

# Te Whatu Ora

Health New Zealand

Te Pae Hauora o Ruahine o Tararua  
MidCentral

## Position Description

Vacancy ID:

Closes:

<b>Position:</b>	<b>Provisional Fellow Anaesthesia</b>
<b>Responsible To:</b>	<b>Clinical Director, Anaesthesia and Intensive Care Medical Head Anaesthesia</b>
<b>Directly Supervising:</b>	<b>Resident Medical Officers</b>
<b>Role Relationships:</b>	<b>Senior Medical Staff Anaesthetic Technicians Nursing Staff Administrative Staff in Operating Theatre, ICU and the Department of Anaesthesia and Intensive Care</b>
<b>FTE:</b>	<b>1.0 FTE</b>

### PRIMARY OBJECTIVES:

Will work under the guidance of the SMO in Anaesthesia during on call and day to day provision of anaesthesia

But as a Provisional fellow in Malignant Hyperthermia, the fellow will also be expected to be working towards fulfilling expectations of the fellowship.

To provide a high standard of clinical practice and clinical expertise, contributing to the provision of efficient and effective Anaesthesia and Intensive Care services within MidCentral Health.

To provide supervision for Resident Medical Officers rostered to the Department of Anaesthesia and Intensive Care.

To Participate in and contribute to organisational-wide projects and initiatives as required and attend and participate in meetings as required

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## RESPONSIBILITIES:

AREAS OF RESPONSIBILITY/KEY TASKS		MEASURES OF PERFORMANCE	
ASSESSMENT			
<b>1. CLINICAL</b>			
1.1	Delivery of clinical care to patients requiring anaesthesia and assisting with delivery of clinical care to patients requiring anaesthesia.	1.1	<ul style="list-style-type: none"> <li>Maintains a high standard of professional care in accordance with the NZMA Code of Ethics, statutory and regulatory requirements and Organisation policies, and any subsequent amendments thereto.</li> <li>Takes professional care of and undertakes delegated clinical responsibilities for patients.</li> <li>Conducts outpatient clinics, theatre lists, and other duties, using the allocated time efficiently and effectively towards achieving the goals of the annual Business Plan.</li> <li>When necessary, assists in the management of patients with emergencies.</li> <li>Sees and advises promptly on patients referred for an anaesthetic opinion.</li> </ul>
1.2	Assisting with the provision of acute specialist care for patients requiring anaesthesia.	1.2	<ul style="list-style-type: none"> <li>Shares on-call duty periods, providing 24 hour cover for the service.</li> <li>When "on-call" is available to respond within 5 minutes to requests for telephone advice, and to attend to patients requiring care within 20-30 minutes</li> </ul>
1.3	Patient information and informed consent.	1.3	<ul style="list-style-type: none"> <li>Gives patients a full explanation of all procedures and treatments.</li> <li>Obtains informed consent for all patients in accordance with the Organisation's policy for undertaking any operation, test or procedure.</li> </ul>
1.4	Health Promotion and Disease Prevention.	1.4	<ul style="list-style-type: none"> <li>Advises patients about the advantages of healthy lifestyles and specific measures that may prevent recurrences of ill health.</li> <li>Participates in health promotion awareness campaigns relevant to her/ his speciality and the goals of MidCentral Health.</li> </ul>
1.5	Staff and patient relations.	1.5	<ul style="list-style-type: none"> <li>Maintains effective interpersonal relationships with multidisciplinary staff, patients and relatives/whanau.</li> <li>Handles problems and complaints sensitively and promptly, always within timeframes specified according to legislation.</li> </ul>
<b>2. TEACHING</b>			
2.1	In-service education of Resident Medical Officers.	2.1	<ul style="list-style-type: none"> <li>Provides clinical supervision and teaching for House Surgeons and Anaesthesia Registrars.</li> </ul>
2.2	Formal teaching activities for other health professionals.	2.2	<ul style="list-style-type: none"> <li>Provides teaching or educational presentations for nurses, resource nurse and other health professionals or groups with an anaesthesia interest.</li> </ul>

