



## POSITION DESCRIPTION

### General Paediatrics Research Fellow

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

Effective Date: 10 December 2018

Position Holder's Name: .....

Position Holder's Signature: .....

Manager/Supervisor's Name: .....

Manager/Supervisor's Signature: .....

Date: .....

<b>Document ID:</b>	Obtain from Objective	<b>Version:</b>	1.0
<b>Department:</b>	Name of Department Kidz First	<b>Last Updated:</b>	10 December 2018

[Type here]

<b>Document Owner:</b>	Nettie Knetsch, GM	<b>Next Review Date:</b>	dd/mm/yyyy
<b>Approved by:</b>	Name of Approval Group/Committee	<b>Date First Issued:</b>	August 2015
<b>Counties Manukau District Health Board</b>			

[Type here]

## **PURPOSE OF THE POSITION**

To gain research and clinical experience in general paediatrics by:

- Supporting and undertaking Research Projects in General Paediatrics (50%).
- Clinical work and teaching in General Paediatrics (50%).

## **Vision & Values**

All parties to this agreement commit to the Vision and Values of the CM Health. The Values provide the foundation for the behaviours expected from each employee.

### **Counties Manukau DHB's shared strategic goal is:**

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 Maaori, 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.

### **CM Health Values:**

We aspire to live and breathe our values every day as the foundation of our strategic actions:

**Valuing everyone:** Make everyone feel welcome and valued

**Kind:** Care for other people's wellbeing

**Together:** Include everyone as part of the team

**Excellent:** Safe, professional, always improving

## NATURE AND SCOPE OF RESPONSIBILITIES

Key Accountability	Standards/ Achievements
<p><b>General Paediatric Research Activities</b></p>	<ul style="list-style-type: none"> <li>The Fellow will participate in and support current research projects as well as developing and commencing a new research project in General Paediatrics (relevant to our population) under the direction of the Kidz First research committee. It is expected that the fellow will have submitted a substantial research paper for publication within the 12 months</li> </ul>
<p><b>Clinical:</b></p>	<ul style="list-style-type: none"> <li>The Fellow will provide clinical services to Kidz First Inpatient and Outpatient Care. This may be a mix of clinical duties.</li> <li>The Fellow will have the opportunity to work alongside Paediatricians in their area of interest. The Fellow will participate in Kidz First Inpatient education and clinical audit activities.</li> <li>The Fellow may undertake formal training in research courses.</li> <li>The Fellow may be rostered (RMO roster) one weekend in three, and Public Holidays as rostered, to cover acute medical care 0800 to 2230 in Kidz First &amp; Kidz First Emergency Care or may participate in the Paediatrician After Hours and On Call roster.</li> </ul>
<p><b>Clinical Administration:</b></p>	<ul style="list-style-type: none"> <li>The Fellow will ensure there is a detailed handover at any change of duties.</li> <li>Appropriate written and dictated notes will be made whenever necessary.</li> <li>The Fellow will have responsibility for following up any investigations ordered.</li> </ul>
<p><b>Education:</b></p>	<ul style="list-style-type: none"> <li>Individualised educational objectives will be set in consultation with the Fellow at the beginning of the appointment.</li> <li>The Fellow will be expected to contribute to the training of other clinical staff, other agencies and communities as appropriate. There may be an undergraduate teaching component to medical students.</li> <li>Ongoing education will be provided by consultants and other team members through inpatient ward rounds, case and peer review and journal club.</li> </ul>

Key Accountability	Standards/Achievements
	<ul style="list-style-type: none"> <li>• The Fellow may undertake training in research methodology, statistics etc. University of Auckland.</li> <li>• The Fellow will participate in Kidz First Research Committee meetings.</li> </ul>
<b>Performance:</b>	<ul style="list-style-type: none"> <li>• Performance will be assessed by two nominated Paediatricians. Performance will be assessed based on the above responsibilities and other relevant performance measures which will be discussed at formal meetings held at a minimum of three monthly intervals. If deficiencies are identified during the attachment the paediatrician will bring these to the Fellow's attention and discuss how they may be rectified.</li> </ul>
<b>Training:</b>	This attachment fits with the training expectations of the RACP for Advanced training General Paediatrics (TBC)
<p><b>HEALTH &amp; SAFETY</b></p> <p><b>Recognises individual responsibility for workplace Health &amp; Safety under the Health and Safety Act 1992</b></p>	<p><b>Management roles:</b></p> <ul style="list-style-type: none"> <li>• Ensure a safe working environment and safe working practices.</li> <li>• Plan, lead, organise and control Health &amp; Safety activities directed at preventing harm in the workplace, in consultation with employees and Health &amp; Safety representatives for area.</li> <li>• Ensure that all accidents/incidents in the workplace are investigated, and that hazards are recognised and adequate controls put in place.</li> </ul> <p><b>Non- Management roles:</b></p> <ul style="list-style-type: none"> <li>• Counties Manukau DHB (CM Health) Health and Safety policies are read and understood and relevant procedures applied to own work activities.</li> <li>• Workplace hazards are identified and reported including self- management of hazards where appropriate.</li> </ul>

