

## Job Description

### Gastroenterologist

### Surgical & Support Services

|   |  |
|---|--|
| <b>Position Title:</b>                    | Gastroenterologist   |
| <b>Organisation Unit:</b>                 | Surgical & Support Services  |
| <b>Location:</b>                          | Whangarei Hospital, Te Whatu Ora Te Tai Tokerau                                  |
| <b>Responsible to:</b>                    | Clinical Head of Department, Department of Medicine, Te Whatu Ora Te Tai Tokerau |
| <b>Primary Functions of the Position:</b> | To Provide clinical service and direction within gastroenterology services.      |

### Functional Relationships

The Gastroenterologist will develop and maintain excellent relationships with:

| Internal   | External  |
|--|---|
| <ul style="list-style-type: none"> <li>• Clinical Director of Medicine</li> <li>• Other physicians</li> <li>• Clinical Nurse Manager- Endoscopy</li> <li>• Clinical Nurse managers and other senior nurses of the medical services</li> <li>• Senior Medical staff employed by Te Whatu Ora, Te Tai Tokerau</li> <li>• Registrars and House Officers</li> <li>• Chief Medical Officer</li> <li>• Rural Hospital Services</li> <li>• Other Whangarei Hospital Services CNS IBD</li> <li>• Gastro Booking Clerk</li> <li>• Endoscopy staff</li> <li>• Bowel Screening Programme Staff</li> </ul> | <ul style="list-style-type: none"> <li>• Patients and family/Whanau</li> <li>• Primary Health Care providers</li> <li>• Tertiary specialist and referral hospitals</li> </ul> |

## Key Responsibilities and Expected Outcomes

Te Whatu Ora Te Tai Tokerau has established a set of values by which the organisation will respond, in part, to achieving its goals and objectives through their workforce. The following Values and supporting statements are expected behaviours of each individual employed with Te Whatu Ora Te Tai Tokerau:

| Values   | Supporting Statement  |
|--|---|
| <b>Tāngata i te tuatahi</b><br>People First    | He whakapapa, he mokopuna, he tamariki, he mātua, he tūpuna. He aha te mea nui. He tāngata, he tāngata, he tāngata<br>Our people are central to all we do |
| <b>Whakaute (tuku mana)</b><br>Respect         | He whakaaro nui ki ētahi atu<br>We treat others as they would like to be treated  |
| <b>Manaaki</b><br>Caring                       | Ko te manaaki – he whāngai, he kākahu, he ropiropi. Akona e te whānau whānui<br>We nurture those around us, and treat all with dignity and compassion     |
| <b>Whakawhitiwhiti Kōrero</b><br>Communication | Whakawhitiwhiti kōrero i runga te tika, te pono me te<br>We communicate openly, safely and with respect to promote clear understanding aroha              |
| <b>Te Hiranga</b><br>Excellence                | Kia kaha, kia māia, kia manawa nui<br>Our attitude of excellence inspires confidence and innovation   |

The position of Gastroenterologist encompasses the following major functions or key result areas:

- Te Tiriti o Waitangi
- In Collaboration with other clinicians to provide inpatient and outpatient gastroenterology services in Northland
- In collaboration with the CD and other clinicians, provide and lead specific gastroenterology services
- In Consultation with the clinical director (CD) ensure that knowledge and skills development is ongoing and up to date with current trends
- In conjunction with CD and General Manager (GM), Contribute to the successful management and service planning and development of the gastroenterology service of Northland
- Reducing Inequity
- Telehealth
- Health and Safety
- Privacy & Confidentiality

The outcome requirements of the above key responsibility areas are outlined below:

| Key Responsibility Area  | Expected Outcomes   |
|--|---|
| Te Tiriti o Waitangi   | <ul style="list-style-type: none"> <li>• Contribute to the promotion of the articles and principles of Te Tiriti o Waitangi and the involvement of Māori within the decision-making process for their health and independence, within District Health Board management processes and procedures</li> <li>• Include the articles and principles of Te Tiriti o Waitangi within all aspects of the role and its outcomes</li> <li>• Ensure that consultation and engagement processes include appropriate mechanisms to meet the need of Māori in a culturally appropriate and safe manner</li> <li>• Attend the Northland District Health Board Te Tiriti o Waitangi Training</li> </ul>   |
| In Collaboration with other clinicians to provide inpatient and outpatient gastroenterology services for Northland | <ul style="list-style-type: none"> <li>• Be Available for telephone consultations from GPs, other hospitals, Junior medical staff and other services, During normal hours of work.</li> <li>• Discuss patients with multi-disciplinary team and refer patients to tertiary services as appropriate.</li> <li>• Preform regular routine ward rounds with junior medical staff and the multi-disciplinary team of the ward reviewing the progress, management and discharge plans of inpatients admitted under your care.</li> <li>• Be available to discuss and/or see patients as required at other times.</li> <li>• Attend to referrals from other wards/services as necessary.</li> <li>• Participate in multi-disciplinary ward team meeting to establish goals, review progress, management and develop discharge plans.</li> <li>• Ensure handover of information regarding patients of concern to on-call-teams</li> <li>• Delegate tasks and responsibilities to junior doctors as appropriate to their level of skill and supervise their work.</li> <li>• Preform regular outpatient clinics at hospital sites around Northland.</li> <li>• Preform Endoscopy procedures at hospital sites around Northland.</li> </ul> |
| In Collaboration with the CD and other clinicians, provide and lead specific gastroenterology services.            | <ul style="list-style-type: none"> <li>• Preform endoscopy sessions as dictated by need, Resource availability and personal skills.</li> <li>• Liaise regularly with tertiary referral services regarding aspects of patient care and for education purposes.</li> <li>• Accept outpatient referrals for new and follow-up. Gastroenterology patients, as part of the outpatient service for Northland.</li> <li>• Provide regional visiting service to other peripheral sites, seeing outpatients and inpatient referrals.</li> <li>• To set and maintain high quality standards of care for inpatient and outpatient care.</li> <li>• Ensure all documentation and processes are clear and meet the regulations of Te Whatu Ora, Te Tai Tokerau.</li> </ul>   |

| Key Responsibility Area   | Expected Outcomes  |
|---|--|
| <p>In Consultation with Clinical Director (CD) ensure that knowledge and skills development is ongoing and up to date with current trends.</p>                                    | <ul style="list-style-type: none"> <li>• Develop and maintain personal professional practice in accordance with RACP maintenance of professional standards, legislative requirements, policies and guidelines (or equivalent).</li> <li>• Peer Group supervision/networking is undertaken on a regular basis.</li> <li>• Participate in the provision of supervision and training for the registrars and House Surgeons, nursing staff and allied health professionals in the inpatient and outpatient services, community group and agencies.</li> <li>• Be involved in performance management which reflects the current environment, and which is reviewed at least once annually.</li> <li>• In accordance with service delivery priorities develop special area of expertise consistent with own professional discipline and interest, and thereby act as a resource person for the service.</li> </ul> |
| <p>In conjunction with CD and General Manager (GM), contribute to the successful management and service planning and development of the gastroenterology service of Northland</p> | <ul style="list-style-type: none"> <li>• Along with the other specialist staff, provide clinical support and direction for Gastroenterology services in Northland.</li> <li>• Develop liaison with tertiary referral hospital and tertiary specialists.</li> <li>• Contribute to the planning and provision of Gastroenterology services in Northland.</li> <li>• Attend planning or management meetings as requested.</li> <li>• Prepare reports as required.</li> <li>• Provide direction, both written and verbal, to ensure safe management and where necessary, develop written guidelines.</li> <li>•</li> </ul>   |
| <p>Reducing Inequity</p>  | <ul style="list-style-type: none"> <li>• Contribute to the promotion of the principles of Treaty of Waitangi and the involvement of Māori within the decision-making process for their health and independence, within District Health Board management processes and procedures</li> <li>• Include the principles of the Treaty of Waitangi within all aspects of the role and its outcomes</li> <li>• Ensure that consultation and engagement processes include appropriate mechanisms to meet the need of Māori in a culturally appropriate and safe manner</li> <li>• Attend the Northland District Health Board Treaty of Waitangi Training</li> </ul>  |
| <p>Telehealth</p>   | <ul style="list-style-type: none"> <li>• It is the expectation of this organisation that SMO's are aware of the benefits of Digital Health (including Telehealth) and how it supports healthcare delivery and reduces inequity including for our Māori and rural people. SMOs will openly adopt and practice digital health delivery as part of the role either within existing services or future planned services.</li> </ul>  |

