policy and legislative requirements. • Healthy lifestyles are actively promoted and participated in, within the work area. • Employees participate in Health and Safety within areas of work. • Health and Safety activities are appropriately documented within specified timeframes. • Health and Safety policies have been read and understood and are applied in the workplace. • Health and Safety policies are appropriately documented within specified timeframes and incidents are reported immediately.

- Any opportunities for improving Health and Safety are reported and acted upon in a timely manner.
- All near misses/incident/accidents are reported to the appropriate line manager within 24 hours.

Signatures:

Line Manager:
(position description approved):



Employee:
(acceptance of position description):

(Please also initial all other pages to show acceptance of position description.)

Person Specification	Essential	Desirable
Education and Qualifications:	▪ . . .	▪ . . .
Experience:	▪ . . .	▪ . . .
Knowledge:	<ul style="list-style-type: none"> ▪ Te Tiriti O Waitangi in the provision of health care services and support to Māori. ▪ Te Tiriti O Waitangi in practice, process, policy development and decision making. 	▪ . . .
Skills:	▪ Pronunciation of Te Reo Māori words and names.	▪ Te Reo Māori.
Personal Attributes:	▪ . . .	▪ Non-smoker preferred.

ABOUT LAKES DISTRICT HEALTH BOARD

At Lakes District Health Board we place the highest value on the health and wellbeing of everyone in our community. As such all healthcare workers are expected to play a part in the creation and promotion of an environment which lives the following vision, mission and values:

VISION

Healthy Communities – Mauriora! In this vision Mauriora refers to the Mauri - being the life essence and the source of well being, and ora - describing the state of wellness.

STRATEGIC MISSION



- Achieve equity in Māori health.
- Build an Integrated health system.
- Strengthen people, whanau and community wellbeing.

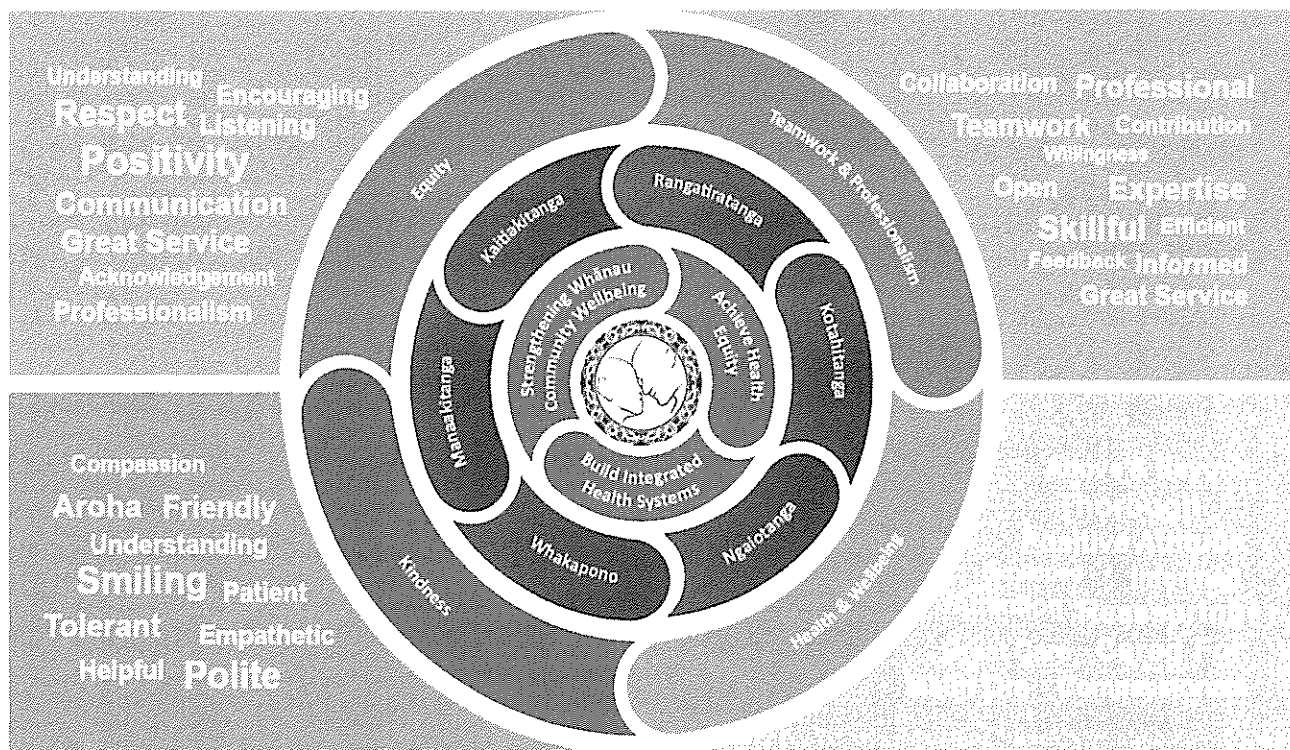
THREE CORE VALUES

Manaakitanga respect and acknowledgment of each other's intrinsic value and contribution.

Integrity truthfully and consistently acting collectively for the common good.

Accountability collective and individual ownership for clinical and financial outcomes and sustainability.

TE ITI KAHURANGI – THE LAKES WAY, OUR PLACE, OUR CULTURE – WE WILL



TE TIRITI O WAITANGI

Our expression of Te Tiriti o Waitangi

The text of Te Tiriti, including the preamble and the three articles, along with the Ritenga Māori declaration, are the enduring foundation of our approach to achieving health and independence. Based on these foundations, we will strive to achieve the following four goals, each expressed in terms of mana.

Mana whakahaere

Effective and appropriate kaitiakitanga and stewardship over the health and disability system. Mana whakahaere is the exercise of control in accordance with tikanga, kaupapa and kawa Māori. This goes beyond the management of assets and resources and towards enabling Māori aspirations for health and independence.

Mana motuhake

Enabling the right for Māori to be Māori (Māori self-determination); to exercise their authority over their lives and to live on Māori terms and according to Māori philosophies, values and practices, including tikanga Māori.

Mana tangata

Achieving equity in health and disability outcomes for Māori, enhancing the mana of people across their life course and contributing to the overall health and wellbeing of Māori.

Mana Māori

Enabling Ritenga Māori (Māori customary rituals), which are framed by te ao Māori (the Māori world), enacted through tikanga Māori (Māori philosophy and customary practices) and encapsulated within mātauranga Māori (Māori knowledge).

Lakes DHB is committed within the framework of the New Zealand Public Health and Disability Act (2000) to supporting the Crown's commitment to upholding its Tiriti promises.

ORGANISATION STRUCTURE