Key Accountability	Standards/Achievements
	<ul style="list-style-type: none"> <li>• Can identify health and Safety representative for area.</li> </ul>
<p><b>CULTURAL SAFETY</b></p> <p><b>Commitment to the principles of Treaty of Waitangi</b></p> <p><b>Honouring Cultural Diversity</b></p>	<ul style="list-style-type: none"> <li>• Respect, sensitivity, cultural awareness is evident in interpersonal relationships.</li> <li>• Our cultural differences are acknowledged by respecting spiritual beliefs, cultural practices and lifestyle choices.</li> </ul>
<p><b>Utilise Information Technology</b></p>	<ul style="list-style-type: none"> <li>• Demonstrate ability to access and use available clinical information systems.</li> <li>• Is conversant with applications required for specific discipline/role. For example, i.PM, Concerto, Outlook, etc.</li> <li>• Maintains own professional development by attending relevant IT educational programmes.</li> </ul>

## **COMMUNICATION AND INTERPERSONAL SKILLS**

Will be required to interact on a regular basis with a range of CM Health staff members including:

- Paediatricians, Kidz First Outpatient/Ambulatory and Community services, Inpatients and Emergency Care staff.
- Kidz First Nursing Research co-ordinator and research nurses.

Externally there will be contact with:

- Middlemore Clinical Trials Unit (formerly known as CCREP)
- University of Auckland – Department of Paediatrics
- Other research facilities and services

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.

## **PROBLEM COMPLEXITY**

Will be regularly challenged by a wide range of clinical and research complexities and priorities. 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 not meeting agreed timeframes for research studies etc.

Will refer to the Clinical Leader for General Paediatric Research and Teaching for advice or second opinion.

## **SCOPE FOR ACTION**

Is 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 General Manager and Clinical Director, Kidz First through the Clinical Leader General Paediatric Research and Teaching for the achievement of agreed objectives and operates within the confines of CM Health.

## **POSITIONS REPORTING**

**Directly**            General Manager and Clinical Director, Kidz First through the Clinical Leader General Paediatric Research and Teaching.

**Indirectly**        NIL

## **HOURS OF WORK:**

Weekdays:

Normal Day: Monday - Friday 8.00am – 4.00pm

Weekends Saturday Sunday as rostered:

Every third weekend: 0800 – 2300 Inpatient Medical Care (1:3) and 0800 – 1600 (1:3)

## **Average Working Hours:**

Average weekly hours of work:	40
Rostered Additional Hours:	7.67
Unrostered Hours:	2 hours
Total Hours:	49.67 hours

## **SALARY:**

The annual salary for this attachment will be as detailed in Category E



In accordance with clause 12.1.2b of the SToNZ MECA, where there are week days completely free from rostered duties (RDOs), these days shall not be counted in the ordinary hours calculation as part of the run category. This excludes sleep recovery days that fall Monday through Friday. This will apply in the following circumstances:

1. As per Appendix 3: Transition Provisions – Translation to the Salary Categories in Clause 12 of the SToNZ MECA, where an RMO joins SToNZ and the published roster has weekday RDOs and these will be observed
2. There are week day RDOs as part of the roster.

Where this applies the category for the run is set out below:

**Average Working Hours - SToNZ Run category  
(RDO's are observed)**

Ordinary Hours:	40.00
RDO Hours:	-2.67
Rostered Additional:	7.67
Unrostered Hours:	2.00
Total Hours:	47.00

**SALARY:**

The annual salary for this attachment will be as detailed in Category E

**LEAVE ENTITLEMENT:**

30 days per annum

**WORK RELATED EXPENSES:**

Medical Defence Insurance APC

**CME:**

At the discretion of Clinical Leader General Paediatric Research and Teaching and General Manager Kidz First.