

## Position Description

Employment Agreement:	ASMS Senior Medical and Dental Officers Agreement
Position Title:	<b>Consultant Orthopaedic Surgeon - Spine and Paediatrics Subspecialty</b>
Service & Directorate:	Surgical Directorate
Location:	Dunedin
Reports to:	Clinical Director, Orthopaedics Service Manager, Orthopaedics Medical Director, Surgical Directorate
Number of direct reports:	Nil
Job description creation date:	September 2025

### PURPOSE OF ROLE

Be responsible for providing a comprehensive orthopaedic service to a high standard throughout the Southern region. The Consultant Orthopaedic Surgeon - Spine and Paediatrics Subspecialty will take a leading role in maintaining the existing services and may take the initiative in developing new services.

### Competencies

The following competencies apply to this position. The employee will be assessed against these as part of their annual performance and development review.

#### Organisational Competencies

<b>Customer Focus</b>	Is dedicated to meeting the expectations and requirements of internal and external customers; gets firsthand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect
<b>Integrity and Trust</b>	Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
<b>Managing Diversity</b>	Manages all kinds and classes of people equitably; deals effectively with all races, nationalities, cultures, disabilities, ages and both sexes; hires variety and diversity without regard to class; supports equal and fair treatment and opportunity for all.
<b>Drive For Results</b>	Can be counted on to exceed goals successfully; Is constantly and consistently one of the top performers; very bottom line oriented; steadfastly pushes self and others for results.

#### Role Specific Competencies

<b>Decision Quality</b>	Makes good decisions (without considering how much time it takes) based upon a mixture of analysis, wisdom, experience, and judgment; most of his/her solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions.
<b>Priority Setting</b>	Spends his/her time and the time of others on what's important; quickly zeros in on the critical few and puts the trivial many aside; can quickly sense what will help or hinder accomplishing a goal; eliminates roadblocks, creates focus.

<b>Dealing with Ambiguity</b>	Can effectively cope with change; can shift gears comfortably; can decide and act without having the total picture; isn't upset when things are up in the air; doesn't have to finish things before moving on; can comfortably handle risk and uncertainty.
<b>Interpersonal Savvy</b>	Relates well to all kinds of people—up, down, and sideways, inside and outside the organization; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can defuse even high-tension situations comfortably.

KEY RELATIONSHIPS	
<b>Within Te Whatu Ora</b>  Multi-disciplinary staff within Te Whatu Ora Orthopaedics Clinical Director Orthopaedic Registrars Te Whatu Ora Management Team Medical staff Nursing Staff	<b>External to Te Whatu Ora</b>  Staff from other Te Whatu Oras and Community Trusts Otago Medical School – Dunedin Campus, University of Otago Patients, their families and whanau

## PERSON SPECIFICATION

The expertise required for a person to be fully competent in the role. Position specific competencies:

	ESSENTIAL	DESIRABLE
<b>Education and Qualifications (or equivalent level of learning)</b>	Has a current Annual Practising Certificate in the scope of Orthopaedics from the Medical Council of New Zealand. Meets CME requirements of RACS.	With Spine and Paediatrics Subspecialty
<b>Knowledge and Skills</b>	Demonstrated ability to be part of a team. Able to work independently and use initiative. Able to adopt a leadership role when necessary. Committed to quality improvement.	

## KEY RESULT AREAS

KEY ACCOUNTABILITIES	EXAMPLE OF SUCCESSFUL DELIVERY OF DUTIES AND RESPONSIBILITIES
<p align="center"><b>Be responsible for the following specific performance goals Associated with providing a comprehensive orthopaedic service</b></p>	
<ul style="list-style-type: none"> <li>Provide to patients a safe competent and respectful service in the management of their conditions according to their clinical priority.</li> <li>Communicate adequately with patients on their condition and treatment, always ensure that patient rights are protected and all consents required are acquired before treatment.</li> </ul>	

<ul style="list-style-type: none"> <li>• Provide for comprehensive and appropriate records of patients seen and be responsible for ensuring that such records are available in accordance with normally accepted procedures.</li> <li>• Act as a member of the Orthopaedics Team in providing suitable cover for Dunedin Hospital, requirements as well as additional services offered at other Te Whatu Ora Southern locations.</li> <li>• Provide such tuition and lectures to Te Whatu Ora staff as may be required by agencies such as the College Training Scheme fulfilment of Medical Council requirements and hospital training requirements and to instruct, monitor and advise those staff under the direct guidance of the Senior Medical Officer.</li> <li>• Report promptly to the Clinical Leader Orthopaedics any unusual incidents or occurrence, especially those which may give rise to complaints or legal action against Te Whatu Ora</li> <li>• Ensure effective use of Te Whatu Ora's resources of staff and facilities, by the application of effective efficient and economical patient management techniques.</li> <li>• Ensure that the standard of service provided is commensurate with Te Whatu Ora's duties, intentions and Business Plan, Policies and Procedures.</li> <li>• Keep informed of developments in the area pertinent to speciality and maintain own skills and knowledge of speciality to professional college guidelines.</li> <li>• Provide speciality advice as requested by Te Whatu Ora.</li> <li>• Promote awareness in the community of health promotion activities and disease prevention within speciality by the provision of health education.</li> <li>• Actively participate in processes regulating performance and accountability which will include quality assurance measures, medical audit, and medical peer review.</li> <li>• Identify from time-to-time research needs and in consultation with Clinical Leader Orthopaedics and with approval of Te Whatu Ora.</li> <li>• Ethical Committee, conduct such research.</li> <li>• Ensure that supervision of Resident Medical Officers (RMOs) occurs to meet requirements of the clinical environment and statutory organisations, and that appropriate reports are provided to meet the requirements of the Medical Council.</li> <li>• Ensure that any lawful instructions of the Clinical Leader Orthopaedics are carried out in a prompt manner.</li> </ul>	
<b>THE CONSULTANT ORTHOPAEDIC SURGEON SHALL:</b>	
<ul style="list-style-type: none"> <li>• Be responsible for the assessment and care of patients at Dunedin, on a regular basis during average routine hours, and on a rostered basis outside average routine hours during the week, at the weekends and on public holidays.</li> </ul>	

<ul style="list-style-type: none"> <li>• Participate in Outpatient Clinics at our peripheral hospitals.</li> <li>• Be familiar with appropriate modern techniques.</li> <li>• Continue to keep patient hospital stays to the minimum compatible with high standards of orthopaedic care to be reviewed annually.</li> <li>• Carry out a minimum of three ward rounds per week during the average routine working hours.</li> <li>• Provide Outpatient and Theatre sessions as per the agreed schedule of duties.</li> <li>• Provide early advice for those patients referred for an orthopaedic opinion by hospital specialist colleagues. They will also provide advice for General Practitioners and RMO's.</li> </ul>	
<b>RESOURCE RESPONSIBILITY</b>	
<ul style="list-style-type: none"> <li>• Be responsible for the clinical and educational management of Resident Medical Officers and various Trainee Interns/Medical Students attached to the Orthopaedic Department.</li> </ul>	
<b>DIRECT PATIENT CONTACT - HANDS ON</b>	
<ul style="list-style-type: none"> <li>• Provide generalist orthopaedic services at a level appropriate to the service required at Dunedin Hospital.</li> <li>• Conduct specialised clinics as required in keeping with service requirements and scope of practise.</li> <li>• Maintain close liaison with the x-ray department and undertake radiological investigations and examinations as required.</li> <li>• Respond promptly to colleagues' request for inpatient referrals.</li> <li>• Provide advice for RMO's and GPs as required.</li> <li>• Review waiting lists for surgical procedures.</li> <li>• Conduct clinics at Dunedin Hospital and locations throughout the Te Whatu Ora region. The orthopaedic surgeon will assign priority to patients for attendance at such clinics and advise on the administration of the resources available at the clinics and review clinic lists.</li> <li>• Carry out operating list decisions based on levels of urgency; determine the caseload requirements, and the facilities available. Plan strategies with the patient, arrange for the provision of the necessary equipment and implants as required and carry out pre-operative ward rounds.</li> <li>• Carry out post-operative ward rounds.</li> <li>• Be available whilst on call for all resident medical officers, senior colleagues, administrators, and nursing staff and be ready to attend in person for emergency and other urgent problems.</li> </ul>	

<ul style="list-style-type: none"> <li>Undertake after hours emergency operating lists and ward rounds where necessary.</li> </ul>	
<b>INDIRECT PATIENT WORK</b>	
<ul style="list-style-type: none"> <li>Ensure patients are appropriately referred to their referring practitioner as soon as possible.</li> <li>Maintain close communication with the patient's practitioner.</li> <li>Ensure adequate records are maintained for both inpatient and outpatients.</li> <li>Maintain liaison with the administration staff to ensure correct information for patients and other relevant persons in order that the patients may be informed of their likely admission date and colleagues and administrators base their long-term planning on sound information.</li> <li>Complete reports when requested by the administration for the police, ACC, or other divisions of the administration.</li> </ul>	
<b>PATIENT COMMUNICATION</b>	
<ul style="list-style-type: none"> <li>Consult with other professionals as to patient care requirements when appropriate.</li> <li>Co-ordinate all aspects of treatment with para-medical services in terms of inpatient and outpatient outcomes.</li> <li>Develop effective interpersonal relationships with other staff members, administrators, patients, relatives and other members of the public.</li> <li>Make themselves available to patients and relatives where appropriate, to discuss the condition, treatment, and prognosis of patients.</li> </ul>	
<b>GENERAL ADMINISTRATION</b>	
<ul style="list-style-type: none"> <li>Involve themselves with the continuing development and management of the orthopaedic information systems.</li> <li>Reconcile information provided by advisor groups within the hospital, the Department of Health, and Te Whatu Ora's business plan with the practice of a high contemporary standard of orthopaedic practice.</li> <li>Meet at least monthly with other members of the Senior Medical Staff.</li> <li>Be available for appointment for other committees associated with the day to day running of the hospital.</li> <li>Advise the Clinical Leader Orthopaedics on equipment replacement needs and related planning strategies on a consistent basis.</li> <li>Be available to meet with representatives of the companies supplying products appropriate to their specialty.</li> </ul>	

<ul style="list-style-type: none"> <li>• Provide guidelines to RMO's of the requirements of the orthopaedic service and keep staff members informed on a day-to-day basis of changes in orthopaedic practice and change of requirements.</li> </ul>	
<b>CLINICAL SUPERVISION OF STAFF</b>	
<ul style="list-style-type: none"> <li>• Provide written instruction to and supervision of any medical students assigned to him.</li> <li>• Review the performance of RMO's at the end of each run and when requested by the Clinical Leader Orthopaedics and provide a written report.</li> </ul>	
<b>SELF-EDUCATION</b>	
<ul style="list-style-type: none"> <li>• Be responsible for maintaining up to date knowledge of the literature pertinent to his specialty through such initiatives as Journal Club.</li> <li>• Participate in educational sessions on medical management topics.</li> </ul>	
<b>EDUCATION OF OTHERS</b>	
<ul style="list-style-type: none"> <li>• Instruct, guide and supervise the work of the Resident Medical Officer assigned to work for him.</li> <li>• Undertake continuing education programmes for Medical Students and Registrars assigned to him. This may include x-ray presentation and discussion sessions, weekly case presentations and topic discussions, monthly departmental audits, review of pathological material obtained from within the department on a regular basis every six weeks, fortnightly Journal Club review of current literature.</li> <li>• Be available to give tutorials or lectures when required to other members of the clinical team such as nursing staff, physiotherapists, occupational therapists, and orthotists as requested.</li> </ul>	
<b>RESEARCH AND REVIEW</b>	
<ul style="list-style-type: none"> <li>• Undertake clinical research, where appropriate, in accordance with requirement set by Te Whatu Ora's Ethical Committee</li> </ul>	
<b>DEPARTMENTAL QUALITY</b>	
<ul style="list-style-type: none"> <li>• Continue to develop quality assurance initiatives such as diagnostic screening programmes, quality assurance, complication audit in relation to outcome, and standards review.</li> <li>• Assist with the establishment, maintenance and participate in Quality Assurance initiatives, in consultation with the Directorate Leadership team</li> </ul>	

<ul style="list-style-type: none"> <li>• Take part, when necessary, in Te Whatu Ora's credentialing processes as set out in the Credentialing Policy for Senior Medical staff.</li> <li>• Undertake individual continuing education to ensure all credentialing requirements are met.</li> <li>• Conduct a monthly meeting with registrars as part of the monthly audit.</li> <li>• Maintain records for the purpose of medical audit and attend audit meeting for the presentation of medical audit findings.</li> </ul>	
<b>OTHER DUTIES</b>	
<ul style="list-style-type: none"> <li>• Undertaking duties from time to time that may be in addition to those outlined above but which fall within your capabilities and experience.</li> <li>• Act as a role model for the Te Whatu Ora Organisational Values.</li> </ul>	<ul style="list-style-type: none"> <li>• You respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness.</li> <li>• You produce work that complies with Te Whatu Ora processes and reflects best practice.</li> <li>• Research undertaken is robust and well considered.</li> <li>• Live and support Te Whatu Ora values in everything you do.</li> </ul>
<b>PROFESSIONAL DEVELOPMENT – SELF</b>	
Identifying areas for personal and professional development.	<ul style="list-style-type: none"> <li>• Training and development goals are identified/agreed with your manager.</li> <li>• Performance objectives reviewed annually with your manager.</li> <li>• You actively seek feedback and accept constructive criticism.</li> </ul>
<b>HEALTH, SAFETY AND WELLBEING</b>	
Taking all practicable steps to ensure personal safety and the safety of others while at work, in accordance with the Te Whatu Ora's Health, Safety and Wellbeing policies, procedures and systems.	<ul style="list-style-type: none"> <li>• You understand and consistently meet your obligations under Te Whatu Ora's Health and Safety policy/procedures.</li> <li>• You actively encourage and challenge your peers to work in a safe manner.</li> <li>• Effort is made to always strive for best practice in Health and Safety.</li> </ul>
<b>TREATY OF WAITANGI</b>	
Giving effect to the principles of the Treaty of Waitangi – Partnership, Participation and Protection through your interaction with others on a day-to-day basis.	<ul style="list-style-type: none"> <li>• Partnership – You interact in good faith and in a partnership. There is a sense of shared enterprise and mutual benefit where each partner takes account of the needs and interests of the other.</li> <li>• Participation – You work in partnership with our treaty partners to enable our organisation to prosper. You are mindful of the varying socio-economic conditions that face our people and work hard to remove barriers of access to health and education.</li> </ul>

	<ul style="list-style-type: none"><li>• Protection – You work proactively to protect the rights and interests of Māori, including the need to proactively build the capacity and capability of Māori.</li></ul>
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## CHANGES TO POSITION DESCRIPTION

From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. This Position Description may be reviewed as part of the preparation for your annual performance and development review.

Acknowledged / Accepted:

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Employee

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Date

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Manager

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Date