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AREAS OF RESPONSIBILITY/KEY TASKS		MEASURES OF PERFORMANCE	
<b>3. MANAGEMENT/ADMINISTRATION</b>			
3.1	Management within the Service.	3.1	<ul style="list-style-type: none"> <li>Utilises staff, technological, pharmaceutical and other publicly funded resources prudently and efficiently for cost effective patient care.</li> <li>Participates in monitoring resource allocation and decision making within the service.</li> <li>Provides reports and information as required by Operations Director, Hospital Services, Clinical Director or Medical Head</li> <li>Participates in the development and updating of clinical management guidelines, including integrated clinical pathways.</li> </ul>
3.2	Management of Resident Medical Officers.	3.2	<ul style="list-style-type: none"> <li>Assists with the supervision of, and provision of feedback on performance to, resident medical officers within the Anaesthesia Service.</li> </ul>
3.3	Maintenance of adequate records and reports to referring doctors.	3.3	<ul style="list-style-type: none"> <li>Comprehensive, accurate and up-to-date records are maintained for all patients under the Anaesthetist's care.</li> <li>Reports and discharge letters on inpatients as well as outpatient letters on patients seen by the Anaesthetist are completed and dispatched in a timely manner.</li> <li>The electronic discharge summary is used according to Organisation policy.</li> </ul>
<b>4. PERSONAL EDUCATION AND RESEARCH</b>			
4.1	Knowledge and practice updated and maintained.	4.1	<ul style="list-style-type: none"> <li>Demonstrates evidence of continuing self-education through, for example, attendance at relevant courses/seminars/conferences; reading relevant literature.</li> <li>Utilises appropriately annual entitlement of Continuing Medical Education Leave.</li> <li>Attends and actively participates in local post-graduate medical education activities.</li> <li>Participates in RACP MOPS programme or equivalent.</li> </ul>
4.2	Research activities relevant to anaesthesia.	4.2	<ul style="list-style-type: none"> <li>Projects are approved by the Operations Director and Clinical Director and potential use of DHB resources identified prior to commencement of any research activity.</li> <li>Projects are approved by the DHB's Ethics Committee, ethical guidelines are followed and research is published.</li> <li>Carries out reviews of drugs, equipment and methods of clinical management as requested.</li> </ul>

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AREAS OF RESPONSIBILITY/KEY TASKS		MEASURES OF PERFORMANCE	
<b>5. QUALITY ASSURANCE/PEER REVIEW</b>			
5.1	Participates in quality assurance programmes.	5.1	<ul style="list-style-type: none"> <li>Attends and participates in regular departmental audit/peer review activities, including morbidity/mortality reports.</li> <li>Quality of written records meets specified standards.</li> <li>Patient satisfaction is positive.</li> <li>Peer review is favourable.</li> </ul>
5.2	Participation in annual performance programmes.	5.2	<ul style="list-style-type: none"> <li>Meets annually with Clinical Director or Medical Head to discuss and record performance issues and professional/personal development.</li> </ul>
<b>6. HEALTH AND SAFETY</b>			
6.1	Apply Health and Safety knowledge and skills to all work practices to ensure compliance with the Health and Safety at Work Act 2015 and any subsequent amendments or replacement legislation	6.1	<ul style="list-style-type: none"> <li>Is familiar with all policies and procedures as they affect the work environment.</li> <li>Ensure that safe working procedures are practised and no person is endangered through action or inaction.</li> <li>Is aware of and can identify hazards and take action accordingly, including preventing or minimising the adverse affects of hazards.</li> <li>Is able to apply MidCentral District Health Board's emergency procedures, including use of safety equipment and materials.</li> <li>Ensure that all incidents including near misses are reported within the required timeframe using the District Health Board's incident reporting system.</li> <li>Actively participate in the District Health Board's health and safety programmes, through input into meetings and feedback through committee structures.</li> </ul>
<b>7. ORGANISATIONAL - WIDE PROJECTS</b>			
7.1	Participates in and contributes to organisational-wide projects and initiatives		<ul style="list-style-type: none"> <li>Contributes to organisation-wide projects and initiatives as required</li> <li>Attends and participates in meetings as required</li> </ul>
<b>8.0 CREDENTIALING</b>			
8.1	Expected Performance	8.1	<ul style="list-style-type: none"> <li>Meets MidCentral District Health Board's credentialing requirements for the position.</li> </ul>
<b>9.0 TREATY OF WAITANGI</b>			
9.1	Has Treaty of Waitangi knowledge and application		<ul style="list-style-type: none"> <li>Has knowledge and understanding of the Treaty of Waitangi and its application in Health in terms of the articles and principles.</li> <li>Attends the MDHB Treaty of Waitangi education.</li> </ul>

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## PERFORMANCE CRITERIA

### SENIOR MEDICAL AND DENTAL OFFICERS and PROVISIONAL FELLOW

The following performance criteria are related directly to current employment contracts for Senior Medical and Dental Officers (SMO/SDO's), legislation and MidCentral Health's Critical Success Factors (CSF), and apply to all SMO/SDO's.

Key Performance Indicators (KPI's) for each SMO/SDO will be related to MidCentral Health's Strategic Imperatives from the annual Business Plan, and will be negotiated on an individual basis between the SMO/SDO and the Clinical Director/Operations Director.

The annual performance review for each SMO/SDO will take into account the following performance criteria and individual KPI's.

MidCentral Health's objectives are:

- \* To provide quality customer services
- \* To develop business relationships
- \* To provide efficient health and disability services
- \* To be a good employer
- \* To exercise social responsibility
- \* To maximise the value of the shareholders' investment

#### 1. TO PROVIDE QUALITY CUSTOMER SERVICES

##### **CSF: Patient Rights**

##### **CSF: Patient Centred Systems**

Patient satisfaction, measured by both formal and informal feedback, is positive in terms of the medical care provided, including informed consent, provision of information and professional relationship with the patient.

Treats patients with respect, and shows consideration for their personal privacy, maintenance of dignity and independence, social and cultural needs, religious values and beliefs.

Provides patients with fair treatment without discrimination or pressure, and facilitates the provision of an environment which encourages them as part of the informed consent process, where practicable, to participate in decision-making about their treatment.

Sees and advises promptly on inpatients referred for a specialist opinion.

Responds to patient complaints promptly and sensitively.

Ensures inpatient care plan is documented and discharge planning is timely and comprehensive, and discharge requirements are completed in a timely manner.

##### **CSF: Best Possible Clinical Outcomes**

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## **CSF: Professional and Ethical Standards** **CSF: Agreed Best Practice**

Clinical outcomes are measured through clinical audit and peer review, and are satisfactory; takes appropriate action where unsatisfactory outcomes are identified.

Achieves maintenance of professional standards requirements (or equivalent) set by the appropriate College and maintains professional standards of conduct.

Achieves and maintains MidCentral Health credentialing.

Provides services in accordance with MidCentral Health clinical protocols, guidelines and policies.

Develops or acquires new skills, procedures or qualifications which contribute positively towards the quality of service provision and achievement of contracted obligations.

Develops, documents and practices in accordance with best practice guidelines relevant to specialty.

## **CSF: Safe Therapeutic Environment**

Practises in a culturally safe manner.

Adheres to MidCentral Health infection control policies and guidelines.

## **CSF: Family/Community Context**

Ensures that family/significant others are informed and involved.

## **CSF: Continuous Improvement**

Consistently reviews efficiency of own practices and participates in activities related to organisational effectiveness, eg adherence to preferred medicines list, reduction in waiting times.

Achieves or exceeds agreed levels of performance measured against quality performance indicators, eg length of stay, unplanned readmission.

Initiates and participates in quality assurance and process improvement activities relevant to area of practice.

Participates in achievement of New Zealand Council on Healthcare Standards accreditation in area of specialty or company-wide.

## **2. TO DEVELOP BUSINESS RELATIONSHIPS**

### **CSF: Favourable Business Relationships**

Represents MidCentral Health positively in relationships with other providers, purchasers, sectors and authorities.

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## **CSF: Clear Boundaries**

In contributing to the organisation and provision of quality health services, demonstrates an awareness of own and other's accountabilities, responsibilities and obligations, both within MidCentral Health and externally.

## **CSF: Documented Agreements**

### **CSF: Monitoring Agency Requirement**

Complies with written agreements, both with internal services and external agencies.

Provides information and reports which are required to fulfil reporting requirements, both internally and for external agencies.

## **CSF: Work Together**

### **CSF: Communication Processes and Information Sharing**

As negotiated/agreed with the Clinical Director/Operations Director, participates in activities with external agencies which involve the sharing of information, expertise and/or resources.

## **3. TO PROVIDE EFFICIENT HEALTH AND DISABILITY SERVICES**

### **CSF: Perform to Contract**

#### **CSF: Defined Range and Scope of Services**

Provides services in accordance with the defined range as per the MidCentral Health Statement of Intent and Business Plan, and as purchased.

Meets agreed contribution towards achieving the service contract, including meeting quality standards, access or exit criteria, legal requirements and all components of service specifications, volumes, and other defined outputs.

Fulfils scheduled commitments as per the work schedule, including acute cover. When "on call" is available to respond immediately to requests and to attend to patients requiring care immediately.

Participates in service planning activities related to meeting contract requirements.

### **CSF: Fair and Equitable Systems**

Participates, as appropriate, in the development and maintenance of fair, consistent systems for managing waiting lists, waiting times, appointment scheduling and referrals.

Participates, as appropriate, in the development and maintenance of entry and exit criteria and prioritisation criteria.

### **CSF: Appropriate Locations**

Works positively and co-operatively towards achieving service goals and contract requirements related to changes in location of service provision such as increased

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ambulatory care, increased community home-based care, visiting services to rural areas and reduced emphasis on inpatient services.

## **CSF: Efficient Resource Utilisation**

Uses time and resources effectively, efficiently and productively towards achievement of MidCentral Health's objectives and own KPI's.

Maintains comprehensive, accurate and up to date records for all patients.

Completes patient reports and dispatches these in a timely manner and according to any contractual requirement.

## **CSF: Integrated Services**

Actively works towards maximising co-operation between services and with other providers.

