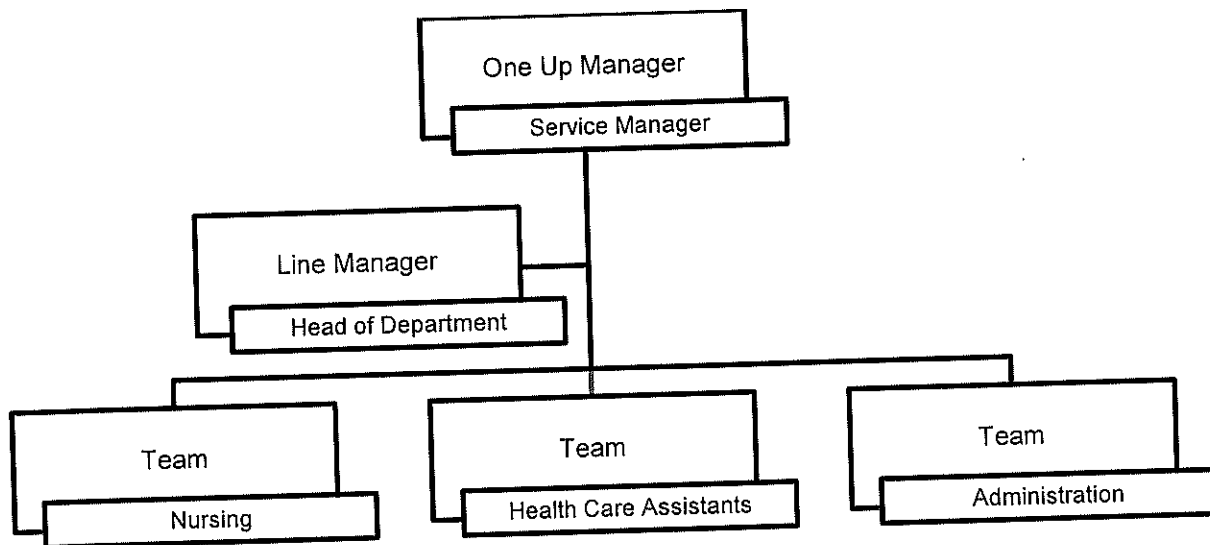




## POSITION DESCRIPTION

<b>Position:</b>	Junior Registrar - Paediatrics	
<b>Responsible To:</b>	Service Manager, Woman, Child and Family (Operational) Medical Director through the Head of Department (Professional)	
<b>Direct Reports:</b>	Nil	
<b>Location:</b>	Rotorua and Taupō	
<b>Functional Relationships:</b>	<b>Internal:</b> Senior Medical Staff Junior Medical Staff 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	<b>External:</b> Nil
<b>Financial Delegations:</b>	Nil	
<b>Run Category:</b>	D (50 - 54.9 hrs/wk) Paeds Winter Roster D (50 - 54.9 hrs/wk) Paeds Summer Roster	
<b>Paid Category:</b>	D – Summer Winter Roster (Qs 1 & 2) B – Paeds Winter Roster (Qs 3 & 4) Maximum paid level Registrar Year 2	
<b>Date:</b>	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.
- Perform Rostered outpatient /community clinics and procedures.

Key Objectives	Description	Expected Outcomes
Clinical Responsibility	General	<ul style="list-style-type: none"> <li>• Assessment and treatment of acute paediatric admissions or attendances at the Emergency Department and the Children's Assessment Unit (CAU) when on call or on the ward.</li> <li>• On going care and treatment of children in Emergency Department, SCBU, Children's Unit, CAU and ICU/CCU if appropriate. Care of babies on Perinatal Unit and Birthing Unit under paediatric specialist care.</li> <li>• Assistance with procedures/advice for children with surgical problems in Children's Unit, Emergency Department, ICU and CAU.</li> <li>• 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 parents/caregivers regarding their child's illness, management and progress.</li> </ul>

Key Objectives	Description	Expected Outcomes
		<p>Informed consent is obtained from parents without duress.</p> <ul style="list-style-type: none"> <li>• Participate in the Paediatrics 'after hours' and 'weekend' roster as part of the 'Paediatrician's roster' (i.e. on call or duty on behalf of the Paediatricians, with specific Paediatrician back-up).</li> <li>• Responsible for ensuring that RMOs working in the Paediatric area are competent in resuscitation techniques. SHOs are expected to respond to Emergency Department, SCBU, CAU and Birthing Unit/Perinatal Unit/Caesar theatre calls and the Registrar is responsible for giving advice and support to SHOs.</li> <li>• When on acute, Registrar will be called to all (including adult) arrests and will be expected to lead neonatal and paediatric arrests (until the Consultant arrives).</li> <li>• General Practitioner advice given and delegated to consultant if at all uncertain.</li> <li>• Prompt, informed attendance at ward rounds daily plus two or three times a week with Consultants or more frequently if clinically indicated.</li> <li>• Prompt attendance at education sessions and other relevant staff meetings which may occur. Involvement in other team meetings to include participation in the paediatric X-ray meeting, in-patient discussion meeting, multi-disciplinary meeting and SHO teaching sessions.</li> <li>• Presentation of cases/organisation of teaching by arrangement with the consultant: <ul style="list-style-type: none"> <li>○ Grand round</li> <li>○ Perinatal meeting</li> <li>○ Simulation/scenario teaching session</li> <li>○ Other departmental teaching</li> </ul> </li> <li>• All service and organisational policies and protocols complied with.</li> <li>• The dignity and humanitarian needs of the child/family are met and the cultural needs are respected.</li> </ul>
<b>Documentation</b>		<ul style="list-style-type: none"> <li>• 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.</li> </ul>

Key Objectives	Description	Expected Outcomes
		<ul style="list-style-type: none"> <li>Attendance at ward rounds by all members of the junior medical team is ensured by the Registrar.</li> <li>Patient notes will be fully completed to enable other staff to deliver appropriate care. It is a legal requirement to document the treatment/findings.</li> <li>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"> <li>A minimum of once daily notation of treatment/progress in patient notes. Diagnosis/Procedures will be recorded</li> <li>All treatments must be recorded</li> <li>At the time of discharge the Discharge Summary sheet will be completed and a copy given to the parents and a copy sent to the GP.</li> </ul> </li> <li>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.</li> </ul>
<b>Clinical Responsibility</b>	<u>Clinics</u> <ul style="list-style-type: none"> <li>The Registrar will be involved in weekly outpatient clinics</li> </ul>	<ul style="list-style-type: none"> <li>See new and follow up patients in association with a Paediatric Consultant.</li> </ul>
<b>Education/Staff Development Opportunities</b>	<ul style="list-style-type: none"> <li>Attendance where possible</li> </ul>	<ul style="list-style-type: none"> <li>Monday <ul style="list-style-type: none"> <li>1200-1245 X-Ray Meeting</li> <li>1300-1330 Case of the week, Journal Club</li> <li>1330-1415 In-patient team discussion</li> <li>1415-1515 CQI (fortnightly)</li> </ul> </li> <li>Tuesday <ul style="list-style-type: none"> <li>0830-0915 Paediatric Multidisciplinary Team</li> <li>1230-1330 RMO Teaching-Paediatrics</li> </ul> </li> <li>Wednesday <ul style="list-style-type: none"> <li>0800-0915 Paediatric Update (Telepaeds) when able</li> </ul> </li> <li>Thursday <ul style="list-style-type: none"> <li>1230-1330 RMO teaching- Paediatricians</li> </ul> </li> <li>Friday <ul style="list-style-type: none"> <li>0800-0915 Perinatal In-service or scenario teaching (alternates weekly)</li> <li>1230-1330 Local grand round</li> <li>1300-1400 Paediatric grand round (Telepaeds) when appropriate</li> </ul> </li> </ul>

Key Objectives	Description	Expected Outcomes
<b>Training/Development and supervision of other staff</b>	The Registrar is a key person for teaching Paediatric medical staff Paediatric techniques and also guiding them on the quality of case histories and discharge summaries.	<ul style="list-style-type: none"> <li>Registrars may be asked to teach nursing and other staff from time to time.</li> </ul>
<b>Performance Appraisal</b>		<ul style="list-style-type: none"> <li>Halfway through and at the end of a run, the consultant(s) will initiate a formal review of the Registrar's performance. A Performance Appraisal Form is completed by the appropriate consultant(s) at mid term and by the end of the run. This form must be discussed with the Registrar and is to be signed/commented upon by the Registrar.</li> </ul>
<b>Research and Review Activities</b>		<ul style="list-style-type: none"> <li>Apart from their active involvement in Journal Club which is expected of all junior staff, those Registrars who have successfully completed Part 1 of the FRACP programme are supported to undertake original research. They would be expected to present such research at the Paediatric Society Annual Meeting or at another equivalent meeting. Research activities are necessary for a successful completion of the Part 2 FRACP programme.</li> </ul>



Te Ringa Tōmau

Te Ringa Hora



Te Ringa Raupā



Te Ringa Ahuahu

Te Ringa Taurima



Capabilities	Capability Definition	Achievement Indicators
<b>Communication and Personal Interaction</b>  <b>Te Ringa Hora</b>  <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"> <li>Listens actively, absorbs message and responds appropriately.</li> <li>Builds effective working relationships.</li> <li>Establishes rapport with others and gains their respect while being adaptive in relating to different types of people and situation.</li> <li>Openly and constructively participates in conversations with md team, patients, managers and visitors.</li> <li>Patients and visitors are appropriately welcomed and treated while within the DHB.</li> <li>Collegiality with team mates and multi-disciplinary teams.</li> <li>Accepts differences of opinion can occur but these happen respectfully and without any</li> </ul>

Capabilities	Capability Definition	Achievement Indicators
		continued animosity.
<b>Strategy &amp; Performance</b>  <b>Te Ringa Raupā</b>  <i>the roughened hand (symbolising a hard worker)</i>	<p>Spends energy on delivering role requirements and meeting objectives</p> <p>Organises own time to deliver on required tasks and duties</p>	<ul style="list-style-type: none"> <li>Has an energetic approach to work and is self motivated.</li> <li>Accepts direction and instruction of manager but is able to work effectively without direction or guidance.</li> <li>Organises time and resources effectively.</li> <li>Understands and work towards achievement of the organisation's goals.</li> <li>On shift is busy completing shift duties.  </li> <li>Utilises effective time management strategies to meet shift duties and works towards achieving objectives in any spare moments.  </li> </ul>
<b>Development and Change</b>  <b>Te Ringa Ahuahu</b>  <i>the hand that shapes or fashions something (refers to someone who is innovative)</i>	<p>Accepts change in day to day practices and contributes to decision making of the team.</p> <p>Makes suggestions to increase efficiency of the unit.</p>	<ul style="list-style-type: none"> <li>Can adjust behaviour to the demands of the work environment in order to remain productive through periods of transition, ambiguity, uncertainty and stress.  </li> <li>Works with managers and team to make any changes within practices work.</li> <li>Contributes to change processes, offering solution based ideas.</li> <li>Constructively makes suggestions to improve process or practices and gain efficiencies.</li> <li>Accepts when ideas are not accepted for implementation.  </li> </ul>
<b>Personal Accountability</b>  <b>Te Ringa Tōmau</b>  <i>the hand that is trustworthy</i>	<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"> <li>Offers constructive criticism and accepts feedback.</li> <li>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.</li> <li>Accepts all feedback and participates in feedback discussions appropriately.</li> <li>Responds and queries how improvements can be made.</li> <li>Advises manager wherever issues may be impacting on performance.  </li> <li>Recognises areas that could be improved in own practice.</li> <li>Requests learning and development opportunities to enhance practice in role and/ or to assist where improvements can be made.</li> <li>Recognises and facilitates the rights of Māori clients and their whanau to participate in cultural activities.</li> <li>Has a working knowledge of the Lakes DHB Māori communities.  </li> </ul>

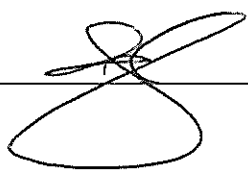
Capabilities	Capability Definition	Achievement Indicators
<b>Culture and Values</b>  <b>Te Ringa Taurima</b>  <i>the hand that nurtures, encourages, supports</i>	Operates in line with DHB values and expectations and professional codes of conduct.	<ul style="list-style-type: none"> <li>• Demonstrates a commitment to cultural safety by meeting and exceeding the cultural needs of clients/ customers/ colleagues.</li> <li>• Incorporates the Lakes Way into day to day business activities.</li> <li>• Shows respect for patients, colleagues, managers, multi-disciplinary teams.</li> <li>• Utilises the Lakes Way philosophy to engage with patients, visitors and multi-disciplinary teams.</li> </ul>

Compulsory Requirements	Description	Expected Outcomes
<b>Māori Health</b>	Māori philosophies and values of health are demonstrated in work practice.	<ul style="list-style-type: none"> <li>• Meaningful relationships are established with Te Huinga Takiōra Māori in the planning and delivery of services.</li> <li>• Practices are consistent with Te Tiriti o Waitangi /The Treaty of Waitangi when working with Māori.</li> <li>• 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.</li> <li>• Māori are enabled to access and participate in cultural activities provided by the Lakes DHB.</li> <li>• A commitment to improving the wellbeing of Māori by increasing cultural knowledge in the Lakes DHB is shown.</li> </ul>
<b>Te Iti Kahurangi</b>	The Lakes Way, Our Place Our Culture	<ul style="list-style-type: none"> <li>• Works within the Te Iti Kahurangi framework and supporting guide document.</li> </ul>
<b>Record Keeping</b>		<ul style="list-style-type: none"> <li>• Complies with the Lakes DHB Corporate Records Management policy to create and maintain full and accurate records.</li> </ul>
<b>Quality &amp; Risk</b>	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"> <li>• Employees are supported to lead by example and implement a culture of continuous quality improvement.</li> <li>• Risks that may prevent Lakes DHB from achieving their goals are identified, reported, and managed.</li> <li>• Māori patients are provided patient-centred care to achieve positive Māori health outcomes.</li> <li>• Needs of Māori are reviewed and reported in the further development of practice, process and or policy.</li> <li>• Evidence-based methodologies are used to support improvements, e.g. kaupapa Māori methodology.</li> </ul>

<b>Health &amp; Safety</b>	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"> <li>• Quality care is provided to certification standards.</li> <li>• Implementation and reinforcement of a proactive healthy work place culture which reflects relevant Lakes DHB policy and legislative requirements.</li> <li>• Healthy lifestyles are actively promoted and participated in, within the work area.</li> <li>• Employees participate in Health and Safety within areas of work.</li> <li>• Health and Safety activities are appropriately documented within specified timeframes.</li> <li>• Health and Safety policies have been read and understood and are applied in the workplace.</li> <li>• Health and Safety policies are appropriately documented within specified timeframes and incidents are reported immediately.</li> <li>• Any opportunities for improving Health and Safety are reported and acted upon in a timely manner.</li> <li>• All near misses/incident/accidents are reported to the appropriate line manager within 24 hours.</li> </ul>
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**Signatures:**

Line Manager:  
(position description approved):



Employee:  
(acceptance of position description):

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

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



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**Personal  
Attributes:**

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- [..]

- 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.

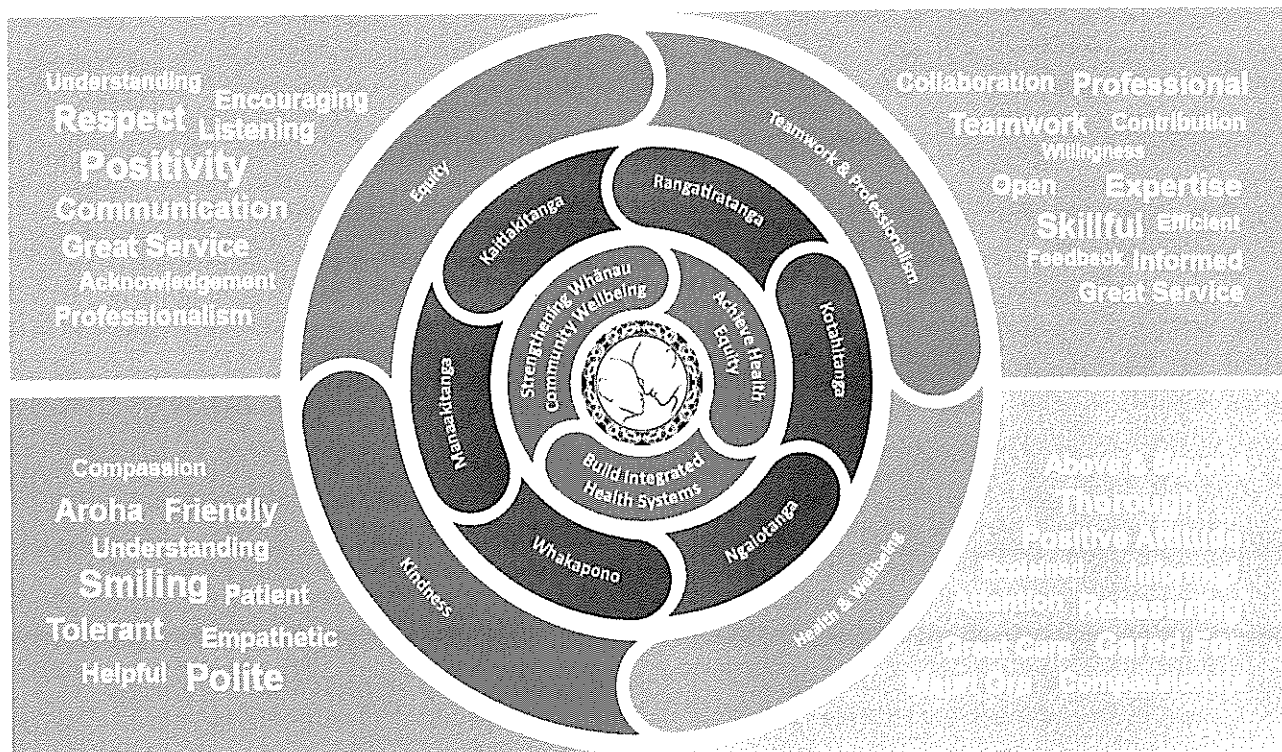
### THREE CORE VALUES

**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 Rītenga 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 Rītenga 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

