

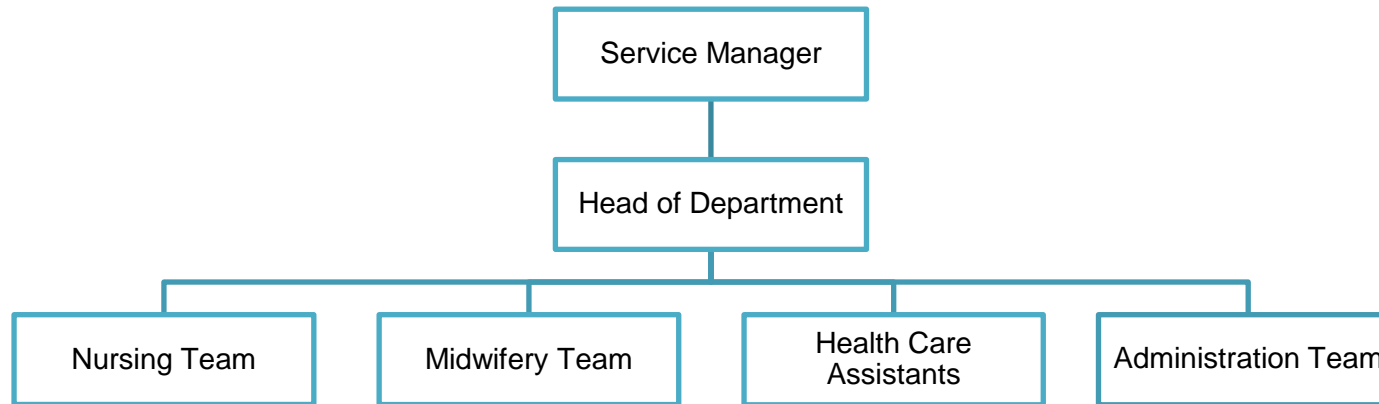
# Te Whatu Ora

## Health New Zealand

### Lakes

#### POSITION DESCRIPTION

<b>Position</b>	<b>Junior Registrar - Paediatrics</b>		
<b>Responsible To</b>	Service Manager, Woman Child and Family (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>	Senior Medical Staff Junior Medical Staff Medical Students Midwifery Staff Medical Management Unit Staff Child Protection Co-Ordinator Family Violence Co-Ordinator Maori Health Team Administration Staff Allied Staff Nursing Staff Other Departments	<b>Relationships External</b>	Nil
<b>Run Category</b>	D (50 - 54.9 hours/week) paid at B	<b>Date</b>	May 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.
- Provide treatment review on behalf of admitting consultant and other consultants after hours.
- Perform rostered duty and on call.
- Perform rostered outpatient / community 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 House Officers employed in Paediatrics participate in the "after hours" and "weekend" full rotating shift roster which includes pm shift (1530-2300) and long days each day providing 2 HOs on afternoons. The nights (2230-0830) are split into two periods of 4 nights (Mon -Thu) and 3 nights (Fri - Sun). There are two HOs rostered to the weekend on long days.

There are eight SHOs/Junior registrars on the paediatric roster. The two reliever positions are embedded into the roster pattern.

