

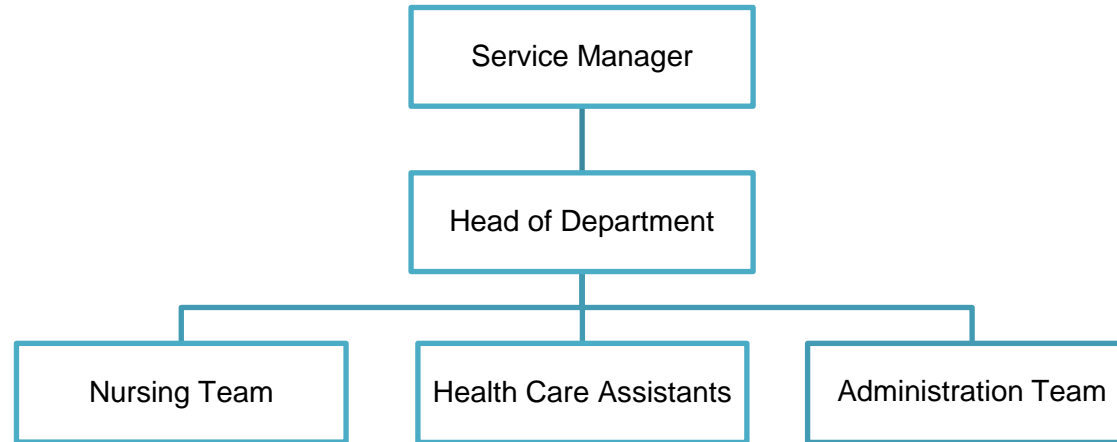
# Te Whatu Ora

## Health New Zealand

### Lakes

## POSITION DESCRIPTION

<b>Position</b>	<b>Senior House Officer – Obstetrics &amp; Gynaecology Reliever</b>		
<b>Responsible To</b>	Manager, Medical Management Unit (Operational) Medical Director through the Head of Department (Professional)	<b>Location</b>	Rotorua and Taupō
<b>Direct Reports</b>	Nil	<b>Financial Delegations</b>	Nil
<b>Relationships Internal</b>	Service Manager, Woman, Child & Family Senior Medical Staff Junior Medical Staff Trainee Interns Medical Students Midwifery Staff Medical Management Unit Staff Child Protection Co-Ordinator Family Violence Co-Ordinator Māori Health Team Administration Staff Clerical Staff Allied Health Staff Nursing Staff Other Departments	<b>Relationships External</b>	Nil
<b>Run Category</b>	E (45-49.9) reliever paid at A	<b>Date</b>	November 2023



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## 1. 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.
- Achieving the objectives and fulfilling the key responsibilities and other duties as set out below.
- Treatment review on behalf of admitting consultant and other consultants after hours.
- Outpatient and clinics and procedures.

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## 2. Expected Hours of Work

### Ordinary Hours

Ordinary hours of work are 0800-1600 Monday to Friday (40 hours).

### After Hours and Weekends

All Senior House Officers employed in O&G participate in the “after hours” and “weekend” full rotating shift roster. Late shifts (1530-2300) rotates on a 1 in 6 basis consisting of 5 lates (Mon-Fri). The night shifts (2230-0830) are split into two periods consisting of 4 nights (Mon-Thu) and 3 nights (Fri-Sun). There is one SHO rostered to the weekend long day (0800-2300).

There are 1.5 relievers who are not in the pattern.

## Key Objectives

### Clinical Practice

The employee will provide inpatient, day patient and outpatient Services for patients assigned to them and as directed by the consultant involved.

Such services (investigation, diagnosis, and treatment) will be in accordance with standards, guidelines and protocols as directed by Consultant, established by Te Whatu Ora – Lakes (Lakes) 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 responsive to their needs and as far as possible minimises waiting time.

## Expected Outcomes

- Provide assessments for the responsible clinician as necessary. This may be as frequent as daily or more when the condition of the patient indicates. A morning ward round is expected when the SHO is on the day shift.

