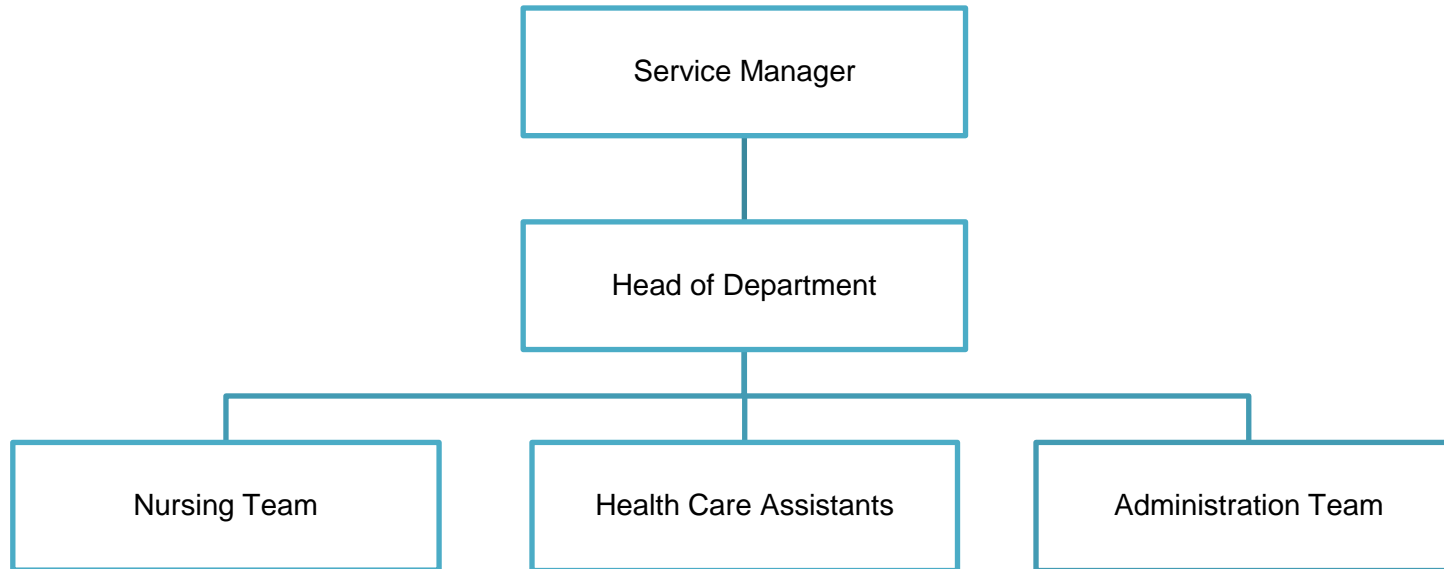


POSITION DESCRIPTION

Position	Surgical Registrar		
Responsible To	Operational – Service Manager, Emergency and Medical Management	Location	Rotorua and Taupō
Direct Reports	Professional – Head of Department, Surgical	Financial Delegations	Nil
Relationships Internal	Service Manager, Surgical and Elective Services Clinical Director, Surgical and Elective Services Senior Medical Staff Resident Medical Officers Trainee Interns Medical Students Nursing Staff Medical Management Unit Administrative Staff Maori Health Team Allied Health Staff	Relationships External	External Providers General Practitioners Hato Hone St John
Run Category	Category B	Date	January 2024
Paid Category	Category B (60-64.9 hours per week)		



1. Primary Purpose(s) of the Position

- To provide surgical services in accordance with protocols as established by consultants with high quality patient care being the primary focus.

Key Objectives

Expected Outcomes

Expected hours of work

Ordinary hours

- Registrars are assigned to specific runs; Ordinary hours of work are from 0800 to 1600 from Monday to Friday inclusive (40 hours per week). Registrars are required to be on site during these hours. However, when workload permits, and personal duty responsibilities are completed and cover agreed by colleagues, the Registrar may sign off slightly earlier than 1600. Included on timesheets are service requirement hours worked inclusive of orientation expectations, i.e., Resuscitation Lectures.

After hours and weekends

- All Surgical registrars participate in the afterhours and weekend call roster. The roster requires one Surgical Registrar to be on duty Monday – Sunday until 2300 (long day) and on-call from 2300 – 0800. The Surgical Registrar roster dictates three long days in 1 week which will incur an over 72 hours' payment and additional duties. Please refer to the roster pattern below.

Wk 1 - Monday & Thursday

Wk 2 - Tuesday & Friday

Wk 3 - Wednesday and Weekend

Wk 4 – no long days

Wk 1 – Monday & Thursday

- The Registrars will be allocated equitable acute shifts
 - Unrostered overtime: It is expected that any reasonable overtime necessary to complete assigned work after each ordinary eight-hour day be undertaken where reasonable. These hours shall be recorded on the employee's timesheet.
-

Key Objectives

Clinical Practice

The employee will provide in-patient, day patient, and out-patient care for Surgical Services for patients assigned to them and as directed by the consultants involved.

Such services (investigation, diagnosis, and treatment) will be in accordance with standards, guidelines and protocols as directed by consultants, established by Lakes DHB and to a standard comparable with that of competent colleagues.

Particular emphasis will be placed on providing a service to patients and their families in a manner that is responsible to their needs (and as far as possible minimises waiting time).

On call Responsibilities

Expected Outcomes

The employee will:

- Provide assessments for the responsible clinician as necessary. This may be as frequent as daily or more when the condition of the patient dictates. At least once daily visits are to be undertaken in both ICU/CCU for surgical patients.
- Regular participation in at least two formal ward rounds per week with the consultants and other ward rounds as necessary.
- Perform investigative and therapeutic procedures, and prescribe medicines as directed by consultants.
- Ensure that comprehensive, accurate, legible medical records, dated and signed, are maintained in accordance with standards for in-patients, day patients, and outpatients assigned to his/her care.
- Document clearly, completely, and concisely all information relevant to the care and condition of the assigned patients during their in-patient stay and on discharge within one week.
- The referring doctor will send appropriate and timely written reports on progress and treatment of the patient within one week of the patient's discharge and telephone a verbal report on the same day if circumstances require.
- Where possible dictation is not to be left for the incoming Registrar when runs change.
- Inform the consultants responsible for the care of the patient (or the consultants on call where appropriate) as soon as possible about patient's admission or about significant changes to an in-patient's current condition and document this consultation.
- Be available to other staff members for discussion regarding clinical decisions affecting their patients. It should be emphasised that referrals are primarily between consultants. Consultants must be kept informed.
- Where possible, Registrars are requested to facilitate the Informed Consent procedure. Informed Consent is the responsibility of the medical person performing the procedure required.
- Follow guidelines for informed consent, privacy regulations, and cultural sensitivity.
- The employee will agree to Outpatient Clinic attendances at the beginning of the run. He/she may conduct Outpatient clinics, carry out investigations, provide diagnoses, and recommend management by arrangement with the consultants.
- The employee will see the patients referred to him/her by medical colleagues for discussion, consultation, and medical opinion and provide advice and a written report within his/her capabilities in a timely, courteous, and appropriate manner.
- The employee will be expected to prepare, present, and discuss cases and topics at clinical meetings as directed by the consultants.
- He/she will take account of and allow for patients' individual religious and cultural beliefs and values as far as possible without compromising clinical care.
- The employee, while rostered on call back duties, will be required to be available and/or to provide services out of hours when on call.
- It is expected that the employee will respond as soon as possible by telephone to all calls received at any time when on call or on duty.

Key Objectives

Expected Outcomes

Training, education and teaching

- X-ray meeting – 1230 – 1315hrs Tuesday
- Grand Round – 1230 – 1330hrs every Friday
- Surgical teaching – 1230 – 1330hrs every Tuesday
- Lower GI MDM meeting – 0800 – 0900hs every Wednesday
- Breast MDM meeting – 1330-1430hrs every Wednesday
- Upper GI MDM meeting - 0800-0900hrs every Tuesday
- Radiology 0815hrs every Friday

Key Objectives

Description

Expected Outcomes

Communication and Personal Interaction

Te Ringa Hora



the open hand (denoting someone who is sociable)

Openly communicates and cooperates with all levels of Lakes employees, patients and visitors.

- 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 md team, patients, managers and visitors.
- Patients and visitors are appropriately welcomed and treated while within Lakes.
- 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



Spends energy on delivering role requirements and meeting objectives.

- 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.

Key Objectives

Description

Expected Outcomes

***the roughened hand
(symbolising a hard worker)***

Organises own time to deliver on required tasks and duties.

- Utilises effective time management strategies to meet shift duties and works towards achieving objectives in any spare moments.

**Development and Change
Te Ringa Ahuahu**



Te Ringa Ahuahu

***the hand that shapes or
fashions something (refers to
someone who is innovative)***

Accepts change in day to day practices and contributes to decision making of the team.

Makes suggestions to increase efficiency of the unit.

- Can adjust behaviour to the demands of the work environment in order to remain productive through periods of transition, ambiguity, uncertainty and stress.
- 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.

**Personal Accountability
Te Ringa Tōmau**



Te Ringa
Tōmau

the hand that is trustworthy

Is open with manager and colleagues and open to accepting feedback and critique to improve upon practice.

Looks for and undertakes development activities appropriate for role and career development.

- 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 Te Whatu Ora – Lakes Māori communities.

Key Objectives

Description

Expected Outcomes

Culture and Values

Te Ringa Taurima



*the hand that nurtures,
encourages, supports*

Operates in line with Lakes values and expectations and professional codes of conduct.

- 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

Expected Outcomes

Māori Health

Māori philosophies and values of health are reflected in work practice.

- Relationships are established and maintained with Te Huinga Takiora Maori in the planning and delivery of services.
- Demonstrates knowledge of, and practices in a manner that is consistent with, the Treaty of Waitangi in the provision of health care services and support to Maori clients and their whanau.
- Assists in the facilitation of safe services to Maori, including access to Maori treatment options and involvement of whanau in planning and delivery of care.
- Recognises and facilitates the rights of Maori clients and their whanau to participate in cultural activities.
- Has a working knowledge of the Lakes DHB Maori communities.

Te Iti Kahurangi

The Lakes Way, Our Place Our Culture.

- Works within the Te Iti Kahurangi framework and supporting guide document.

Record Keeping

- Complies with the Lakes Corporate Records Management policy to create and maintain full and accurate records.

Compulsory Requirements

Expected Outcomes

Quality & Risk

Patient safety is paramount to the service we deliver at Lakes. This is to be achieved in a clinical governance framework that is culturally responsive and identifies and manages risk and opportunities to improve.

- Employees are supported to lead by example and implement a culture of continuous quality improvement.
- Risks that may prevent Lakes 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.

- Implementation and reinforcement of a proactive healthy work place culture which reflects relevant Lakes 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	<ul style="list-style-type: none"> • A medical practitioner registered or able to obtain general registration with the Medical Council of New Zealand. • Current Practising Certificate. • Member of Medical Protection Society of equivalent. • Hold current ACLS level 7 certification (or equivalent). 	<ul style="list-style-type: none"> ○ Proven professional and clinical credibility. ○ Proven commitment to provision of quality medical care. ○ Ability to function as a multidisciplinary team member. ○ Role model including being a non-smoker. ○ Demonstrates cultural safety in practice. ○ Demonstrated commitment to won professional development. ○ Ability to meet defined timeframes and to be self-directed. ○ Has good command of conversational and written English.
Experience	<ul style="list-style-type: none"> • Involvement with Quality Assurance or Continuous Improvement. • Involvement in programmes including audit programmes and peer review. • Has keyboard skills and is computer literate. 	
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	<ul style="list-style-type: none"> • Pronunciation of Te Reo Māori words and names. 	<ul style="list-style-type: none"> ○ Te Reo Māori. ○ Excellent communication and interpersonal skills.
Personal Attributes	<ul style="list-style-type: none"> • Self-motivated and uses initiative. 	<ul style="list-style-type: none"> ○ Non-smoker preferred.