## Key Objectives

### Clinical Responsibility

#### General

## Expected Outcomes

- Assessment and treatment of acute paediatric admissions or attendances at the Emergency Department and the Children's Unit when on call or on the ward.
- Ongoing care and treatment of children in Emergency Department, SCBU, Children's Unit, and ICU/CCU if appropriate. Care of babies on Perinatal Unit and Birthing Unit under paediatric specialist care.
- Assistance with procedures/advice for children with surgical problems in Children's Unit, Emergency Department, and ICU.
- Ongoing daily management of inpatients, outpatients, community patients and discharges. Organises overall investigation plan for patients and collates investigation results and effects of treatment. Ensures adequate communication with parents/caregivers regarding their child's illness, management and progress. Informed consent is obtained from parents without duress.
- Participate in the Paediatrics 'after hours' and 'weekend' roster as part of the SHO/Registrar roster.
- Responsible for ensuring that RMOs working in the Paediatric area are competent in resuscitation techniques. SHOs are expected to respond to Emergency Department, SCBU and Birthing Unit/Perinatal Unit/Caesar theatre calls and the Registrar is responsible for giving advice and support to SHOs.
- When on acutes, Registrar will be called to all (including adult) arrests and will be expected to lead neonatal and paediatric arrests (until the Senior Registrar or Consultant arrives).
- General Practitioner advice given and delegated to consultant or senior registrar if at all uncertain.
- Prompt, informed attendance at ward rounds daily.
- Prompt attendance at education sessions and other relevant staff meetings which may occur. Involvement in other team meetings to include participation in the paediatric radiology meeting, in-patient discussion meeting, multi-disciplinary meeting and SHO teaching sessions.
- Presentation of cases/organisation of teaching by arrangement with the consultant:
  - Grand round.
  - Perinatal meeting.
  - Simulation/scenario teaching session.
  - Other departmental teaching.
- All service and organisational policies and protocols complied with.
- The dignity and humanitarian needs of the child/family are met and the cultural needs are respect.

### Documentation

- Responsible for ensuring that all patient records, referrals and transfer of care documents are completed accurately and promptly. All transfer of care documents are filled in promptly, accurately and legibly. All documentation must comply with statutory requirements and professional standards.
- Attendance at ward rounds by all members of the junior medical team is ensured by the Registrar.

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## Key Objectives

## Expected Outcomes

- Patient notes will be fully completed to enable other staff to deliver appropriate care. It is a legal requirement to document the treatment/findings.
- Consultants and RMOs are responsible for recording all patient diagnosis and information relevant to the episode of care. This process should involve:
  - A minimum of once daily notation of treatment/progress in patient notes. Diagnosis/Procedures will be recorded.
  - All treatments must be recorded.
  - At the time of discharge, the Transfer of Care document will be completed and a copy given to the parents and a copy sent to the GP.
  - Patient notes that have been completed by the medical staff will include a completed Transfer of Care and Coding Summary Sheet. This information will ensure that the relevant information on patient care is readily available for the coding process. Doctors will have 1 week (5 working days) to complete this discharge documentation.

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## Clinical Responsibility

The Registrar will be involved in weekly outpatient clinics.

- See new and follow up patients in association with a Paediatric Consultant.

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## Education/Staff Development Opportunities

Attendance where possible

Monday  
1215-1300 X-Ray Meeting  
1300-1330 Education meeting  
1330-13:45 In-patient team discussion  
13:45-14:00 Te Reo Māori  
Tuesday  
1230-1330 RMO Teaching-Paediatrics  
Wednesday  
0800-0915 Starship Breakfast Paediatric Update (Telepaeds) when able  
Thursday  
1230-1330 RMO teaching- Paediatricians  
Friday  
0830-0915 Perinatal In-service or scenario teaching (alternates weekly)  
1230-1330 Local grand round 1300-1400 Starship Paediatric grand round (Telepaeds) when appropriate

## Key Objectives

## Expected Outcomes

### Training/Development and Supervision of Other Staff

The Registrar is a key person for teaching Paediatric medical staff Paediatric techniques and also guiding them on the quality of case histories and discharge summaries.

- Registrars may be asked to teach nursing and other staff from time to time.

### Performance Appraisal

- Halfway through and at the end of a run, the consultant(s) will initiate a formal review of the Registrar's performance. A Performance Appraisal Form is completed by the appropriate consultant(s) at mid-term and by the end of the run. This form must be discussed with the Registrar and is to be signed/commented upon by the Registrar.

### Research and Review Activities

- Apart from their active involvement in Journal Club which is expected of all junior staff, those Registrars who have successfully completed Part 1 of the FRACP programme are supported to undertake original research. They would be expected to present such research at the Paediatric Society Annual Meeting or at another equivalent meeting. Research activities are necessary for a successful completion of the Part 2 FRACP programme.

