Role Description

Position: Gynaecological Oncology Specialist

Service / Directorate: Women’s Health
                  Surgery, Women and Children’s Directorate

Responsible to: Clinical Leader
                  Operations Manager, Women’s Health

Our Mission:
Together, Improve the Health and Independence of the People of the District

Our Vision
Better Health and Independence for People, Families, and Communities

Our Values:
- Innovation
- Action
- A focus on People and Patients
- Living the Treaty
- Professionalism through Leadership, Honesty, Integrity and Collaboration
- Excellence through Effectiveness and Efficiency
Context

Organisational perspective
Capital and Coast DHB is a provider of acute and elective health services in the New Zealand Central region. As a tertiary hospital, Wellington Hospital is responsible for the health care of a population in excess of 900,000.

The Central region comprises 6 DHB: Capital and Coast, Wairarapa, Hutt Valley, Wanganui, MidCentral and Hawkes Bay. Taranaki DHB patients also come under Wellington Hospital umbrella for Gynaecological Oncological care.

Directorate perspective
The key areas of focus for the Surgery, Women and Children's Directorate relevant to this position are:

- To ensure clinical efficiencies and the effectiveness of clinical supply use
- To increase operating theatre efficiency and deliver the highest level of service.
- To lead and develop new ways of working between primary, communities, secondary and tertiary health care settings.

Service perspective
The Women's Health Service provides Obstetric and Gynaecology care and associated support services on an acute and elective, inpatient, day patient or outpatient basis.

Location: Tertiary gynaecology oncology (GO) service is located at Wellington Hospital

Role perspective

- Provide access to high quality sub-specialist Gynaecology Oncology services for Central New Zealand women using the local resources of the CCDHB Women's Health Service.
- Works with GO colleagues collectively to provide professional and clinical leadership for gynaecology oncology services within the Central Region of New Zealand.
- Participate in the development and quality of service provision in line with the overall goals and directions of the New Zealand Ministry of Health's Cancer Control Strategy.
- Provide training, teaching, supervision and guidance for Resident Medical Officers, Trainee Interns and Medical Students in accordance with the requirements of the Royal Australian & New Zealand College of Obstetricians and Gynaecologists (RANZCOG).

Purpose of the role
To deliver senior specialist consultant services that will provide appropriate high quality Gynaecological Oncology care to central New Zealand women using the local resources of the CCDHB Women’s Health Services.
To provide training and teaching for Resident Medical Officers, Trainee Interns and Medical Students in accordance with the requirements of the Royal Australian & New Zealand College of Obstetricians and Gynaecologists (RANZCOG)
To educate, guide and supervise O&G Registrars within the Central New Zealand ITP.
### Key Accountabilities

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<tr>
<th>Key Objectives</th>
<th>Measures of Performance</th>
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| **Delivery of expert level care to Gynaecological Oncology patients** | - Performs clinically according to current RANZCOG best practice  
- Sees and advises promptly on patients referred for a specialist opinion  
- Uses available clinics (2 to 3 half days per week including a colposcopy session) and operating lists (2 half days per week) in a timely manner  
- Supervises post op clinical care via regular ward round attendance  
- Regular prepares and chairs a share of the regional Gynae-Oncology multidisciplinary meeting (15 to 25 cases weekly)  
- Oversees junior staff’s activity to ensure patient care is delivered in accordance with standards and policy |
| **Provision of acute specialist care for Gynaecological Oncology** | - Acute patients are managed acutely by a designated Gynae-Oncologist on call.  
- Participates in the Gynae-Oncologist on call roster providing 24 hour cover for the Gynaecological Oncology service.  
- When “on-call” is available to respond within 5 minutes to requests for telephone advice, and to attend to patients requiring care within 20 minutes.  
- Leave arrangements are managed in conjunction with Clinical Leader and Operations Manager.  
- Takes professional care of, and assumes clinical responsibility for, patients admitted or transferred under his/her care. |
| **Patient information and informed consent** | - Gives patients and their families a full explanation of all procedures and treatments.  
- Obtains informed consent for all patients in accordance with the Organisation’s policy for undertaking any operation, test or procedure. |
| **Staff and patient relations** | - Acts in a manner consistent with a senior member of staff  
- Act as a role model for all CCDHB staff, demonstrating at all times the highest level of professional and ethical behaviour.  
- Maintains effective interpersonal relationships with multidisciplinary staff, patients and relatives/whanau.  
- Handles problems and complaints sensitively. |
| **Education and Teaching of Junior medical staff and other professional groups** | - Provides clinical supervision and teaching for House Surgeons and Registrars.  
- Ensures the orientation, guidance, performance management and objective setting process and feedback to junior surgical staff is consistent with good employer relations and Council standards.  
- Is available to junior medical staff for advice, supervision of surgical procedures and urgent acute problems when on call and during normal business hours as appropriate.  
- Provides teaching or educational presentations for nurses, |
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<th>Resource Nurse and Other Health Professionals or Groups with a General Surgical Interest As Appropriate.</th>
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<td><strong>Maintenance of Adequate Records and Reports to Referring Doctors</strong></td>
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| • Comprehensive, accurate and up-to-date medical records are maintained for all patients under the Medical Officer care.  
• Medical reports and discharge letters on inpatients as well as outpatient letters on patients seen by the Medical Officer are completed and dispatched within organisational timeframes. |
| **Health and Safety**  
Complies with responsibilities under the Health & Safety in Employment Act 1992 |
| • Has read and understood health and safety policy and procedures.  
• Actively supports and complies with health and safety policy and procedures.  
• Uses protective clothing and equipment.  
• Actively participates in the hazard management and identification process.  
• Proactively reports and remedies any unsafe work condition, accident or injury |