Person Specification

Essential

Desirable

- Honest and reliable.
- Ability to work in a team environment.
- Ability to work under pressure and adapt to changes in a demanding work environment.
- Ability to maintain a calm disposition under pressure.
- Ability to escalate concerns and seek assistance.
- Accepts direction and delegation.



2. About Te Whatu Ora – Lakes

At Lakes 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.

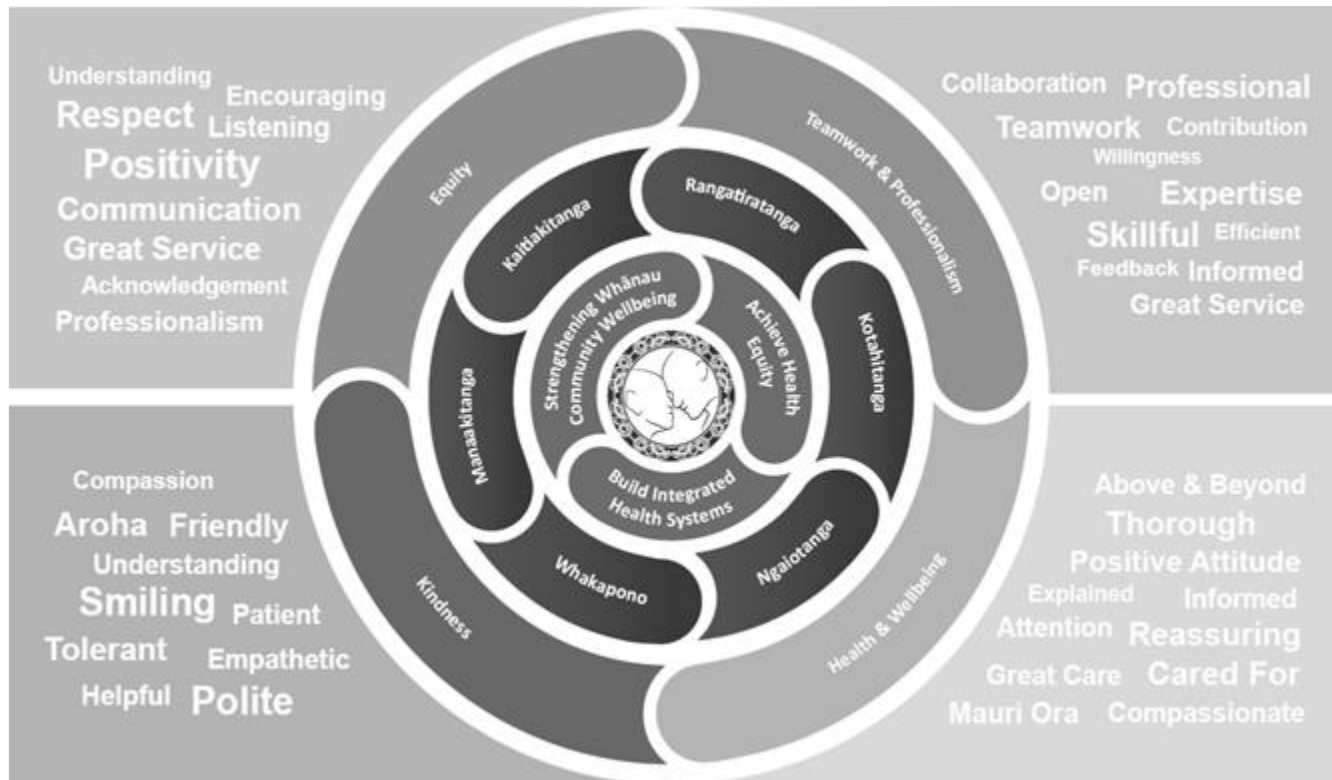
Three Core Values

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.

3. Te Iti Kahurangi – The Lakes Way, Our Place, Our Culture – We Will



4. 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 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.

5. Organisation Structure

