

POSITION DESCRIPTION

**Senior Medical Officer (SMO) in
 Obstetrics**

This position is considered a children’s worker under the Vulnerable Children Act 2014

Position Holder's Name:

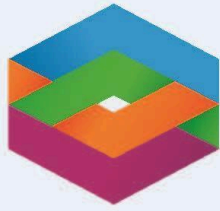
Position Holder's Signature:

Manager/Supervisor's Name:

Manager/Supervisor's Signature:

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Counties Manukau Health			





Healthy Together

Our Strategic Goal

We care about achieving health equity for our community.

Together, the Counties Manukau health system will work with others to achieve equity in key health indicators for Māori, Pacific and communities with health disparities by 2020.

We will measure the impact we have on healthy life years every year. This is our commitment to act and be deliberate in our choices and priorities.

This means that people will live longer healthier lives in the community.

Our Shared Values

Kind

Care for other people's wellbeing.

Excellent

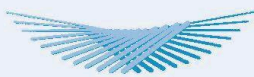
Safe, professional, always improving.

Valuing everyone

Make everyone feel welcome and valued.

Together

Include everyone as part of the team.



COUNTIES
MANUKAU
HEALTH



PURPOSE OF THE POSITION

This position is responsible for providing specialist clinical services in obstetrics by supporting the acute and non-acute services at Counties Manukau District (CM).

The candidate will be able to show an interest in general obstetrics with an area of special interest which may be part of the generalist continuum. The position serves a high risk and complex population requiring dedication towards serving a population with these needs.

To provide clinical consultation with those patients identified as requiring specialist assessment and management.

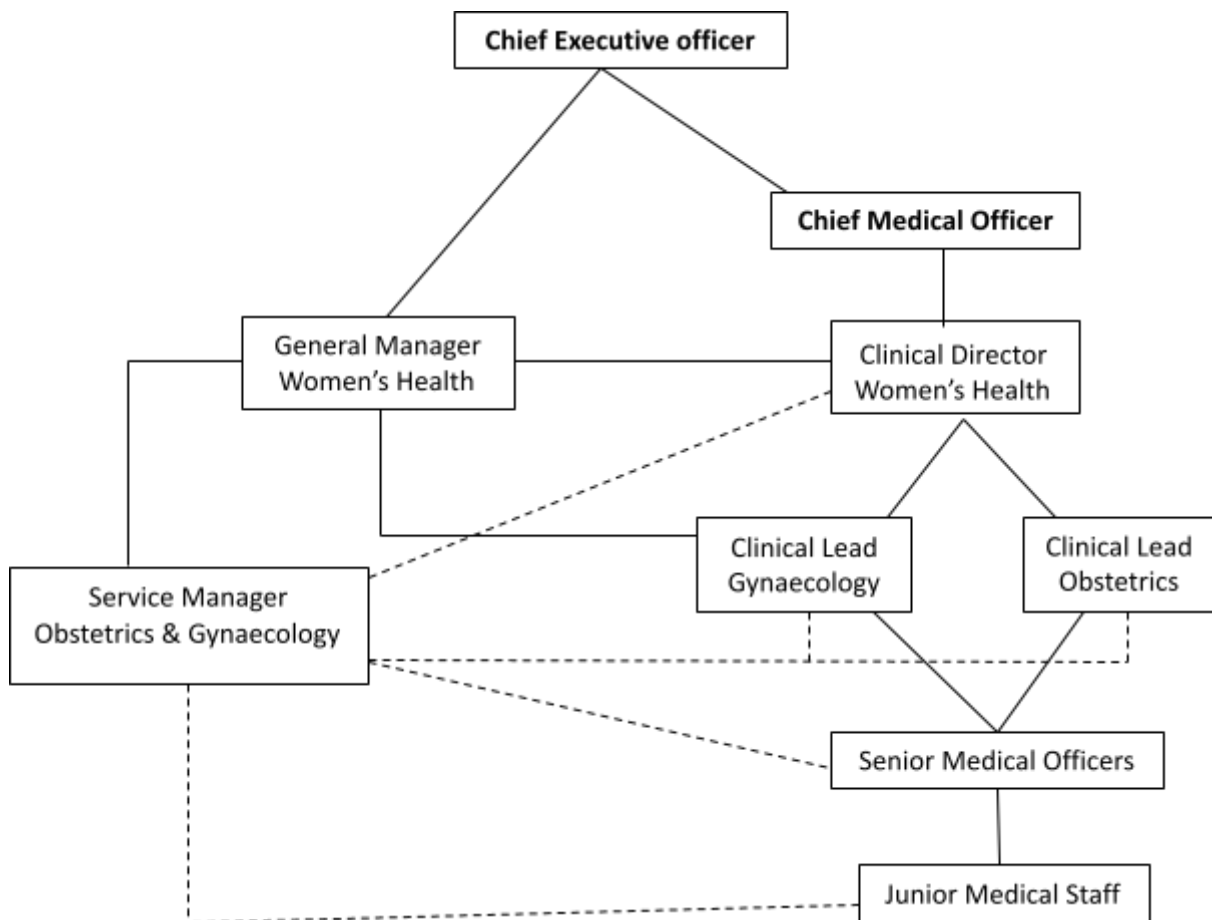
To promote best practice management in obstetrics, by providing safe and efficient services.

To review, develop and implement professional medical standards of practice and competence in the inpatient and outpatient settings at CM Health.

To assist in delivering on the service's required outcomes, through the active engagement in the clinical partnership model with the Clinical lead of the department.

To provide supervision and training of RMOs.

PLACE IN THE ORGANISATION



THE DEPARTMENT

The Women's Health Service covers a wide geographic area serving a diverse ethnic community, providing secondary obstetrics and gynaecology services.

The District has over 6,000 deliveries at Middlemore Hospital per year and a further 1,000 in the primary maternity units, with a caesarean section rate of around 30%.

The Obstetrics and Gynaecology service supports primary maternity care at Papakura and Pukekohe Maternity Hospitals; provides secondary and some tertiary maternity care at Middlemore Hospital; has outpatient clinics at Botany and Manukau Super clinics; secondary gynaecology services at Middlemore Hospital and Manukau Surgical centres with outpatient clinics at Middlemore and Manukau Super clinics.

The service has a multidisciplinary team approach with care provided by obstetricians, gynaecologists, midwives both hospital and self-employed, nurses, lactation consultants, dieticians, physiotherapists, pharmacists and social workers. Support staff include cultural workers, community liaison workers, schedulers, bookers and secretaries.

The service is delivered medically by 32 FTE (full time equivalent) SMOs, 5 fellows supported by 20 FTE registrars, 2 Senior House Officers and 10 FTE house officers. The Clinical director is supported by Clinical Leads in Obstetrics and Gynaecology.

1 FTE (full time position) is equivalent to 4 10 hour sessions.

Out of hours activities

The department serves a high risk population with a poor socio-economic status, who often present late for medical care. As such, the department has been proactive in providing a high quality and safe service for these women, by having a 24 hour on site team, led by the SMO, assisted by 2 registrars and 1 house officer and a fellow at weekends, public holidays and some evening duties.

Currently the SMO roster includes fixed obstetric or gynaecology sessions each week during the day, with a 1 in 20 rolling roster for out of hours work, including 5-10pm evening shifts, 10pm to 8 am night shifts and weekend day work (8am-8pm). There is appropriate remuneration for this resident service.

There is a second on call roster (1:20) for out of hours.

Routine Activities

Routine activities include taking part in the day time acute roster (Obstetrics and Gynaecology are split during this time; Monday to Friday 8-5pm).

The department provides extensive services in high risk antenatal (obstetric medical and diabetes in pregnancy clinics) and intrapartum care (including elective caesarean sections), maternal fetal medicine, complex acute gynaecology and a range of elective gynaecology including urogynaecology, minimal access surgery (MAS), colposcopy, outpatient hysteroscopy and provides care for gynaecological cancers in a 'hub and spoke model' with Auckland City Hospital being the referral centre. These activities run as multidisciplinary services with highly skilled nursing and midwifery staff.

Non-Clinical Duties

The following duties, which are not directly associated with patient care events, are included in the routine work requirements:

- Continuing Professional Development with participation in, and fulfilment of, the requirements of a recognised Obstetrics and Gynaecology College CPD programme. Attendance at activities supported by the organisation will be in accord with service direction and requirements, and will be agreed with the Clinical Head and Operations Managers.
- Attendance at scheduled departmental education, morbidity and mortality and business meetings.
- Audit and quality improvement activities.
- Clinical pathway and guideline development.
- Teaching of medical students.
- Teaching and training of trainees in this speciality.
- Supervision and support to other colleagues as required.
- Service or department administration and/or development.
- Credentialing and performance review.
- Clinical Research.
- Other activities may be negotiated and jointly agreed with the Clinical Head, from time to time.

Leave

Session Definition:

One session = 5 hours

(Minimum number of sessions is 4 to be employed at Counties).

1 half day duty = 1 session

1 whole day duty = 2 sessions

Leave (e.g. annual leave, sick leave, CME leave and special/travel) entitlements are as per the ASMS Senior Medical Officer MECA).

Continuing Medical Education Leave

The post-holder is encouraged to continue their professional development by attendance at appropriate external meetings and conferences, both National and International. This knowledge and experience can then be used to improve the evidence based service that we provide. An annual budget of \$16,000 pro rata on routine and after hours FTE is provided for these expenses.