## 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 Te Whatu Ora – Lakes (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 Te Whatu Ora – Lakes.
- Collegiality with team mates and multi-disciplinary teams.
- Accepts differences of opinion can occur but these happen respectfully and without any continued animosity.



## Key Objectives

## Description

## Expected Outcomes

### 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.

### Development and Change

#### 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



*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 demonstrated in work practice.

- Meaningful relationships are established with Te Aka Matua (Rotorua and Taupo 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.

## Compulsory Requirements

### 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.

## Expected Outcomes

- 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>	○ Non-smoker preferred.



### 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.

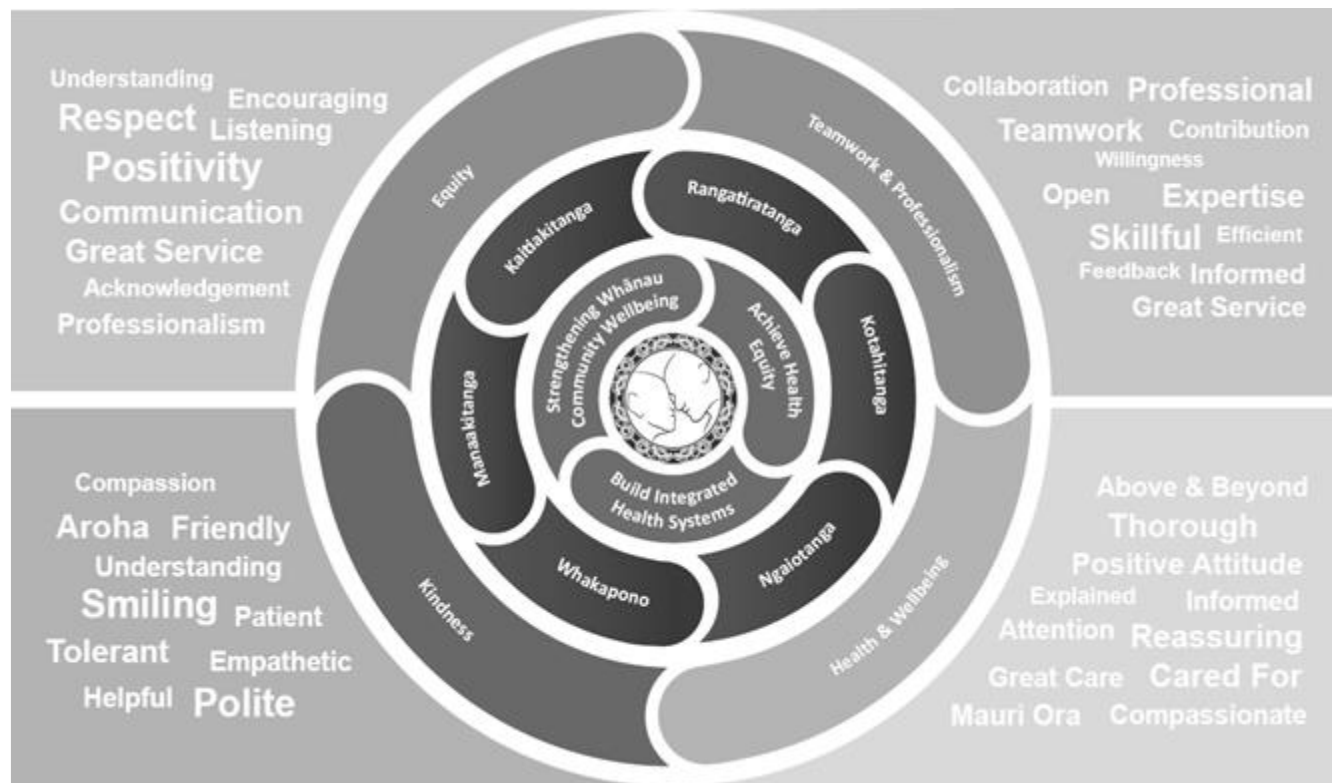
### Three Core Values

**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

