

## Position Description

<b>Position:</b>	<b>Otorhinolaryngologist/Head and Neck Surgeon – with special interest in Head/Neck</b>
<b>Reports to:</b>	<b>Clinical Executive, Acute and Elective Specialist Services Operations Executive, Acute and Elective Specialist Services Medical Lead, ENT Operations lead, Planned Care</b>
<b>Location:</b>	<b>MidCentral region including: Palmerston North Hospital and peripheral hospitals, eg Horowhenua Health Centre and Dannevirke Community Hospital Whanganui District</b>
<b>Role Relationships:</b>	<b><u>Internal</u> Senior medical staff, registrars and house officers Nursing staff in the medical wards and clinics Other health care team members, eg General Practitioners Ward Assistants, Allied Health Professionals</b>  <b><u>External</u> Patients and relatives</b>
<b>FTE:</b>	<b>1 FTE</b>
<b>Level of Authority</b>	<b>The position is at the level of Senior Medical Officer as defined in the “New Zealand District Health Boards’ Senior Medical and Dental Officers’ Collective Agreement”</b>

## Organisation Context

Te Whatu Ora | Health New Zealand leads the day to day running of the health system across New Zealand, with functions delivered at local, district, regional and national levels. It weaves the functions of the 20 former District Health Boards into its regional divisions and district offices, ensuring continuity of services in the health system.

Te Whatu Ora, Health New Zealand Te Pae Hauora o Ruahine o Tararua – MidCentral (MidCentral) (previously MidCentral District Health Board) provides healthcare services to over 180,000 people across the Manawatu, Horowhenua and Tararua regions. With a large hospital campus at Palmerston North, it also provides key health care and support services to neighbouring communities. We are one of the Manawatu’s largest employers with over 2800 staff members.

## Role Purpose

### PRIMARY OBJECTIVES:

To provide a high standard of clinical practice and clinical expertise and effective otorhinolaryngology services to the community and region served by the Organisation. Specialist interest and broad experience in Head and Neck Otology is preferred.

To provide advice to Service Manager, Surgical Services, on otorhinolaryngology management matters and professional standards of practice.

To provide supervision and instruction for Resident Medical Officers rostered to the otorhinolaryngology service.

At all times the employee is required to undertake their clinical responsibilities and to conduct themselves in all matters relating to their employment, in accordance with best practice and relevant ethical and professional standards and guidelines as determined from time to time by:

- the New Zealand Medical Association's code of ethics;
- the practitioner's relevant medical college/s and/or professional associations/s;
- the Medical Council of New Zealand;
- the Health and Disability Commissioner; and
- the employer's policies and procedures except to the extent that they may be inconsistent with any other provision of this Agreement.

*Compassionate*  
*Ka whai aroha*

*Respectful*  
*Ka whai ngākau*

*Courageous*  
*Ka mātātoa*

*Accountable*  
*Ka noho haepapa*

## Responsibilities

Areas of Responsibilities/Key Tasks		Measures of Performance
<ul style="list-style-type: none"> <li><b>Clinical</b></li> </ul>		
1.1	<p>Delivery of clinical care to patients requiring otorhinolaryngology services and assisting with delivery of clinical care to patients requiring otorhinolaryngology services.</p> <p>Broad experience is desired in the diagnoses and management of head and neck benign and malignant pathologies. Delivery and service in a collaborative way and supported by other members within the head and neck Multi Disciplinary Team.</p>	<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>Is aware of and complies with statutory requirements.</li> <li>Takes professional care of and undertakes delegated clinical responsibilities for otorhinolaryngology patients.</li> <li>Conducts outpatient clinics and ward rounds, and other duties, using the allocated time efficiently and effectively towards achieving the goals of the Annual Plan.</li> <li>When necessary, assists in the management of patients with emergencies.</li> <li>Sees and advises promptly on patients referred for a specialist opinion; provides and/or supervises clinical care including the assessment, investigation, treatment and appropriate referral of patients who present to the Otorhinolaryngology Service.</li> <li>Provides services in accordance with MidCentral clinical protocols, guidelines and policies.</li> <li>Fulfils scheduled commitments as per the work schedule</li> </ul>
1.2	Assisting with the provision of acute specialist care for otorhinolaryngology.	<ul style="list-style-type: none"> <li>Shares on-call duty periods, providing 24 hour cover for the acute otorhinolaryngology service.</li> <li>When “on-call” is available to respond within five minutes to requests for telephone advice, and to attend to patients requiring care within 15-20 minutes.</li> </ul>
1.3	Patient Centred Care	<ul style="list-style-type: none"> <li>Treats patients with respect, and shows consideration for their personal privacy, maintenance of dignity and independence, social and cultural needs, religious values and beliefs.</li> <li>Maintains effective interpersonal relationships with patients and their family/whanau/significant others.</li> <li>Provides patients with fair treatment without discrimination or pressure.</li> </ul>