- Ensure that comprehensive, accurate, legible medical records, dated, timed and signed, are maintained in accordance with standards for inpatients, day patients and outpatients assigned to their care.
- Document clearly, completely and concisely all information relevant to the care and condition of the assigned patients during their inpatient stay and on discharge where possible within one week.
- Discharge diagnosis should be completed on face sheet as soon as practicable around the time of discharge after discussion with the consultant.

- The referring Doctor will be sent appropriate and timely written reports on progress and treatment of the patient where possible within one week of patient's discharge (preferably at discharge) and telephone a verbal report on the same day if circumstances require.
- Inform the consultant responsible for the care of the patient (or the consultant on call as appropriate) as soon as possible about a patient's admission or about significant changes to an inpatient's current condition and document this consultation.
- Be available to other staff members for discussion regarding clinical decisions affecting their patients.
- Where possible Senior House-officers are requested to facilitate the Informed Consent procedure. Informed Consent is the responsibility of the medical person performing the procedure required.
- At the Consultants direction, the employee will attend Outpatient Clinics. Involvement of SHOs in clinic will depend on the roster and other in-patient clinical commitments. They may carry out investigations, provide diagnosis and recommend management by arrangement with the consultant.
- The employee will be expected to prepare, present and discuss cases and medical topics at clinical meetings as directed by the consultant.
- The employee will see patients referred to them by medical colleagues for discussion, consultation and medical opinion and provide advice and a written report within their capabilities in a timely and appropriate manner (following discussion with the relevant consultant).
- The employee will take account of and allow for patients' individual religious and cultural beliefs and values as far as is possible without compromising clinical care.

### Clinical Responsibilities

### Clinics

- Assessment and treatment of acute gynaecological admissions or attendances at the Emergency Department and ongoing management on the ward.

**Key Objectives**

**Expected Outcomes**

	<ul style="list-style-type: none"> <li>Attend all Antenatal Clinics</li> <li>Gynaecological Clinic attendance as time allows</li> </ul>	<ul style="list-style-type: none"> <li>Assessment of obstetrics admissions to Delivery Suite and Postnatal and ongoing management.</li> </ul>
	<p><b>Theatre Sessions</b></p> <ul style="list-style-type: none"> <li>As per assigned consultant requirements</li> </ul>	<ul style="list-style-type: none"> <li>Initial patient assessment of patients referred from non-Obstetrics and Gynaecology teams.</li> <li>Pre-admission or admission of arranged gynaecological patients.</li> <li>Contraceptive advice to all patients as appropriate.</li> <li>Responsibilities in Theatre:             <ul style="list-style-type: none"> <li>Assisting Consultant with arranged and acute cases.</li> <li>Unassisted operations including RERPOC's (after appropriate instruction)</li> </ul> </li> <li>Post-operative care of gynaecological patients.</li> <li>Post-natal care of obstetrics patients.</li> <li>Care of neonates on postnatal not under General Practitioner/Paediatric care.</li> <li>Daily ward round with Consultants.</li> <li>Present cases/organize teaching approximately monthly for:             <ul style="list-style-type: none"> <li>Grand round</li> <li>Perinatal meeting.</li> </ul> </li> <li>General Practitioner/LMC advice given (if appropriate after discussion with consultant).</li> <li>Midwife, postnatal and gynaecology nursing advice.</li> <li>Discharge summaries on all inpatients including details statistical sheets.</li> <li>Cover for Paediatrics Service when on duty – overnight (as per roster).</li> <li>When on acutes, the SHO will be called to all (including adult) arrests and will be expected to assist with neonatal and paediatric arrests (till consultant arrives)</li> </ul>

## 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 multi-disciplinary 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



*the roughened hand (symbolising a hard worker)*

Spends energy on delivering role requirements and meeting objectives.

Organises own time to deliver on required tasks and duties.

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

## Key Objectives

## Description

## Expected Outcomes

### 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.

### Culture and Values

#### Te Ringa Taurima



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 demonstrated in work practice.

- Meaningful relationships are established with Te Aka Matua (Rotorua and Taupō Hospitals) and Lakes Maori Health division in the planning and delivery of services.
- Practices are consistent with Te Tiriti o Waitangi /The Treaty of Waitangi when working with Māori.
- 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.
- Māori are enabled to access and participate in cultural activities provided by the Lakes.
- A commitment to improving the wellbeing of Māori by increasing cultural knowledge in the Lakes is shown.