| Key Responsibility Area     | Expected Outcomes   |
|-----------------------------|---|
| Health & Safety             | <ul style="list-style-type: none"> <li>• Ensure compliance with designated responsibilities detailed in Northland District Health Board’s Health and Safety Policy and annual objectives</li> <li>• Promote an environment of physical, occupational, cultural, ethical and legal safety</li> <li>• Participate in the organisation’s Health and Safety Management training programme.</li> <li>• Observe and promote safe work practices, rules and instructions relating to work, and be pro-active in hazard management</li> <li>• Willingly co-operate in the achievement of all health and safety goals and initiatives by: <ul style="list-style-type: none"> <li>• Practicing and observing safe work methods;</li> <li>• The use of safety equipment;</li> <li>• Reporting unsafe conditions or equipment; and</li> <li>• Reporting and documenting all accidents or incidents</li> </ul> </li> </ul> |
| Privacy and Confidentiality | <ul style="list-style-type: none"> <li>• Undertake all duties and responsibilities in accordance with the Privacy Act 2020, Health Information Privacy Code 2020, and Privacy Policies and Procedures of Te Whatu Ora Te Tai Tokerau</li> <li>• Complete mandatory induction training on Privacy responsibilities</li> </ul>  |

### Variation of Duties

Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit in any way the scope or functions of the position. Duties and responsibilities may be amended from time to time, in consultation with the employee, to meet any changing conditions and service requirements.

### Person Specification

#### Education and Qualifications

| Essential  | Desirable   |
|--|---|
| <ul style="list-style-type: none"> <li>• Primary medical qualification eligible for full registration with the Medical Council of New Zealand (conditional or temporary registration may be acceptable under certain circumstances)</li> <li>• Specialist post-graduate qualification eligible for registration on the Vocational register with the Medical Council of New Zealand. The qualification of Fellow of the Royal Australasian College of Physicians (FRACP) with accreditation to practice as a gastroenterologist in Australia and New Zealand (recognisable other specialist qualifications may be acceptable in certain situations). NZ committee or equivalent body certified independent competency in OGD and colonoscopy</li> <li>• Current Driver’s License – valid for New Zealand</li> <li>• Qualify to undergo “Maintenance of Profession Standards” requirements of the RACP Qualify to</li> </ul> | <ul style="list-style-type: none"> <li>•</li> </ul> |

|  |  |
|--|--|
| undergo “Maintenance of Profession Standards” requirements of the RACP |  |
|--|--|

**Experience**

| <b>Essential</b>  | <b>Desirable</b>   |
|---|--|
| <ul style="list-style-type: none"> <li>• Experience in the subspecialty area of Gastroenterology</li> <li>• Inflammatory bowel disease</li> <li>• Endoscopy –Colonoscopy &amp; OGD including therapeutic OGD e.g. variceal banding, oesophageal dilatation and stenting, PEG insertion</li> <li>• Management of liver diseases including viral hepatitis</li> </ul> | <ul style="list-style-type: none"> <li>• ERCP</li> </ul> |

## Awareness and Understanding of

| Essential   | Desirable  |
|---|--|
| <ul style="list-style-type: none"><li>• Te Tiriti o Waitangi and its application to the health setting</li><li>• Privacy Act (2020) and Health Information Privacy Code (2020)</li><li>• Health and Safety at Work Act 2015</li></ul> | <ul style="list-style-type: none"><li>• Te Tiriti o Waitangi and its application to the health setting</li><li>• Privacy Act (2020) and Health Information Privacy Code (2020)</li><li>• Health and Safety at Work Act 2015</li><li>• Health and Disability Commissioner (Code of Health and Disability Services Consumers' Rights) Regulations (1996)</li><li>• New Zealand Council of Healthcare Standards</li></ul> |

## Skills & Personal Attributes

| Skills   |
|--|
| <ul style="list-style-type: none"><li>• Developed interpersonal skills</li><li>• Excellent written and verbal communications skills</li><li>• Ability to balance competing priorities</li><li>• Good time management skills</li><li>• A high standard of written and oral communication in English</li><li>• Ability to initiate and facilitate open communication</li></ul> |

| Personal Attributes   |
|---|
| <ul style="list-style-type: none"><li>• Ability to be flexible, versatile and open to change</li><li>• Must be a team player</li><li>• Ability to work in a multidisciplinary team</li><li>• A high standard of personal presentation</li><li>• The ability to work autonomously and harmoniously within a multi-disciplinary team.</li><li>• Diplomatic and approachable</li></ul> |

## Performance Development Review

An initial review of performance will be conducted after three months, with an annual review thereafter.

An individual Development Plan will be developed to reflect the contribution this position is expected to make towards achieving the team's objectives and measures. Key result areas will be developed and agreed at this time.

Authorised by: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Acceptance

Acceptance of the position implies acceptance of this position description.

Position Title \_\_\_\_\_

Signature of employee: \_\_\_\_\_

Date: \_\_\_\_\_