## GENERAL PAEDIATRICIAN POSITION DESCRIPTION

**TITLE:** General Paediatrician  
**SERVICE:** Children's Health Service  
Capital and Coast District Health Board  
**RESPONSIBLE TO:** Executive Clinical Director,  
Surgical, Women's and Children's Directorate  
**REPORTS TO:** Clinical Leader, Paediatrics  
Children's Health Service  
**RELEVANT EMPLOYMENT AGREEMENT:** C&CDHB Senior Medical & Dental Officers Collective Agreement  
**RESPONSIBLE FOR:** Registrars  
SHOs

### MISSION:

“Together, Improve the Health of the District”

### VALUES:

- Innovation  
- Action  
- People/Patient Focus  
- Living the Treaty  
- Professionalism and Leadership  
- Excellence
ORGANISATIONAL PERSPECTIVE

The Capital and Coast District Health Board (C&CD HB) covers a region extending from Wellington to Otaki. It comprises key delivery arms in primary, secondary and tertiary health. Hospital and Health Services (HHS) is primarily responsible for the hospital and health services delivered via a new Wellington Regional Hospital (opened in March 2009); a secondary and community facility at Kenepuru; a Forensic, Rehabilitation and Intellectual Disability Hospital at Ratonga Rua-o- Porirua; and Kapiti Community Hospital. The total operating budget for the provider arm is approximately $570M.

There is an ongoing change programme begun in 2008 to resolve HHS performance with a target of achieving performance in the top five District Health Boards and a break even operating result.

We are focused on improving the health of our local people, families and communities – and reducing inequalities within our population. To support this we will ensure:

- integrated delivery of services backed by sound infrastructure
- financial and clinical viability of services, facilities and support
- a “culture” that supports health improvement and addresses disability needs locally and across our region
- the development of clinical leadership
- regional collaboration

Priorities in the current year for HHS are:

- Workforce – being an employer of choice, and developing research and education within the organisation
- Primary, secondary and regional and national collaboration
- Focus on infrastructure to support clinical work
- Clinical Governance
- Continuing devolution of authority

DIRECTORATE PERSPECTIVE:

The key areas of focus for the Surgery, Women and Children’s Directorate are:

- To develop a fully integrated Child Health Service across Capital and Coast, Hutt Valley and Wairarapa DHBs, with tertiary service provision to the Lower North Island and Upper South Island
- To implement a productive operating theatre model that captures efficiencies and delivers highest levels of service.
- The establishment of sustainable nursing models within the in-patient wards and the redevelopment of the paediatric facilities.
- Prove clinical efficiencies and the effectiveness of clinical supply use across the whole Directorate
- To ensure in the expenditure areas of Nursing Labour, Medical Labour and Management/Administration Labour that we are within benchmark of our peer DHBs.
Service Description

The multidisciplinary team in Children’s Health is dedicated to ensuring that care of the infant/child/young person and family is paramount. The Service provides an integrated mix of inpatient/outpatient/day patient and domiciliary services for infants, children and young people from a wide range of backgrounds and ethnicities from birth up to sixteen years of age. Child Health Services are progressively being integrated across the Capital and Coast, Hutt Valley, and Wairarapa DHBs. All new appointments are regional. Services are delivered in Wellington, Hutt, Masterton and Kenepuru Hospitals, Puketiro Centre, Kapiti Health Centre, out reach clinics and the infants and children’s own homes.

The Children’s Health Service at CCDHB comprises resourced inpatient cots/beds for 60 infants, children and young people. This service encompasses a Neonatal Intensive Care Unit with a dedicated homecare team. There are two inpatient wards, one for children of 6 years and under, and one for children over 6 years which includes an adolescent medicine service, and the regional secondary-care oncology service, linked to the Christchurch Hospital Paediatric Oncology Unit. The ambulatory service includes a Children’s Acute Assessment Unit, day stay ward, paediatric outpatient service and a community paediatric nursing team in Wellington, an acute assessment and outpatient facility at Kenepuru, and outpatient clinics at Kapiti. Children’s Health also includes a Child Development Service and the Regional Genetics Service. Services at the Hutt and Wairarapa include inpatient paediatric wards, level two Neonatal care, and outpatient facilities.

Paediatric Medicine
Paediatric Medicine at CCDHB provides a wide range of secondary and tertiary In-patient and Outpatient Services for the children of the region. Services are provided at Wellington Children’s Hospital, ambulatory/acute assessments at Kenepuru and ambulatory at Paraparaumu. A limited tertiary Paediatric Neurology service with a focus on epilepsy is currently provided, complemented by a visiting outpatient service from Christchurch. Tertiary Paediatric endocrinology and diabetes services and rheumatology (at Hutt) are provided.

Paediatric Surgery
Paediatric Surgery provides acute and elective paediatric surgery. The tertiary services are delivered to children from the entire central region. Outreach clinics and day-surgery is established or being developed in Hutt, Wairarapa, Whanganui, Palmerston North and Hastings.

Ambulatory Paediatrics
Outpatient services are delivered from Wellington, Kenepuru and Paraparaumu Hospitals in CCDHB, and from Hutt Hospital and Masterton Hospitals. Visiting Paediatric specialists provide Paediatric cardiology, neurology, gastroenterology, cystic fibrosis, oncology and nephrology clinics. Nurse led clinics are also provided. A 5 day a week Acute Assessment Service is available at Kenepuru. A link between hospital and home is provided by the Community Nursing Team, including provision of palliative care. The Paediatric Day Ward (Monday to Friday) accommodates children booked for elective surgical & medical procedures.

Child Development Service
The Child Development Service (CDS), currently based at Puketiro Centre, Kenepuru and Ewart, provides a wide range of assessment, diagnostic and therapeutic services for children with both physical and intellectual disabilities who live in the C&C DHB catchment area. CDS also provides a level five referral service, and a limited paediatric rehabilitation service. A similar Child Development Service operates from Hutt Hospital, and a limited therapy service is provided in Masterton

Genetics
The central hub of the National Genetics Service is located at Wellington Hospital. It includes a clinical unit and two laboratories providing information and education, diagnosis, laboratory testing, counselling, risk assessment and clinical management for a wide variety of genetic and/or congenital conditions, including family cancer testing.
Neonatal Intensive Care Services
This is a Level III Neonatal Intensive Care Unit and provides services for the central region of New Zealand including a 24-hour Infant Retrieval Service. Level II Neonatal Services are provided for the Wellington Metropolitan, Kapiti/Porirua areas, and at Hutt and Masterton Hospitals. A link between hospital and home is provided by the Neonatal Home care Team.

Paediatric Oncology
Paediatric Oncology is a level four service with responsibility for children domiciled in the Capital and Coast, Hutt Valley and Wairarapa DHBs. Christchurch Hospital (CHOC) provides the level five services to Capital and Coast, Hutt Valley and Wairarapa DHBs. Regular visiting clinics in Wellington are provided by the CHOC Paediatric Oncologists.

Child Protection and Community Paediatrics
The child protection service includes oversight from a paediatrician with expertise in forensic examination, a Child Protection Fellow, a Child Protection Coordinator, and a Family Violence Coordinator. Two designated Community Paediatricians share responsibility for identifying and mitigating the social and environmental determinants of ill health, and vulnerable children are seen through the Gateway programme in collaboration with Child Youth and Family Service.

Relationship with the Department of Paediatrics (University of Otago)
There is a close working relationship with the academic department, including support for research and opportunities to become a clinical tutor for Medical Students on rotation.

PURPOSE
To provide consultant SMO services in general paediatrics, and to provide sub-specialty clinical expertise in one or more priority areas in Child Health, as negotiated.

RELATIONSHIPS

Internal:
- Clinical Leader, Children’s Health Service
- Operations Manager, Children’s Health Service
- Senior Medical Colleagues
- Charge Nurse Managers
- Paediatric Surgeons
- Nursing Staff Children’s Health Service
- Social Work Service
- Child Protection Co-ordinator
- Pacific Health Unit
- Maori Health Development Group

External:
- General Practitioners, PHOs,
  Iwi and Hapu Authorities
QUALIFICATIONS

Vocational registration with the NZ Medical Council as a specialist paediatrician.

Medical Practitioners are 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 Royal Australian College of Physicians
- The New Zealand Medical Council
- The Health & Disability Commissioner
- Capital & Coast District Health Board Policies and Procedures

EXPERIENCE

- Experience in general paediatrics.
- Training and experience in one or more sub-specialities of paediatrics is desirable but not essential, as training can be provided for someone who wishes to develop skills in priority areas for child health.

SKILLS

- Demonstrate the ability to develop links with the community.
- Demonstrate a well-developed community perspective.
- Be genuinely interested in people, and able to relate to a wide range of people in a helpful, intellectual and compassionate manner.
This is a full time post, though a part time position could be negotiated.

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<th>ACCOUNTABILITIES</th>
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| **To provide Leadership, consultation and advice in the areas of expertise within Children’s Health through participation in teaching, training and research** | - Clear guidance and advice and support will be given to a range of staff groups, with expectations clearly defined and regular feedback provided regarding performance against expectations.  
- The Paediatrician will take part in the regular professional development activities of the Children’s Health service; eg. “Journal Club”, X-ray sessions, “Grand Round” presentations and clinical audit sessions.  
- To participate in training Registrars undertaking training in paediatrics in accordance with the Royal Australasian college of Physicians and additionally, candidates for the Diploma of Child Health.  
- Service coordination and integration, provider education and training to maintain high quality integrated services and liaison with other sectors. |
| **To Conduct Outpatient Clinics** | - See patients in timely and professional manner consistent with the policies, procedures, aims and objectives of Capital and Coast District Health Board.  
- Complete appropriate correspondence and consult with colleagues in other disciplines as required.  
- Community Clinics (in various locations to be defined) |
| **To Complete Inpatient Ward Rounds and Associated Clinical Activities if agreed as a component of the post** | - When rostered for the weekend or weekday acutes, a formal ward round will take place on the following day.  
- Post acute ward round and ongoing care of children while inpatients. |
- Review all patients, both new and existing.
- Plan investigations, treatments, referrals and discharges, including the necessary referrals to supporting service.
- Provide education and discussion with parents and relatives of children.
- Weekday acute call as rostered

**To Complete Other Activities as Required**

- Consult with other colleagues within the Department of Paediatrics and as needed outside the Department of Paediatrics.
- Respond to requests for information or a resolution of complaints from parents and relatives with children hospitalised by C&CDHB
- Contribute to the teaching of undergraduates, (SHO’s) and Registrars.
- Contribute to supervision of basic trainee and advanced trainees as part of R.A.C.P. training provisions and mentoring of junior staff
- Undertake continuing medical education and professional self development
- Complete administrative tasks not directly related to clinical activities
- Participate in departmental credentialling

**Continuous Quality Improvement**
Actively contribute to Continuous Quality Improvement activities within the service.

- Identifies improvement opportunities and notifies the manager of these.
- Participates in the service’s quality improvement activities.
- Provides good patient/client service and is responsive to patient/client requests or complaints.
- Complies with standards and works to improve patient/client satisfaction.

**Risk Minimisation**
Actively contributes to risk minimisation activities within the service.

- Identifies risks and notifies the manager of these.
- Participates in the service’s risk minimisation activities.
• Complies with C&C DHB Reportable Events policy and other policies and procedures.
• Participates in audits.

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.

COMPETENCIES

Commitment to Health and Independence Improvement Goals

• Is committed to the values and goals of C&C DHB.
• Is committed to continuous learning and performance development.
• Encourages the development of all team members.

Teamwork

• Develops and maintains positive relationships and works in partnership with other team members.
• Develops rapport and builds networks of constructive working relationships with key people.
• Effectively uses team dynamics and individual operating styles to build team processes and strengths.
• Shares knowledge and works cohesively with the team.

Innovation

• Is innovative in the development of business initiatives and projects.
• Is proactive and motivated and responds positively to new challenges and opportunities.
• Develops new and/or more effective work processes and systems through lateral thinking and creativity.

Work Approach

• Is results focussed and committed to making a difference.
• Plan and organise own workload, allocating time to priority issues, meeting deadlines and coping with the unexpected.
• Adjusts work style and approach to fit in with requirements.
• Focuses on quality improvement and customer satisfaction.
• Perseveres with tasks and achieves objectives despite obstacles.

Communication
• Listens with a preparedness to understand.
• Is confident and appropriately assertive in dealing with others.
• Deals effectively with conflict.

Partnership with Maori
• Understands the Principles of Te Tiriti o Waitangi and how these apply within the context of health service provision.
• Applies the notion of partnership and participation with Maori within the workplace and the wider community.
• Promotes and participates in targeted Maori health initiatives by which Maori health gains can be achieved.
• Implements strategies that are responsive to the health needs of Maori.