### 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.

### 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
<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>	<ul style="list-style-type: none"> <li>• Pronunciation of Te Reo Māori words and names.</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>○ Te Reo Māori.</li> <li>○</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Self-motivated and uses initiative.</li> <li>• Honest and reliable.</li> <li>• Ability to work in a team environment.</li> <li>• Ability to work under pressure and adapt to changes in a demanding work environment.</li> <li>• Ability to maintain a calm disposition under pressure.</li> <li>• Ability to escalate concerns and seek assistance.</li> <li>• Accepts direction and delegation.</li> </ul>	<ul style="list-style-type: none"> <li>○ Non-smoker preferred.</li> </ul>



### 3. 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.

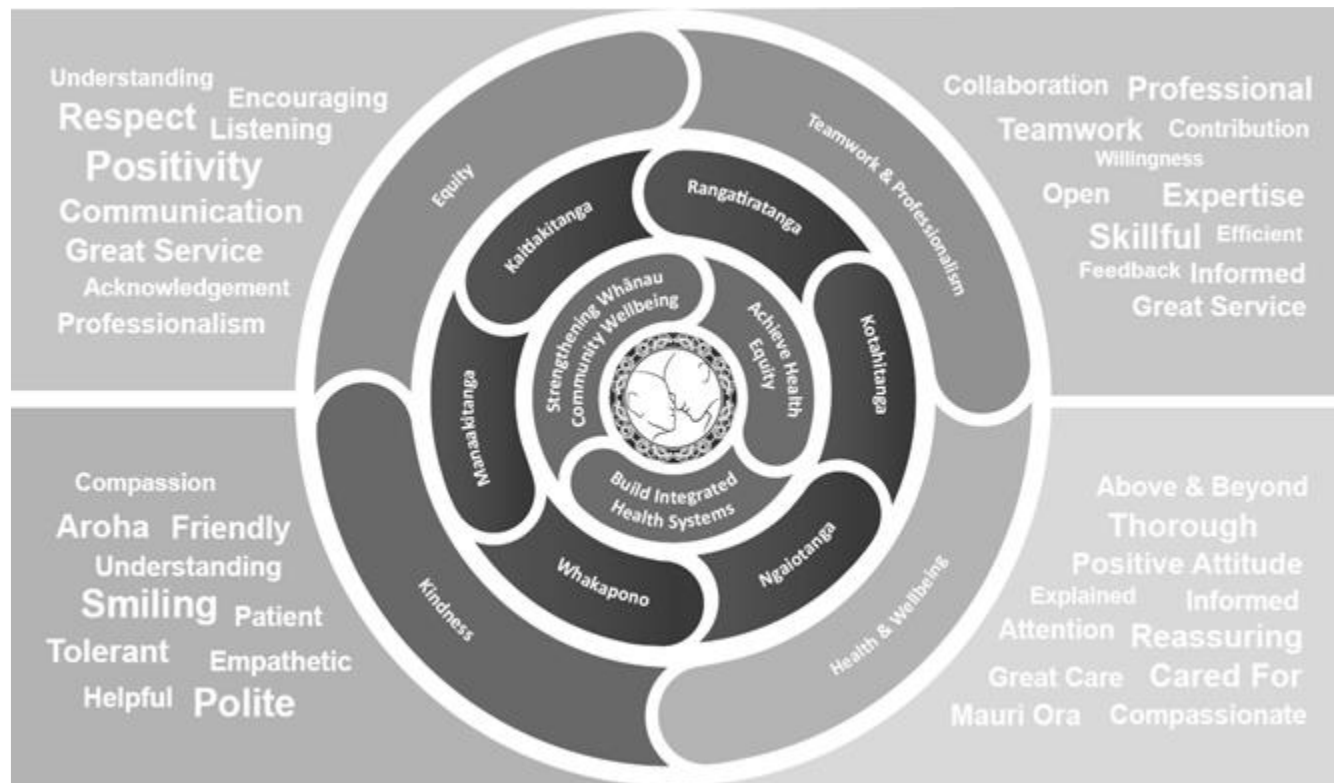
### Three Core Values

**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.

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



## 5. 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.

## 6. Organisation Structure