Leave requires application and prior approval and maybe declined if considered inappropriate/concern regarding clinical cover of the service.

NATURE AND SCOPE OF RESPONSIBILITIES

Key Accountabilities	Standards / Achievements
<p>Clinical Supervision.</p>	<ul style="list-style-type: none"> ● Clinical supervision is defined in the broadest sense as general oversight of clinical activities which may also include but may not be limited to: <ul style="list-style-type: none"> - Direct supervision of clinical care. - Participation in case review and referral meetings. - Availability for consultation with other staff. - Allocation and review of referrals. - Consulting with other specialists. - Supervision of follow up programmes. ● The SMO will be accountable for clinical decisions relating to treatment programmes, oversight and review of clinical activities, effective liaison with other treatment staff, use of resources within agreed protocols and guidelines, decisions concerning transfer, ensuring that an appropriate care programme is in place. ● The SMO will be accountable for ensuring that clinical sessions start on time. ● There will be a contribution to the general and ongoing professional development of all clinical staff within service-based activities.
<p>Service Development.</p>	<ul style="list-style-type: none"> ● The SMO will contribute (with the Clinical Head) to the development of the range and quality of services provided, in accord with best practice models and evidence regarding effectiveness. Key activities include: <ul style="list-style-type: none"> - Recruitment and orientation of clinical staff within the service, in partnership with the Clinical Head/Operations Manager and the Recruitment Centre. - Planning future clinical staff human resource needs with the Clinical Head, General Manager and Operations Manager (and Professional Leaders where appropriate). - Developing clinical audit processes and procedures. - Providing clear focus and expectations for performance of clinical staff through development of objectives and goals that reflect best practice and enable the service to meet Business Plan standards and legislative requirements. ● Consultant and advice will be provided in all matters relating to service development and standards of practice.

Key Accountabilities	Standards / Achievements
<p>Clinical Leadership.</p>	<ul style="list-style-type: none"> ● The SMO will play a central role in the function of the team. A lead role is expected in regard to developing, implementing and reviewing systems for assessment and for the delivery of care, with a focus on outcomes in the following areas: <ul style="list-style-type: none"> - Providing a model of good practice clinically. - Promoting discussion and review of clinical assessments and plans. - Encouraging comprehensive clinical formulations and action plans based upon these. - Encouraging and modelling use of best practice, problem solving, and communication ensuring professional delivery of quality care. - Reporting cases/incidents which, in his/her opinion, may warrant the attention of the Clinical Head.
<p>Interpersonal and problem solving skills.</p>	<ul style="list-style-type: none"> ● The SMO will be required to develop and maintain effective relationships with a range of CMDHB staff members and external contacts including clinical and administrative staff, managers, patients and their family/whanau. Situations may often call for tact and diplomacy and will require information to be handled in a discreet and sensitive manner. In conflict situations the SMO will be required to exercise sound judgement, negotiation and persuasiveness skills, toward facilitating a workable outcome. ● SMOs will be regularly challenged by a wide range of clinical situations. There will be a requirement to be able to prioritise issues and negotiate time frames, while still providing a quality patient service. The range of problems will be diverse and require solutions customised to meet the circumstances of the patient. Therefore, opportunities will arise to provide innovative options to the patient, based on proven outcomes. ● There will be demands to meet deadlines, maintain accuracy and quality of information. Failure to do so could impact on the organisation in terms of the ability to meet contracted outcomes and provide quality standards. SMOs can refer to the Clinical Head, other colleagues and/or the operations manager for advice or second opinion.

Key Accountabilities	Standards / Achievements
<p>Performance Assessment.</p>	<ul style="list-style-type: none"> ● SMOs in obstetrics and gynaecology are accountable for their own professional development annually through ongoing participation in activities to maintain and enhance standards of practice (including peer review, attendance at CME meetings, academic activities, and individual review and appraisal of evidence in regard to service provision and patient care). ● Attendance at particular activities supported by the organisation will be in accord with service direction and requirements, and will be agreed with the Clinical Head and Operations Managers.
<p>Commitment to the principles of Treaty of Waitangi / Te Tiriti O Waitangi</p> <p>Cultural Safety & Diversity.</p> <p>Honouring Diversity.</p>	<p>The principles of partnership, participation, and protection underpin the relationship between Government and Maaori under the Tiriti O Waitangi and are integral to Counties Manukau strategy and service delivery to improve health gains of the community and achieve health equity. It is the responsibility of senior leadership to ensure the principles are incorporated within strategy and that relevant measures related to health gain and health equity are incorporated within service plans and delivery.</p> <ul style="list-style-type: none"> ● Partnership involves working together with iwi, hapuu, and whaanau and Maaori communities to develop effective strategies for Maaori health gain and appropriate health and disability services. ● Participation requires Maaori to be involved at all levels of the health and disability sector, including in decision-making, planning, development and delivery of health and disability services. <p>Protection involves the District working to ensure Maaori have at least the same level of health as non-Maaori, and safeguarding Maaori cultural concepts, values and practices.</p>
<p>Utilise Information Technology.</p>	<ul style="list-style-type: none"> ● Demonstrate an ability to access and use available clinical information systems. ● Is conversant with applications required for specific discipline/role. For example, i.PM, Concerto, Outlook, etc. ● Maintains own professional development by attending relevant IT educational programmes.

COMMUNICATION AND INTERPERSONAL SKILLS

Will be required to interact on a regular basis with a range of Counties Manukau staff members.

Situations may often call for tact, diplomacy and will require information to be handled in a discreet and sensitive manner.

In conflict situations will be required to exercise sound judgement, negotiation and persuasiveness skills, toward facilitating a workable outcome.

CONFIDENTIALITY

Discretion is required to be exercised in releasing confidential information to the appropriate parties.

PROBLEM COMPLEXITY

The SMO will be regularly challenged by a wide range of at time complex clinical situations. There will be a requirement to be able to prioritise issues and negotiate time frames, while still providing a quality customer service.

The range of problems will be diverse and require solutions customised to meet the circumstances of the client. Therefore, opportunities will arise to provide innovative options to the client based on proven outcomes.

There will be demands to meet deadlines, maintain accuracy and quality of information. Failure to do so could impact on the organisation in terms of operational performance, patient outcomes, service provision and achievement of business plan objectives.

The SMO will refer to Clinical Leaders for advice or second opinion.

SCOPE FOR ACTION

The SMO is empowered to make decisions or recommendations relating to clinical care and encouraged to use initiative and problem solving skills to develop innovative approaches to issues.

Discretion is required to be exercised in releasing confidential information to the appropriate parties.

DIMENSION OF THE POSITION

Will be responsible to the Clinical Director and General Manager for the achievement of agreed objectives and operates within the confines of Counties Manukau.

POSITIONS REPORTING

Directly Nil

Indirectly Fellows, Registrars and House Officers

PERSON SPECIFICATIONS (requirements for the role)

	Minimum	Preferred
Qualification	<ul style="list-style-type: none"> • Primary medical degree. • Completed a structured training programme in O&G. • Specialist registration with NZMC. • FRANZCOG or equivalent. • APC. 	<ul style="list-style-type: none"> • Special interest modules/ experience.
Experience		<ul style="list-style-type: none"> • Experience of training and or working in an area of need, suitable to CMH service requirements.
Leadership	<ul style="list-style-type: none"> • Ability to manage conflict. • Ability to communicate effectively, including formal presentations. • Ability to manage a team. 	<ul style="list-style-type: none"> • Evidence of previous service development. • Evidence of ability to implement change.
Personal Qualities	<ul style="list-style-type: none"> • Demonstrate respect to patients and all staff. • Good communication skills. • Demonstrate commitment to the service values. • High standard of personal work ethic. • Listen actively to others and respond appropriately. • Ability to be a team player. • Ability to share knowledge and teach others. 	
Furthering knowledge	<ul style="list-style-type: none"> • If specialist work since completing training programme, evidence of continued professional development and part of CPD programme (required by MCNZ). • Involvement in guideline development. 	<ul style="list-style-type: none"> • Presentations, posters and peer reviewed publications.

HEALTH AND SAFETY ACCOUNTABILITIES (non-management roles)

Health and Safety (H&S) is a key accountability of all Counties Manukau Health (CM Health) staff.

All CM Health Employees are responsible to:

Zero Harm

- Engage in safe workplace practices and take care of the health and safety of themselves, other employees and people in the workplace.
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Risk Management

- Identify, evaluate and report all hazards and incidents they are aware of in the workplace.
 - Adhere to apply risk controls, identified in risk assessments, such as 'Safe Operating Procedures'.
 - Follow safety instructions.
 - Stop work when there is an immediate risk of serious harm and notify the appropriate manager.
 - Ensure nothing they do or don't do will cause harm to themselves or others.
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Safety Management System Requirements

- Understand and follow CM Health's Occupational Health and Safety policies, Health and Safety regulations, and personal responsibilities as outlined by these policies.
 - Follow all Occupational Health and Safety policies and procedures.
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Work Safely

- Report for duty in a fit state, free from the influence of alcohol or other drugs.
 - Participate in consultation activities regarding matters affecting your health, safety and wellbeing.
 - Wear the required Personal Protective Equipment when undertaking specific activities, or when in nominated areas.
 - Operate clinical or plant equipment safely.
 - Participate in relevant safety training, and maintain safety related competencies.
 - If relevant to your position, be in possession of required and current Certificates of Competency.
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