### Key Relationships & Authorities

**Reports to:**  
• Clinical Leader  
• Operations Manager, Women’s Health

**Key Relationships within Service:**  
• Charge Nurse Manager-Outpatient  
• Charge Nurse Manager-Inpatient  
• Operating Theatre Services  
• CCDHB Senior Medical Officers-Gynaecology  
• CCDHB O&G Registrars, Senior House Officers/House Surgeons  
• Gynaecology Oncology Outpatient Nurse  
• Gynaecology Oncology Outpatient Administrator  
• Data Manager

**Key Relationships outside Service:**  
• CCDHB MDM Coordinators  
• Radiology  
• Pathology  
• Medical oncology, radiation oncology, general surgery  
• Other regional DHB’s teams  
• General practitioners and Referral Agencies  
• Wellington School of Medicine-Department of Obstetrics and Gynaecology  
• Genetic Services Central Cancer Network

**Key National Contacts:**  
• NZGCG  
• RANZCOG  
• ASGO

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RD Gynaecology Oncologist Dec 2016
**Capability Profile**

**Competencies**
Solid performance in the role requires demonstration of the following competencies. These competencies provide a framework for selection and development.

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<th>Competency</th>
<th>Behaviours</th>
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<td><strong>Strategic Agility</strong></td>
<td>• Has broad knowledge and perspective, with flexibility</td>
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<td>• Can anticipate future consequences and trends accurately</td>
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<td>• Can create competitive and breakthrough strategies and plans</td>
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<td><strong>Total Work Systems</strong></td>
<td>• Delivers the highest quality products and services which meet the needs and</td>
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<td>requirements of internal and external customers with equity</td>
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<td>• Is committed to continuous improvement through empowerment and management</td>
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<td>by data</td>
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<td>• Leverages technology to positively impact quality</td>
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<td>• Is open to suggestions and experimentation</td>
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<td>• Creates a learning environment leading to the most efficient and effective</td>
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<td>work processes</td>
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<td><strong>Motivating Others</strong></td>
<td>• Can assess each person’s key drivers/values and use these to get the</td>
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<td>best out of him/her</td>
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<td>• Invites input from each person and shares ownership and visibility</td>
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<td><strong>Managing Vision and Purpose</strong></td>
<td>• Communicates a vision or sense of core purpose inspiring and</td>
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<td>motivating units or organisations</td>
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<td>• Creates mileposts and symbols to rally support behind vision</td>
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<td>• Makes the vision sharable by everyone</td>
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<td><strong>Interpersonal Savvy</strong></td>
<td>• Relates well to all kinds of people – up, down, and sideways, inside and</td>
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<td>outside the organisation</td>
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<td>• Builds appropriate, constructive and effective relationships with</td>
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<td>diplomacy and tact</td>
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<td>• Can diffuse even high-tension situations comfortably</td>
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<td><strong>Integrity and Trust</strong></td>
<td>• Is seen as a direct, fair, trustworthy, confident individual</td>
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<td>• Doesn’t misrepresent her/himself for personal gain</td>
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<td><strong>Building Effective Teams</strong></td>
<td>• Defines success in terms of the whole team</td>
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<td>• Creates a feeling of belonging in the team</td>
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<td>• Creates strong morale and spirit in her/his team</td>
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<td>• Shares wins and successes</td>
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<td>• Fosters open dialogue</td>
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<td>• Lets people finish and be responsible for their work</td>
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<td><strong>Communication</strong></td>
<td>• Practises active and attentive listening.</td>
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<td>• Explains information and gives instructions in clear and simple terms.</td>
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<td>• Is confident and appropriately assertive in dealing with others.</td>
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<td>• Deals effectively with conflict</td>
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Other aspects of capability not covered by the above competencies

a. Knowledge and Experience:
   - A solid experience in Gynae-Oncology, with expertise in surgical and medical management of gynaecological malignancies and pre-malignant conditions
   - Experience in colposcopy

b. Essential Professional Qualifications / Accreditations / Registrations:
   - New Zealand registration or eligibility for registration as a Specialist Obstetrician and Gynaecologist with the Medical Council of New Zealand.
   - Fully qualified to practice in the speciality of Obstetrics and Gynaecology. Registration or eligibility for registration with the Medical Council of New Zealand as a Specialist Obstetrician and Gynaecologist.
   - Sub-specialist RANZCOG accreditation as a gynaecological oncologist or equivalent

c. Someone well-suited to the role will be able to demonstrate the following (not covered in the above competencies):
   - Commitment to continuous service improvement and development of the Central Region Gynae-Oncology regional service providing equitable access to high standard of clinical care for women with gynaecological cancers
   - Willingness to develop and implement Gynaecological Oncology clinical guidelines to educate wider regional junior and senior medical staff group
   - Able to work cooperatively in a multidisciplinary setting
   - Consistent in personal and professional development processes
   - Commitment to the principles of the Treaty of Waitangi and culturally sensitive practice

Capital and Coast District Health Board (C&C DHB) is committed to supporting the principles of Equal Employment Opportunities (EEO) through the provision and practice of equal access, consideration, and encouragement in the areas of employment, training, career development and promotion for all its employees.

C&C DHB is committed to Te Tiriti o Waitangi principles of partnership, participation, equity and protection by ensuring that guidelines for employment policies and procedures are implemented in a way that recognises Maori cultural practices.

The role description will be reviewed regularly in order for it to continue to reflect the changing needs of the organisation. Any changes will be discussed with the position holder before being made. Annual objectives and performance measures will be set each year during the annual performance planning and development meeting.