Compassionate  
Ka whai aroha

Respectful  
Ka whai ngākau

Courageous  
Ka mātātoa

Accountable  
Ka noho haepapa

Areas of Responsibilities/Key Tasks		Measures of Performance
		<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> <li>• 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.</li> <li>• Responds to patient complaints promptly and sensitively.</li> <li>• 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.</li> <li>• Practises in a culturally safe manner.</li> <li>• Ensures that family/whanau/significant others are informed and involved.</li> </ul>
1.4	Health Promotion and Disease Prevention	<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. Participates in community health education activities relevant to speciality.</li> <li>• Educates patients about the advantages of maintaining a healthy lifestyle, referring them for appropriate support as necessary.</li> </ul>
1.5	Interpersonal Relations.	<ul style="list-style-type: none"> <li>• Maintains effective interpersonal relationships with all members of staff.</li> <li>• Communicates openly, honestly and effectively.</li> <li>• Participates co-operatively and positively as a health team member, contributing to the maintenance of harmonious interpersonal relationships.</li> <li>• Role models professional standards of behaviour, maintains professional relationships and demonstrates a high standard of personal and professional integrity.</li> <li>• Participates positively in team development and change management.</li> </ul>

Compassionate  
Ka whai aroha

Respectful  
Ka whai ngākau

Courageous  
Ka mātātoa

Accountable  
Ka noho haepapa

Areas of Responsibilities/Key Tasks		Measures of Performance
		<ul style="list-style-type: none"> <li>• Maintains a loyal and confidential relationship with the management and staff of MidCentral.</li> <li>• Develops and maintains a positive partnership with the Clinical Executive, Operations Executive and Service Manager.</li> <li>• Displays respect and tolerance towards others, recognising and acknowledging their contributions.</li> <li>• Addresses issues of concern with those involved, taking appropriate responsibility for identifying and implementing solutions.</li> <li>• Is able to receive and give feedback in a constructive and supporting manner.</li> <li>• Handles problems and complaints sensitively.</li> <li>• Understands the principles of equal employment opportunity and complies with MidCentral's human resources policies.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Teaching</b></li> </ul>		
2.1	In-service education of Resident Medical Officers.	<ul style="list-style-type: none"> <li>• Provides clinical supervision and teaching for House Surgeons and Otorhinolaryngology Registrars.</li> <li>• Provides education for Medical Officers, resident medical officers, and other staff as appropriate, both formally and informally.</li> </ul>
2.1	Formal teaching activities for other health professionals.	<ul style="list-style-type: none"> <li>• Provides teaching or educational presentations for nurses, resource nurse and other health professionals or groups with an otorhinolaryngology interest.</li> <li>• As negotiated/agreed with the Clinical Executive/Operations Executive/Service Manager, provides education for primary providers such as GP's and practice nurses.</li> </ul>
2.2	Formal teaching activities for other health professionals.	<ul style="list-style-type: none"> <li>• Provides teaching or educational presentations for nurses, resource nurse and other health professionals or groups with an otorhinolaryngology interest.</li> <li>• As negotiated/agreed with the Clinical Executive/Operations Executive/Service Manager, provides education for primary providers such as GP's and practice nurses.</li> </ul>

Compassionate  
Ka whai aroha

Respectful  
Ka whai ngākau

Courageous  
Ka mātātoa

Accountable  
Ka noho haepapa

Areas of Responsibilities/Key Tasks		Measures of Performance
2.3	Attends relevant training/supervision programmes	<ul style="list-style-type: none"> <li>• Within a year of commencement with MidCentral, attends an approved training/supervision programme. Prior learning will be recognised, ie if the SMO has attended a programme through the Medical Council of NZ, or through their vocational college within the past year.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Management/Administration</b></li> </ul>		
3.1	Management within the Service.	<ul style="list-style-type: none"> <li>• Ensures that patients are assessed and treated immediately on the basis of their priority, promoting the flow of patients by identifying those who could be fast tracked and mobilising resources to achieve this.</li> <li>• If (specialty) has reached a state of overload, works in close liaison and co-operation with the nursing staff, organising a response to workloads.</li> <li>• Consistently reviews efficiency of own practices and participates in activities related to organisational effectiveness, eg adherence to preferred medicines list.</li> <li>• Achieves or exceeds agreed levels of performance measured against quality performance indicators, eg length of stay, unplanned readmission.</li> <li>• Participates in the development and maintenance of fair, consistent systems for managing waiting times, appointment scheduling and referrals.</li> <li>• Participates in monitoring resource allocation and decision making within the service.</li> <li>• Utilises staff, technological, pharmaceutical and other publicly funded resources prudently and efficiently for cost effective patient care.</li> <li>• Provides reports and information as required by Operations Executive, Acute and Elective Specialist Services</li> <li>• Participates in the development and updating of clinical management guidelines, including integrated clinical pathways.</li> <li>• Provides services in accordance with the defined range as per MidCentral Annual Plan, and as purchased.</li> </ul>

Compassionate  
Ka whai aroha

Respectful  
Ka whai ngākau

Courageous  
Ka mātātoa

Accountable  
Ka noho haepapa

Areas of Responsibilities/Key Tasks		Measures of Performance
		<ul style="list-style-type: none"> <li>• 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.</li> <li>• Participates in service planning activities related to meeting contract requirements.</li> <li>• Works positively and co-operatively towards achieving service goals and contract requirements related to changes in location of service provision such as increased ambulatory care, increased community home-based care, visiting services to rural areas and reduced emphasis on inpatient services.</li> <li>• Actively works towards maximising co-operation between services and with other providers.</li> <li>• Recognises linkages between services and takes these into account when considering initiatives within own service.</li> <li>• Supports and encourages others in the achievement of MidCentral's objectives.</li> <li>• Participates in service planning activities which are consistent with MidCentral's objectives.</li> <li>• Clinical decisions and decisions with financial implications reflect an understanding of the necessity for MidCentral to maintain clinical and financial viability.</li> <li>• Actively pursues and implements ways in which expenditure can be contained.</li> </ul>
3.2	Management of Resident Medical Officers.	<ul style="list-style-type: none"> <li>• Assists with the supervision of, and provision of feedback on performance to, resident medical officers within the Otorhinolaryngology Service.</li> <li>• Ensures that Medical Officers and resident medical officers are managed within the terms of their Collective Agreements or Individual Employment Agreements and MidCentral's human resources policies.</li> <li>• Performance issues of resident medical officers are addressed in a timely and supportive manner, in conjunction with the Prevocational Educational Supervisor or Executive of Medical Training as appropriate; performance issues of Medical</li> </ul>

Compassionate  
Ka whai aroha

Respectful  
Ka whai ngākau

Courageous  
Ka mātātoa

Accountable  
Ka noho haepapa

Areas of Responsibilities/Key Tasks		Measures of Performance
		<p>Officers are addressed in a timely and supportive manner, in conjunction with the Clinical Executive.</p> <ul style="list-style-type: none"> <li>Provides clinical leadership for Medical Officers, resident medical officers, and other staff as appropriate.</li> </ul>
3.3	Maintenance of adequate records and reports to referring doctors.	<ul style="list-style-type: none"> <li>Comprehensive, accurate and up-to-date medical records are maintained for all patients under the Senior Medical Officer's care.</li> <li>Medical reports and discharge letters on inpatients as well as outpatient letters on patients seen by the Senior Medical Officer are completed and dispatched in a timely manner.</li> <li>Ensures patient treatment is documented and discharge planning and referral processes are appropriate, timely and comprehensive.</li> </ul>
<ul style="list-style-type: none"> <li><b>Personal Education and Research</b></li> </ul>		
4.1	Knowledge and practice updated and maintained.	<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 annual Continuing Medical Education Leave entitlement to maintain and develop own skills and knowledge.</li> <li>Attends and actively participates in local post-graduate medical education activities.</li> <li>Participates in appropriate College MOPS programme or equivalent.</li> <li>Achieves maintenance of professional standards requirements (or equivalent) set by the appropriate College and maintains professional standards of conduct.</li> <li>Achieves and maintains MidCentral credentialing.</li> <li>Develops or acquires new skills, procedures or qualifications which contribute positively towards the quality of service provision and achievement of contracted obligations.</li> <li>Participates in an annual Professional Development Review and as part of this, in consultation with the Clinical Executive/Operations Executive/Service Manager, sets annual KPI's, identifies</li> </ul>

Compassionate  
Ka whai aroha

Respectful  
Ka whai ngākau

Courageous  
Ka mātātoa

Accountable  
Ka noho haepapa



Areas of Responsibilities/Key Tasks		Measures of Performance
		<p>professional development needs and develops a plan to meet these.</p> <ul style="list-style-type: none"> <li>• Maintains professional contacts through membership of local, regional or national professional groups or advisory bodies.</li> </ul>
4.2	Research activities relevant to otorhinolaryngology.	<ul style="list-style-type: none"> <li>- Projects are approved by the Organisation'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 time permits.</li> <li>• Research complies with ethical guidelines and organisational policy</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Quality Assurance/Peer Review</b></li> </ul>		
5.1	Participates in quality assurance programmes.	<ul style="list-style-type: none"> <li>• Attends and participates in regular departmental audit/peer review activities, including morbidity/mortality reports.</li> <li>• Attends and participates in Otorhinolaryngology Service Quality Assurance activities.</li> <li>• Quality of written records meets specified standards.</li> <li>• Patient satisfaction is positive.</li> <li>• Peer review is favourable.</li> <li>• Meets with colleagues to discuss and record performance issues and professional/personal development, at least annually.</li> <li>• Clinical outcomes are measured through clinical audit and peer review, and are satisfactory; takes appropriate action where unsatisfactory outcomes are identified.</li> <li>• Develops, documents and practices in accordance with best practice guidelines relevant to specialty.</li> <li>• Initiates and participates in quality assurance and process improvement activities relevant to area of practice.</li> <li>• Participates in achievement of New Zealand Council on Healthcare Standards accreditation in area of specialty or organisational-wide.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Organisational - Wide Projects</b></li> </ul>		
6.1	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>

Compassionate  
Ka whai aroha

Respectful  
Ka whai ngākau

Courageous  
Ka mātātoa

Accountable  
Ka noho haepapa

Areas of Responsibilities/Key Tasks		Measures of Performance
		<ul style="list-style-type: none"> <li>• 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 and externally.</li> <li>• Represents MidCentral positively in relationships with other providers, purchasers, sectors and authorities.</li> <li>• Complies with written agreements, both with internal services and external agencies.</li> <li>• Provides information and reports which are required to fulfil reporting requirements, both internally and for external agencies.</li> <li>• As negotiated/agreed with the Clinical Executive/Operations Executive, participates in activities with external agencies which involve the sharing of information, expertise and/or resources.</li> <li>• Uses time and resources effectively, efficiently and productively towards achievement of MidCentral's objectives and own KPI's.</li> <li>• Seeks out alternative revenue sources/identifies new initiatives, and participates, together with the Clinical Executive and Operations Executive, in pursuing these.</li> <li>• Participates, as appropriate, in activities related to the advancement of MidCentral's service provision, eg new health technology, information technology.</li> <li>• If required to represent MidCentral in an official capacity in community or consultation activities, promotes the interests of MidCentral in a positive manner.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Health and Safety</b></li> </ul>		
7.1	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	<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> </ul>

Compassionate  
Ka whai aroha

Respectful  
Ka whai ngākau

Courageous  
Ka mātātoa

Accountable  
Ka noho haepapa

Areas of Responsibilities/Key Tasks		Measures of Performance
		<ul style="list-style-type: none"> <li>• Is able to apply MidCentral'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 MidCentral's incident reporting system.</li> <li>• Actively participate in MidCentral's health and safety programmes, through input into meetings and feedback through committee structures.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Risk Management</b></li> </ul>		
8.1	Aware of and manages risk appropriately	<ul style="list-style-type: none"> <li>• Minimises organisational risk through compliance with statutory and regulatory requirements and maintenance of own competence/safe practice.</li> <li>• Is familiar with and complies with MidCentral policies, procedures and protocols.</li> <li>• Reports critical incidents and potentially compensatable events.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Treaty of Waitangi</b></li> </ul>		
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 MidCentral Treaty of Waitangi education.</li> <li>• Complies with MidCentral's Treaty of Waitangi Policy.</li> </ul>

Compassionate  
Ka whai aroha

Respectful  
Ka whai ngākau

Courageous  
Ka mātātoa

Accountable  
Ka noho haepapa

## Work Schedule

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 agreement.

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 continuing medical education.

The duties and responsibilities as an Otorhinolaryngologist employed by MidCentral include participating with colleagues on the roster for otorhinolaryngology at Palmerston North Hospital.

### 1. WEEKLY TIMETABLE

The final make up of these duties will be discussed between yourself and the Medical Head, Otorhinolaryngology.

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 will need to be agreed and may be varied from time to time to adequately staff the service, eg to cover leave, sickness and conferences.

Number of Hours Per Week	Activity
4 - 8	Made up of:
2	Theatre
16-20	Ward Rounds
4	Outpatient Clinic
10	MDT or CPD Meeting
	Supporting Activities (teaching, audit, service improvement, CME, clinical meetings, peer review)
	Oncall for otorhinolaryngology

### ROSTERED HOURS OF WORK

Rostered hours per week shall be made up of call for Otorhinolaryngologist

These shall normally be shared with 3 other specialists and are approximately 2 hours per week.

*Compassionate  
Ka whai aroha*

*Respectful  
Ka whai ngākau*

*Courageous  
Ka mātātoa*

*Accountable  
Ka noho haepapa*

## 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 the Organisation's area.
- Holds a higher qualification appropriate to the speciality, which is recognised by the Medical Council of New Zealand for Vocational Registration in otorhinolaryngology.
- Commitment to auditing standards of practice.
- Proven knowledge of modern skills and techniques within otorhinolaryngology.
- 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.
- Awareness of and sensitivity to cultural differences.
- Ability to work effectively within a multidisciplinary team.
- Ability to work effectively within a service and organisation committed to continuous quality improvement and to achieving accreditation.
- Meets the statutory and organisational requirements for working with children, as per the Vulnerable Children Act 2014 and MidCentral policy, including a satisfactory police check and other safety checking processes.

*Compassionate*  
*Ka whai aroha*

*Respectful*  
*Ka whai ngākau*

*Courageous*  
*Ka mātātoa*

*Accountable*  
*Ka noho haepapa*

## Physical Attributes

### Level 3 – procedural

*Under the Human Rights Act 1993 discrimination based on disability is unlawful.*

*MidCentral will make all reasonable efforts to provide a safe and healthy work place for all, including persons with disability.*

*Every effort has been made to outline requirements clearly. If a potential applicant has uncertainties about their ability to fulfil these physical requirements, enquiry should be made whether it would be possible to accommodate a particular issue by obtaining advice from Occupational Health & Safety/ Infection Control Team.*

- Ability to move about and undertake necessary duties throughout MidCentral's service areas.
- The work is physically demanding involving standing, walking, sitting, stretching, twisting, balancing, bending and lifting
- Manual dexterity to drive with associated strength to enable work in constrained positions involving precise activity which may involve repetition and use of light to moderate weight equipment.
- Visual ability sufficient to read, read, observe, write / record, safely undertake operating procedures, monitor equipment and patient status enabling accurate performance of essential job duties.
- Hearing and speech, sufficient to communicate with patients / care-givers and co-workers, enabling direct and telephone communication together with ability to monitor equipment and patient status.
- A high degree of mental concentration and capability is required.
- Skin should not be fissured, scaly, cracked on hands, forearms, face or neck.
- Skin condition should allow frequent contact with water, soap/disinfectant soap and latex rubber.
- Ability to wear masks, eye protection, protective gowns and gloves (*in some cases double gloves*) for long periods.
- Absence of a health condition which could increase appointee's susceptibility if exposed to infections more frequently than in daily living.
- Freedom from colonisation or infection with MRSA.
- The appointee's health condition should not result in undue hazard to appointee/client or others as a result of exposure to blood, body fluids/waste or infectious disease. (Note MidCentral Policy for Work Restriction of Staff with Communicable Disease, especially Skin Appendix. Compliance with 'Medical Council Policy on Transmission of Major Viral Infection' is required.
- Work may present a hazard to immuno-compromised persons.
- Must be able to function under rapidly changing and demanding conditions.

Compassionate  
Ka whai aroha

Respectful  
Ka whai ngākau

Courageous  
Ka mātātoa

Accountable  
Ka noho haepapa

# 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's policies and appropriate legislation.

The appointment is permanent and 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;
- 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.

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 unskillful 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, subject to it not having been reimbursed by a previous employer.

## HOURS OF WORK

Hours of work will be 40 per week.

*Compassionate*  
*Ka whai aroha*

*Respectful*  
*Ka whai ngākau*

*Courageous*  
*Ka mātātoa*

*Accountable*  
*Ka noho haepapa*

## **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 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.

If the appointment is full-time the employee shall not engage in any other business or occupation without the prior consent of the Organisation. If an appointee is engaged in other business or occupation when taking up a full-time appointment with MidCentral, and wishes to continue to participate in this other business or occupation, this must be disclosed to the hiring manager prior to accepting the appointment.

## **POLICE CLEARANCE/ CHECK(S)**

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.

*Compassionate*  
*Ka whai aroha*

*Respectful*  
*Ka whai ngākau*

*Courageous*  
*Ka mātātoa*

*Accountable*  
*Ka noho haepapa*



MidCentral 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.

#### **CHILDREN ACT 2014**

Due to the role having contact with children and MidCentral'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. 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 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's Confidentiality Policy.

#### **TREATY OF WAITANGI**

MidCentral 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**

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

#### **SMOKE FREE ENVIRONMENT**

MidCentral 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 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.

*Compassionate  
Ka whai aroha*

*Respectful  
Ka whai ngākau*

*Courageous  
Ka mātātoa*

*Accountable  
Ka noho haepapa*

## CODE OF CONDUCT

MidCentral has a Code of Conduct that sets out the standards of performance and conduct required of employees. Employees of MidCentral 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 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 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.

*\*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’s appointment and review procedures.*

*Compassionate  
Ka whai aroha*

*Respectful  
Ka whai ngākau*

*Courageous  
Ka mātātoa*

*Accountable  
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 – KA 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 – KA 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 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*

*Respectful  
Ka whai ngākau*

*Courageous  
Ka mātātoa*

*Accountable  
Ka noho haepapa*

# Appendix B – MidCentral’s Strategy

## 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 mō 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 kounga, 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 ngalo*

*Kia tōkeke ngā hua mā ngā hapori katoa*

WE WILL BE

<i>Compassionate</i>	<i>Respectful</i>
<i>Courageous</i>	<i>Accountable</i>

Ka pēnei mātou

<i>Ka whai aroha</i>	<i>Ka whai ngākau</i>
<i>Ka mātātoa</i>	<i>Ka naho haepapa</i>

WE WILL ACHIEVE THIS SUCCESS THROUGH OUR

<i>People</i>	<i>Partners</i>	<i>Information</i>	<i>Stewardship</i>	<i>Innovation</i>
---------------	-----------------	--------------------	--------------------	-------------------

Ka eke angitu mātou mā

<i>Ō mātou iwi</i>	<i>Ō mātou hoa mahi</i>	<i>Te whakamāhio</i>	<i>Te tiaki</i>	<i>Te ouaha</i>
--------------------	-------------------------	----------------------	-----------------	-----------------