Recognises linkages between services and takes these into account when considering initiatives within own service.

## **CSF: Statutory Requirements**

Is aware of and complies with statutory requirements.

## **4. TO BE A GOOD EMPLOYER**

### **CSF: Employment Practices**

### **CSF: Agreements and Legislation**

### **CSF: Right Person, Qualifications and Job**

### **CSF: Workforce Diversity**

Understands the principles of equal employment opportunity and complies with MidCentral Health's human resources policies.

Ensures that resident medical officers are managed within the terms of their Collective Agreement or Individual Agreements and MidCentral Health's human resources policies.

### **CSF: Effective Performance Management**

### **CSF: Individual Development and Education**

Provides education for resident medical officers, and other staff as appropriate, both formally and informally.

Performance issues of resident medical officers are addressed in a timely and supportive manner, in conjunction with the Intern Supervisor or RMO Director as appropriate.

Utilises annual Continuing Medical Education Leave entitlement to maintain and develop own skills and knowledge.

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In consultation with the Clinical Director/Operations Director, sets annual KPI's, identifies professional development needs and develops a plan to meet these.

Maintains professional contacts through membership of local, regional or national professional groups or advisory bodies.

## **CSF: Effective Leadership**

Provides clinical leadership for resident medical officers, and other staff as appropriate.

Role models professional standards of behaviour, maintains professional relationships and demonstrates a high standard of personal and professional integrity.

Supports and encourages others in the achievement of MidCentral Health's objectives.

Participates positively in team development and change management.

## **CSF: Effective Communication**

Communicates openly, honestly and effectively.

Maintains a loyal and confidential relationship with the management and staff of MidCentral Health.

Addresses issues of concern with those involved, taking appropriate responsibility for identifying and implementing solutions.

Participates co-operatively and positively as a health team member, contributing to the maintenance of harmonious interpersonal relationships.

Develops and maintains a positive partnership with the Clinical Director and Operations Director.

Displays respect and tolerance towards others, recognising and acknowledging their contributions.

Is able to receive and give feedback in a constructive and supporting manner.

## **CSF: Safe Working Environment**

Participates in the maintenance of a safe working environment, promptly notifying identified hazards and encouraging other staff to be aware of their own safety as well as that of others.

## **5. TO EXERCISE SOCIAL RESPONSIBILITY**

**CSF: Community Consultation**

**CSF: Community Expectations**

**CSF: Share Health Expertise**

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Participates in community health education activities relevant to speciality.

Educates patients about the advantages of maintaining a healthy lifestyle, referring them for appropriate support as necessary.

If required to represent MidCentral Health in an official capacity in community or consultation activities, promotes the interests of MidCentral Health in a positive manner.

As negotiated/agreed with the Clinical Director/Operations Director, provides education for primary providers such as GP's and practice nurses.

## **CSF: Treaty of Waitangi**

Complies with MidCentral Health's Treaty of Waitangi Policy.

## **CSF: Ethical Business Practices**

Research complies with ethical guidelines and company policy.

## **6. TO MAXIMISE THE VALUE OF THE SHAREHOLDERS' INVESTMENT**

### **CSF: Risk Management**

Minimises company risk through compliance with statutory and regulatory requirements and maintenance of own competence/safe practice.

Is familiar with and complies with MidCentral Health policies, procedures and protocols.

Reports critical incidents and potentially compensatable events.

### **CSF: Financial Performance**

Clinical decisions and decisions with financial implications reflect an understanding of the necessity for MidCentral Health to maintain clinical and financial viability.

Actively pursues and implements ways in which expenditure can be contained.

### **CSF: Integrated Planning**

Participates in service planning activities which are consistent with MidCentral Health's objectives.

### **CSF: Strategic Direction**

### **CSF: Considered Investments**

Seeks out alternative revenue sources/identifies new initiatives, and participates, together with the Clinical Director and Operations Director, in pursuing these.

Participates, as appropriate, in activities related to the advancement of MidCentral Health's service provision, eg new health technology, information technology.

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## INDIVIDUAL KEY PERFORMANCE INDICATORS SENIOR MEDICAL AND DENTAL OFFICERS AND PROVISIONAL FELLOW

**VISION** MidCentral District Health Board– “Quality Living – Healthy Lives”

**VALUES** Employ the right people; promote personal and professional growth; work in a partnership style; make opportunities happen; deliver effective health care; provide best possible value

**OBJECTIVES**

- To provide quality, customer services
- To develop business relationships
- To provide efficient health and disability services
- To be a good employer
- To exercise social responsibility
- To maximise shareholders’ investment

**CRITICAL SUCCESS FACTORS** Each objective has a number of Critical Success Factors. See Performance Criteria for Senior Medical and Dental Officers

**STRATEGIC IMPERATIVES** Strategic Imperatives related to MidCentral Health’s objectives will be taken from the current business plan, and those particularly relevant to the individual SMO/SDO for the following 12 months will be identified in consultation between each SMO/SDO and their Clinical Director/Operations Director

**KEY PERFORMANCE INDICATORS** These will relate to the above strategic imperatives, and will be negotiated on an individual basis between each SMO/SDO and their Clinical Director/Operations Director. The annual performance review for each SMO/SDO will take into account achievement of these individual KPI’s as well as the Performance Criteria for Senior Medical and Dental Officers. There is an expectation of participation in and contribution to organisational-wide projects and initiatives as required and attendance and participation in meetings as required.

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## WORK SCHEDULE PROVISIONAL FELLOW ANAESTHESIA

This work schedule specifies the expected weekly requirements subject to the exigencies of the service. Any significant amendment will require the agreement of both parties to this contract.

The total hours are average hours only, and specific times rostered below will need to be varied from time to time to adequately staff the service, eg to cover leave, sickness and conferences.

### 1. WEEKLY TIMETABLE

The provisional fellow would have a timetable structured to represent their fellowship in Malignant Hyperthermia

A 'session' is a half day, 0800-1300, or 1300-1800

The working week will consist of:

- 7 clinical sessions. A clinical session includes work in theatre, pre-assessment clinic, acute pain rounds. There will be a split between general, and fellowship-specific work of 5:2 or 4:3, to be negotiated. For theatre sessions you will usually be the primary anaesthetist and may have a trainee to supervise.
- 1 non-clinical session. This is for clinical administration, CME, diploma study, teaching. This fulfils the ANZCA Clinical Support Time component of the Provisional Fellow year
- 2 off sessions

### Typical weekly roster for Provisional Fellow

	AM	PM
MONDAY	THEATRE SESSION	THEATRE SESSION
TUESDAY	THEATRE SESSION	THEATRE SESSION
WEDNESDAY	OFF	OFF
THURSDAY	MH SESSION	THEATRE SESSION
FRIDAY	MH SESSION	NON CLINICAL

The exact roster may change slightly but the number of sessions in MH will be the same

### ON CALL COMMITMENT (ON THE SMO ROSTER)

There is a junior registrar on-site 24/7

When the fellow is rostered to after-hours call, the fellow is 1<sup>st</sup> on-call. They will be rostered with an SMO, who is 2<sup>nd</sup> on-call, available for advice, or on-site assistance as needed.

The approximate call frequency is 1:10

For a one-year fulltime position, this means approximately:

10 weekend 'sessions' on call

- (Weekends are 'split', with one practitioner being on-call 1800 Fri-0800 Sat and 0800 Sun-0800 Mon, and another practitioner being on-call 0800 Sat-0800 Sun. When being rostered to weekend on-call work, you will alternate between these sessions)

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- You will not be rostered to mid-week duties on call before or after a weekend 'session'.

## 21 Midweek night on-call

There is rostered recovery time following an 'on-call'. You will be rostered off for one session following an on-call, regardless of the workload. If the on-call workload was sufficiently busy that it would not be appropriate to work the afternoon session, then that can be arranged.

## 2. ROSTERED HOURS OF WORK

Rostered hours per week shall be made up of call for Anaesthesia .

The Provisional fellow will be on call with a SMO but take part in the SMO on call roster. The Provisional fellow will have a junior registrar under them but will consult with the SMO if needed (ie there will be an extra tier on call when the Provisional fellow is on call)

AVERAGE HOURS ACTUALLY WORKED WHILE ON CALL BACK PER WEEK: 5

# PROVISIONAL FELLOW MidCentral Health Person Specification

- Registered as a Medical Practitioner with the Medical Council of New Zealand or eligible for registration with the Medical Council to enable practice within MidCentral Health
- Has completed all requirements to be a Provisional Fellow as set out by ANZCA
- Has demonstrated skills in anaesthetic practice
- Has demonstrated a high standard of clinical care, management and time management skills
- Is committed to continually updating skills and treatment methods
- Has demonstrated teaching skills in respect of junior medical staff, other staff, patients and their families/whanau
- Excellent interpersonal skills with all staff, patients and families
- Awareness of and sensitivity to cultural differences
- Ability to work effectively within a multi-disciplinary team
- Ability to work effectively within a service and organisation committed to achieving accreditation
- Ability to implement audit processes and measure standards of practice

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- Committed to a collegial approach to anaesthesia. Prepared to share knowledge and skills as required to improve the Anaesthetic Service at Palmerston North Hospital
- Desire to contribute to the administrative non-anaesthesia tasks in the department
- Meets the statutory and organisational requirements for working with children, as per the Vulnerable Children Act 2014 and MidCentral District Health Board policy, including a satisfactory police check and other safety checking processes.

## Conditions of Appointment

### EMPLOYMENT AGREEMENT

The Collective Agreement which covers the work of this position is the New Zealand District Health Boards Senior Medical and Dental Officers Collective Agreement (Collective Agreement) which applies to employees appointed to roles that are covered by the Collective Agreement and who are members of the Association of Salaried Medical Specialists (ASMS).

### NATURE AND TENURE OF APPOINTMENT

The appointment will be subject to the conditions contained in this schedule, MidCentral District Health Board's policies and appropriate legislation.

The appointment is fixed term for 6-12 months but may be terminated by three months notice in writing by either party. In the event of the appointee being found to have breached the organisation's code of conduct or other policies, the appointment may be terminated without notice.

### SALARY

The commencing salary for this appointment will be within the salary scale, as specified in the Collective Agreement that applies at the time the position is taken up, with movement through the salary steps being by annual increment, subject to agreed performance criteria and as per the Collective Agreement.

Part-time (less than 40 hours) salary is pro-rata the full-time rate in the Collective Agreement.

The position's "job size" is the average weekly number of hours the appointee is required to undertake:

- Routine duties and responsibilities, including scheduled activities such as outpatient clinics, theatre lists and departmental meetings;
- Non-clinical duties and responsibilities;
- Provisional fellow responsibilities in Malignant Hyperthermia
- Duties at locations other than the usual workplace; and
- Rostered after hours' on-call duties, including telephone consultations and other relevant discussions.

Details of the work schedule and hours required will be detailed in the appointee's offer of employment and remuneration schedule, including payment of an availability allowance if the position includes on-call.

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All salary payments will be made by direct credit to a nominated bank account in the appointee's name (or jointly including the appointee's name).

## INSURANCE

The appointee must take out and maintain in force professional indemnity protection (e.g. through Medical Protection Society) in respect of alleged professional negligence or unskilful treatment of patients and it is recommended that advantage be taken of the unlimited indemnity which is available. The cost of this will be reimbursed by MidCentral District Health Board, subject to it not having been reimbursed by a previous employer.

## ANNUAL LEAVE

The annual leave entitlement is 30 working days per annum (pro-rata for part-time employees), in addition to 11 Public Holidays as per the Holidays Act 2003.

## SICK LEAVE

Sick leave will be granted as and when such circumstances arise. If sickness exceeds three months, MidCentral District Health Board may seek a medical review in respect of the employee's ability to return to work. The Organisation offers an Employee Assistance Programme for employees whose work performance is being adversely affected by personal problems. Such assistance is provided on a strictly confidential basis and receiving such assistance is in no way detrimental to an employee's career.

## CONTINUING MEDICAL EDUCATION

The appointee will be entitled to the Continuing Medical Education leave provisions as set out in the Collective Agreement applicable at the time of employment. In addition, the appointee may claim reimbursement of professional development costs as per the Collective Agreement. Provisions for accumulation of both leave and reimbursement allocations are set out in the Collective Agreement.

This provision does not apply to an appointment of six months or less duration.

## HEALTH DECLARATION

Applicants are required to complete a Health Declaration Form and return this with their application. This and the other forms noted below are supplied.

## DECLARATION OF CRIMINAL CONVICTIONS

Applicants are required to complete a Declaration of Criminal Conduct and Other Information Convictions & Charges Pending Form and return this with their application.

## DECLARATION OF MEDICAL LICENCE, LOSS OR SURRENDER

Applicants are required to complete a Declaration of Any Loss or Surrender of Medical Licence to Practise or Hospital Suspensions Form and return this with their application.

## RELEASE OF LIABILITY

Applicants are required to complete a Release of Liability Form and return this with their application.

## POLICE CLEARANCE/ CHECK(S)

*Compassionate  
Ka whai aroha*

*Respectful  
Ka whai ngākau*

*Courageous  
Ka mātātoa*

*Accountable  
Ka noho haepapa*

# Te Whatu Ora

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MidCentral

This appointment is subject to a Police Clearance which requires the applicant to complete a New Zealand Police Vetting Service Request and Consent Form. Additionally, overseas police checks may need to be applied for by the appointee if they have lived in any country other than New Zealand for 12 months or more within the last 10 years.

Shortlisted applicants will be advised of the requirement to undergo a New Zealand Police Clearance, and provide overseas police clearance/s, as required.

MidCentral District Health Board reserves the right to withdraw any offer to the appointee, or if the appointee has commenced work, terminate employment, if any adverse information arises out of the police check/s.

## VULNERABLE CHILDREN ACT 2014

Due to the this role having contact with children and MidCentral District Health Board's commitment to child protection, shortlisted applicants will be subject to 'safety checks' in accordance with the Vulnerable Children Act 2014 before any offer of employment is made. These checks are required periodically for existing employees in accordance with the relevant legislation.

## CONFIDENTIALITY

All employees are responsible for the security of confidential and sensitive information which is held by MidCentral District Health Board. All employees have a responsibility to comply with the requirements of the Privacy Act 1993 and the Health Information Privacy Code 1994 and any subsequent amendments.

It is a condition of employment for all employees that confidential or sensitive information is only accessed, used or disclosed as necessary to meet their employment or contractual obligations and in accordance with the relevant legislation, their professional obligations, and any other obligations imposed by law. Note: This does not preclude the sharing of clinical information among health professionals involved in the care or treatment of the individual on a "need to know" or consultancy basis.

Confidential information concerning a patient or client who is receiving or has received services provided by MidCentral District Health Board may not be accessed by employees not involved in the care or treatment of the patient or client, and also may not be disclosed to unauthorised persons, except for those specific cases defined in relevant legislation and as per MidCentral District Health Board's Confidentiality Policy.

## TREATY OF WAITANGI

MidCentral District Health Board is committed to its obligations under the Treaty of Waitangi. The appointee will be expected to incorporate the principles of the Treaty of Waitangi in their working practices.

## EQUAL EMPLOYMENT OPPORTUNITIES

MDHB is committed to the principles of Equal Employment Opportunities and all recruitment activities are conducted in accordance with these principles.

## SMOKE FREE ENVIRONMENT

MidCentral District Health Board provides smoke-free workplaces that protect the health and comfort of employees, patients/ clients, contractors, volunteers and visitors. All buildings, grounds and vehicles owned, occupied or leased by MidCentral District Health

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Ka whai ngākau*

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# Te Whatu Ora

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Board are smoke-free. Employees are expected to promote smoke-free lifestyles and act as role models when working with patients/ clients and in the community.

## CODE OF CONDUCT

MidCentral District Health Board has a Code of Conduct that sets out the standards of performance and conduct required of employees. Employees of MidCentral District Health Board are also required to act with a spirit of service to the community and meet high standards of integrity and conduct as set out in Standards of Integrity and Conduct - a code of conduct issued by the State Services Commissioner.

## ‘SHARED APPROACH TO WORK PRINCIPLES’

*Developing a shared approach to working together*

It is important that MidCentral District Health Board has a healthy and safe working environment in which all employees feel their contribution is valued and appreciated. The actions and behaviours below are intended to provide a guide and assist us all to develop and maintain this environment.

To be happy and proud in our work we will:

- Care for and support each other to have a safe work environment;
- Treat each other with trust and respect, recognising cultural and other differences;
- Communicate openly, honestly and act with integrity;
- Enable professional and organisational standards to be met;
- Support each other to achieve, and acknowledge contributions and successes.

MidCentral District Health Board does not tolerate bullying, harassment, or inappropriate behaviour in the workplace environment.

## APPLICATIONS

Applicants are required to complete an official form of application and return it with the names and addresses of three confidential referees\* and any other information considered pertinent to the position being applied for.

You can choose to submit your application via our online process or in writing.

To apply online, please visit the “Vacancies” page under “Working at MDHB” on our website: [www.midcentraldhb.govt.nz/WorkingMDHB/Vacancies](http://www.midcentraldhb.govt.nz/WorkingMDHB/Vacancies)

Alternatively, applications can be submitted to the **Medical Recruitment Consultant, Human Resource Department, Palmerston North Hospital, Private Bag 11036, Palmerston North 4442, New Zealand.**

**Fax: +64 6 350 8982 or email: [smo.vacancy@midcentraldhb.govt.nz](mailto:smo.vacancy@midcentraldhb.govt.nz)**

*\*Referee reports obtained or provided are subject to Section 27 (1) (c) of the Official Information Act 1982 and Section 29 (1) (b) of the Privacy Act 1993 and shall not be released or their contents disclosed to the applicant or to any person not directly involved in MidCentral District Health Board’s appointment and review procedures.*

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Respectful  
Ka whai ngākau

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Ka noho haepapa

## Appendix A - MidCentral's Values and Behaviours

All employees of MidCentral will adopt the values and demonstrate the behaviours related to them of being Compassionate, Respectful, Courageous and Accountable - in the following ways:

### COMPASSIONATE - KIA WHAI AROHA

- Is responsive to the needs of people, whānau and the community.
- Strives to deliver beyond expectations and go the extra mile.
- Shows concern for others and offers proactive and timely assistance and support to others.
- Is empathetic and mindful of others and sensitive to their feelings.
- Creates an environment where others feel safe and supported, encouraging them to contribute and share their views and perspectives.

### RESPECTFUL – KIA WHAI NGĀKAU

- Shows politeness, admiration and honour to others and does not cause offence.
- Actively listens when someone is speaking and shows value for other peoples' perspectives.
- Genuinely engages and listens to others and considers their views while making decisions.
- Is inclusive of diverse perspectives and the cultural beliefs of others and actively seeks to improve own knowledge.
- Recognises team member strengths and development needs, and coaches them to maximise their potential.

### COURAGEOUS – KIA MĀTĀTOA

- Speaks up when things are not right.
- Is adventurous in search of feedback and is open to feedback.
- Puts organisational interests ahead of their own.
- Speaks up when they have to contribute or when other's behaviour is inconsistent with the MidCentral's values.
- Champions innovative ideas in the team, and on behalf of the team.
- Is willing to question accepted approaches and processes and open to challenge.

### ACCOUNTABLE – KIA NOHO HAEPAPA

- Acknowledges and assumes responsibility for their actions and does not blame others when things go wrong.
- Strives for excellence and delivers high quality care that focuses on the needs of the consumer and whānau.
- Is innovative and strives for quality and excellence.
- Following through on conversations – saying what you will do and doing what you say.
- Is able to intervene effectively when progress against budgets, plans or projects is off track.
- Is committed to rapid resolution of complaints, problems and issues.

*Compassionate  
Ka whai aroha*

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# Te Whatu Ora

Health New Zealand

Te Pae Hauora o Ruahine o Tararua  
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## Appendix B – MidCentral’s Strategy

The infographic is a vertical layout with a light beige background and a repeating geometric pattern on the left side. At the top, the text 'WE ARE COMMITTED TO' is written in large, bold, purple letters. Below this, the Māori phrase 'Ka ū tā mātou mahi' is centered. Three circular images are arranged horizontally: the first shows an elderly woman and a child with the text 'QUALITY LIVING' and 'Kia pai te noho'; the second shows a man and a child with 'HEALTHY LIVES' and 'Kia ora te tangata'; the third shows a person with a backpack and a globe with 'WELL COMMUNITIES' and 'Kia ora te hapori'. Below these are three main sections: 'WE ARE ABOUT' (purple header), 'INDIVIDUALLY AND TOGETHER WE WILL' (blue header), and 'WE WILL BE' (green header). The 'WE ARE ABOUT' section includes the tagline 'Better health outcomes, better health care for all' and the Māori phrase 'Ko tā mātou mahi'. The 'INDIVIDUALLY AND TOGETHER WE WILL' section lists three goals: 'Achieve quality and excellence by design', 'Connect and transform primary, community and specialist care', and 'Partner with people and whānau to support health and wellbeing'. The 'WE WILL BE' section lists four values: 'Compassionate', 'Respectful', 'Courageous', and 'Accountable', followed by the Māori phrase 'Ka pēnei mātou'. The 'INDIVIDUALLY AND TOGETHER WE WILL' section also includes the Māori phrase 'He mahi takitahi hei toa takitini'. At the bottom, an orange header reads 'WE WILL ACHIEVE THIS SUCCESS THROUGH OUR', followed by five pillars: 'People', 'Partners', 'Information', 'Stewardship', and 'Innovation', with the Māori phrase 'Ka eke angitu mātou mā' centered below them.

# WE ARE COMMITTED TO

**Ka ū tā mātou mahi**

**QUALITY LIVING**  
Kia pai te noho

**HEALTHY LIVES**  
Kia ora te tangata

**WELL COMMUNITIES**  
Kia ora te hapori

### WE ARE ABOUT

*Better health outcomes, better health care for all*

**Ko tā mātou mahi**

*He whakapai ake i te hauora hei oranga mā te katoa*

### INDIVIDUALLY AND TOGETHER WE WILL

*Achieve quality and excellence by design*

*Connect and transform primary, community and specialist care*

*Partner with people and whānau to support health and wellbeing*

*Achieve equity of outcomes across communities*

**He mahi takitahi hei toa takitini**

*Kia kourua, kia hiranga te hoahoa*

*Kia mahi tahi me te tangata, me te whānau hei tautoko i te hauora me te oranga*

*Kia tūhono e pai ake ai te atawhai tuatahi, te atawhai hapori, te atawhai ngāio*

*Kia tākeke ngā hua mā ngā hapori katoa*

### WE WILL BE

*Compassionate*      *Respectful*  
*Courageous*      *Accountable*

**Ka pēnei mātou**

*Ka whai aroha*      *Ka whai ngākau*  
*Ka mātātoa*      *Ka noho haepapa*

### WE WILL ACHIEVE THIS SUCCESS THROUGH OUR

*People*      *Partners*      *Information*      *Stewardship*      *Innovation*

**Ka eke angitu mātou mā**

*Ō mātou iwi*      *Ō mātou hoa mahi*      *Te whakamāhio*      *Te tiaki*      *Te auaha*

Compassionate  
Ka whai aroha

Respectful  
Ka whai ngākau

Courageous  
Ka mātātoa

Accountable  
Ka noho haepapa