

Job Description

Clinical Director – Peri-Operative Services

Surgical & Peri-operative Services

Position Title:	Clinical Director – Peri-Operative Services
Organisation Unit:	Surgical & Peri-operative Services
Location:	Primarily based at Whangārei Hospital with travel to other Te Whatu Ora - Health New Zealand locations required
Responsible to:	GM Surgical & Peri-operative Services, Te Whatu Ora - Te Tai Tokerau
Primary Functions of the Position:	<p>The role of Clinical Director is a position of responsibility annexed to the substantive role of a senior clinician.</p> <p>The Clinical Director – Anaesthesia will have three principal responsibilities:</p> <ul style="list-style-type: none"> • Providing clinical perspectives to groups responsible for defining organisational strategy and overseeing clinical governance activities • The Clinical Director – Peri-Operative Services has joint responsibility with the General Manager, Surgical & Peri-operative Services, for providing direction, leadership and effective day to day management of the anaesthesia team; to ensure Te Tiriti o Waitangi is upheld, to provide assurance of the clinical quality of the service; to work in partnership to implement the business unit strategy/service plans in line with Te Tai Tokerau strategy and goals. • Additionally, the role is responsible for the clinical/managerial partnership to maximise and promote quality clinical outcomes for the Service and creates a culture where the focus is on accountability for service performance. <p>Accountable for the per-operative service delivering sustainable results in the organisation’s strategic priorities of:</p> <ul style="list-style-type: none"> • Te Tiriti o Waitangi • Eliminate inequality • People, patients and whānau at the centre <p>To provide professional clinical leadership and assurance of clinical safety, in the areas of:</p> <ol style="list-style-type: none"> 1. Leadership 2. Operational performance 3. Quality improvement 4. Risk management and governance

This includes accountability for:

- delivery of professional standards and competence across the peri-operative service
- enabling and supporting medical staff to meet high standards of practice, that demonstrates alignment with our values
- monitoring professional performance
- compliance with credentialing standards and processes
- developing clinical leaders within the service
- ensuring that research and development, and teaching and training programs are coordinated and integrated and link closely with the programs of our academic partners.
- Working with the multi-disciplinary team to ensure that the service is achieving its goal and performance indicators.

Functional Relationships

The Clinical Director – Peri-Operative Services will:

Internal	External
<p>Work in cooperation with:</p> <ul style="list-style-type: none"> • Group Director of Operations • Chief Medical Officer • General Manager – Surgical Services • Service Manager – Perioperative Services • Nurse Unit Manager – Perioperative Services • Chief Nursing Officer • Clinicians • Junior medical staff • Clinical Nurse Managers • Other heads of departments within the Directorate • Other Clinical Directors • Operational Managers • Business Managers • Medical Staff Coordinator • Professional Advisors • Allied Health Professionals 	<ul style="list-style-type: none"> • Work constructively with other hospitals across the motu • Establish and maintain links with relevant Colleges and professional bodies and, where appropriate, leaders of other similar Directorates at a local, national, and international level. • Work constructively with local Primary Care and NGO providers.

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
<p>Tāngata i te tuatahi People First</p>	<p>He whakapapa, he mokopuna, he tamariki, he mātua, he tūpuna. He aha te mea nui. He tāngata, he tāngata, he tāngata</p>

	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 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 Te Whatu Ora – Te Tai Tokerau Te Tiriti o Waitangi Training
Organisational Portfolio and other Duties	<ul style="list-style-type: none"> The Clinical Director will agree with the Chief Medical Officer at least one significant Organisational Portfolio responsibility. The Clinical Director will undertake other duties as agreed with the Chief Medical Officer.

Key Responsibility Area	Expected Outcomes
Leadership, Performance and team Management	<ul style="list-style-type: none"> • Provides leadership to the staff in the Perioperative Service, ensuring clear communication of Te Whatu Ora Te Tai Tokerau values, vision, priorities and expectations to ensure the engagement of teams to deliver services of the highest quality. • Supporting anaesthesia staff to meet high standards of patient and whanau-centred care. • Responsible for the delivery of complex capacity plans to ensure that the service achieves waiting time and other targets • Exercises delegated authority and provides leadership to resolve day-to-day operational issues within the services. • Ensure individual credentialing and recredentialing of all SMOs in the service in accordance with policy. Assist with SMO professional development reviews (performance appraisals) • Review available data within the service and track performance to satisfy reporting requirements. Works in partnership with perioperative service management to resolve performance issues. Assists in setting criteria and supporting staff members to improve performance where necessary. • Responsible for delivering patient-centric services that are safe, efficient, innovative and clinically effective systems and processes • Leads change and innovation to promote service sustainability and financial viability identifies operational risks and implements appropriate mitigation • Ensures that the team reports and papers are accurate, relevant, timely, with robust analysis, financial prudence and clear strategic intent • Ensures compliance with appropriate statutory and other relevant regulations and standards • Leads innovative initiatives that will improve patient care within financial constraints and provides timely reports on progress • Consider leave and continuing medical education (CME) requests for medical staff, ensuring leave is managed to maintain continuity of medical cover and all CME is directly relevant to the service and individual. • Participate in the recruitment and selection process for SMOs, ensuring compliance with appointment procedures • Ensure medical staff receive appropriate orientation and on-going reviews.
Risk & Governance	<ul style="list-style-type: none"> • Leads the resolution of complaints and issues from patients, staff, suppliers, other internal and external service providers and partner organisations in a timely and appropriate manner, in line with Te Whatu Ora Te Tai Tokerau policy, procedures and service delivery values and priorities. • Supports root cause analyses and trend analyses of all complaints and adverse incidents.

Key Responsibility Area	Expected Outcomes
Staff Management	<ul style="list-style-type: none"> Develop team processes for communication, constructive debate and conflict resolution. Identify opportunities for joint problem solving and ensure they are utilised effectively.
Telehealth	<ul style="list-style-type: none"> 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.
Teaching and education	<ul style="list-style-type: none"> Ensure compliance with college requirements for training accreditation to ensure delivery of high quality medical education. Ensure the specialty complies with organisational and collective agreement requirements for Resident Medical Officer (RMO) professional development. Ensure appropriate RMO supervision and ensure appropriate performance reporting systems are implemented.
Health & Safety	<ul style="list-style-type: none"> Ensure compliance with designated responsibilities detailed in Te Whatu Ora Te Tai Tokerau Health and Safety Policy and annual objectives Promote an environment of physical, occupational, cultural, ethical, psychological and legal safety Participate in the organisation's Health and Safety Management training programme. 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 specialist qualification in anaesthesia • Eligible for vocational registration on the New Zealand medical register 	
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Experience

Essential	Desirable
<ul style="list-style-type: none"> • Experience working as part of a multi-disciplinary professional team • Experience in health leadership • Experience in managing change in the health sector 	<ul style="list-style-type: none"> • Experience managing others • Experience delivering change projects • Experience managing to a defined budget • Demonstrated experience in delivering sustainable system and process performance improvement.

Awareness and Understanding of:

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

Skills & Personal Attributes

Skills
<ul style="list-style-type: none">• Ability to develop and communicate a vision• Ability to lead teams• Ability to achieve agreed goals• Knowledge of health service redesign principles• Work and lead a multidisciplinary team• Ability to work positively with others• Ability to engage in constructive discussion• Advanced written and verbal communication skills; formal presentation skills.• Ability to logically structure and convey ideas in a short time.

Personal Attributes
<ul style="list-style-type: none">• Patient focussed• Innovative• Resilient• High emotional intelligence

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: