

Job Description

General Surgical MOSS

Surgical and Support Services

Position Title:	General Surgical MOSS
Organisation Unit:	General Surgery, Surgical and Support Services
Location:	Whangārei and surrounding Northland locations as required, Te Whatu Ora Te Tai Tokerau
Responsible to:	General Manager Surgical and Support Services, Te Whatu Ora Te Tai Tokerau
Primary Functions of the Position:	<p>The role will primarily be based in outpatient settings, Minor Surgical and Theatre Procedure treatment rooms across Te Tai Tokerau to deliver surgical assessment, triage, treatment, and management of referred skin lesions to the hospital.</p> <p>To liaise with the Clinical Director (CD), Clinical Lead (CL), Service Manager (SM), Nurse Specialists (NS) to lead and support agreed quality and service improvement initiatives for the delivery of timely and quality skin lesion management in Te Tai Tokerau.</p> <p>In liaison as required with the CD and CL develop and support teaching and skill acquisition in skin lesion management of the RMO, medical student and nursing teams.</p> <p>Attend and contribute to the Skins Governance Group.</p>

Functional Relationships

The General Surgical MOSS will develop and maintain excellent relationships with:

Internal	External
<ul style="list-style-type: none"> • Clinical Director General Surgery/ENT • Clinical Leads General Surgery and ENT • General Manager SaSS • Service Manager Surgical Services • Operations Manager Outpatients • Clinical Nurse Manager SOPD. • Nurse Specialists, Registered Nursing, Department Personal Assistant, Booking and clerical staff in General Surgical, ENT, and rural hospitals. • Supervisors of Training RMOs • MOSS's and RMOs within both General Surgical and ENT departments. • Other members of the MDT as required. 	<ul style="list-style-type: none"> • GP Practice Leads (e.g.: Mahi Tahī) • GPs • Referring clinicians

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

The position of General Surgical MOSS encompasses the following major functions or key result areas:

- Te Tiriti o Waitangi
- Clinical Responsibilities
- Quality Assurance/Peer Review
- Quality Improvement
- Communication and Teamwork
- 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"> • 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 Te Whatu Ora management processes and procedures • Include the articles and principles of Te Tiriti o Waitangi within all aspects of the role and its outcomes • Ensure that consultation and engagement processes include appropriate mechanisms to meet the need of Māori in a culturally appropriate and safe manner • Attend the organisations Te Tiriti o Waitangi Training
<p>Clinical Responsibilities</p> <p>Ensure patients receive medical care and support</p>	<ul style="list-style-type: none"> • Communicate adequately with patients on their condition and treatment ensuring their rights are protected and necessary consents organised before treatment. • Booked appointments are seen in a timely manner • Provide patients a safe, proficient, and respectful service in the management of their conditions. • Ensure adequate clinical records are produced and approved in a timely manner are accurate and meet Te Whatu Ora, Te Tai Tokerau standards. • Provide specialty advice in accordance with approved department treatment pathways, including recognition, treatment and follow up. • Clinical investigations are ordered appropriately, and results assessed • Utilises and complies with Te Whatu Ora Te Tai Tokerau clinical pathways, protocols, and procedures. • Manage GP requests and referrals in a timely manner • Prescriptions for medications are in accordance with Te Whatu Ora, Te Tai Tokerau accepted protocols • Referrals are made to visiting specialists or outpatient clinics in a timely way.
<p>Quality Assurance/ Peer Review/Audit</p> <p>Participates in requirements for QA, Peer Review and Audit</p>	<ul style="list-style-type: none"> • Participates in reviews of own clinical performance to maintain professional standards • Participates in peer review • Results of audits are discussed and communicated to relevant others
<p>Quality Improvement</p> <p>To actively contribute to continuous quality improvement activities within the service</p>	<ul style="list-style-type: none"> • Responsive to consumer requests/complaints • Identify and lead discussion/planning in improvement opportunities as they relate to sphere of the role.
<p>Communication and Teamwork</p> <p>Individual actions enhance the success of the team, department, and service</p>	<ul style="list-style-type: none"> • Keeps current on knowledge of relevant issues, trends, and practices. • Builds and maintains productive working relationships • Engages and leads team discussion valuing individual effort and innovation.

Key Responsibility Area	Expected Outcomes
Telehealth	<ul style="list-style-type: none"> It is the expectation of this organisation that MOSS'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. MOSS's will openly adopt and practice digital health delivery as part of the role either within existing services or future planned services.
Health & Safety	<ul style="list-style-type: none"> Observe and promote safe work practices, rules and instructions relating to work, and be pro-active in hazard management Willingly co-operate in the achievement of all health and safety goals and initiatives by: <ul style="list-style-type: none"> Practicing and observing safe work methods; The use of safety equipment; Reporting unsafe conditions or equipment; and Reporting and documenting all accidents or incidents
Privacy and Confidentiality	<ul style="list-style-type: none"> 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 Complete mandatory induction training on Privacy responsibilities

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"> Medical qualifications recognised by the New Zealand Medical Council Current Annual Practising Certificate Post Graduate education specific to skin lesion assessment and management or working towards 	<ul style="list-style-type: none"> Experience in teaching and supervision of students in public health setting Experience in quality, audit, and research application in improving services, systems, and processes. Knowledge of and demonstrated ability to achieve continuous improvement outcomes

Experience

Essential	Desirable
<ul style="list-style-type: none">• Three-to-five-year experience in the triage, assessment, and management of skin lesions in the New Zealand public health sector setting• Computer literacy• Knowledge and previous experience in General Surgical rotation	<ul style="list-style-type: none">• Recent GP experience providing familiarity in Te Tai Tokerau community setting and capability.• Familiarity with e-referral system and triage tool

Awareness and Understanding of

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

Skills & Personal Attributes

Skills
<ul style="list-style-type: none">• Effective communication skills both verbal and written.• A discreet, confident, and diplomatic person with a mature and approachable manner• The ability to remain calm under pressure• Culturally aware and safe

Personal Attributes
<ul style="list-style-type: none">• Self-motivated with energy, drive, and enthusiasm for the role• A positive approach to problem solving and feedback• Integrity and self-insight• Fundamental honesty to oneself and others• Committed individual• Professional demeanour• Accepts responsibility for own actions

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: Jo West

Signature: 

Date: 17 October 2022

Acceptance

Acceptance of the position implies acceptance of this position description.

Position Title

Signature of employee:

Date: