

# RUN DESCRIPTION

<b>POSITION:</b>	Fellow in General Obstetrics and Gynaecology
<b>DEPARTMENT:</b>	Obstetrics and Gynaecology
<b>PLACE OF WORK:</b>	Counties Manukau Health (CMH)
<b>RESPONSIBLE TO:</b>	Clinical Director of Obstetrics and Gynaecology through direct supervision by their clinical supervising Senior Medical Officers (SMOs).
<b>FUNCTIONAL RELATIONSHIPS:</b>	Consultant Obstetricians & Gynaecologists Midwives Nurses Clerical and Administration staff
<b>PRIMARY OBJECTIVE:</b>	The primary objective of the post is the provision, to the fellow, of a comprehensive experience in general O&G (completing the generalist ATM) including colposcopy (gaining C-Quip) and outpatient hysteroscopy. At the completion of the 12 months the Fellow should be equipped to function as a generalist in O&G at SMO level once they have completed their RANZCOG training.
<b>RUN RECOGNITION:</b>	The department is accredited by the Royal Australian and New Zealand College of Obstetrics and Gynaecology as a training institution
<b>RUN PERIOD:</b>	12 months

## Section 1: Fellow Responsibilities

<i>Area</i>	<i>Responsibilities</i>
<b>General</b>	<ol style="list-style-type: none"> <li>1. Regular attendance at general gynaecology clinics and theater lists.</li> <li>2. Regular attendance at the Maternity assessment clinic/ general antenatal clinics (as per timetable)</li> <li>3. Experience in colposcopy clinics to reach independent practice (CQUIP)</li> <li>4. Experience in outpatient hysteroscopy clinics.</li> <li>5. Management of a busy labour ward at SMO level during daytime sessions.</li> <li>6. Take a regular role in the Gynaecology ward round and gain/ maintain essential skills in gynaecology to function at SMO level.</li> <li>7. Supervise registrars/ SHOs .</li> <li>8. Participate in undergraduate and postgraduate teaching in Obstetrics and</li> <li>9. Undertake research in an aspect of Obstetrics or Gynaecology.</li> <li>10. Undertake audit in a relevant area of clinical practice.</li> </ol>
<b>Acute Admitting</b>	<p>It is expected that the Fellow, as an advanced trainee, take appropriate responsibility and demonstrate initiative and independence in his/her role as the most qualified of the junior staff.</p> <p>The Fellow will provide clinical services to Women's Health Obstetrics and Gynaecology Service which includes elective surgery and teaching juniors:</p>

<i>Area</i>	<i>Responsibilities</i>
	<ul style="list-style-type: none"> <li>• Elective Surgery <ul style="list-style-type: none"> <li>○ Major and minor obstetric procedures including teaching junior registrars on elective caesarean lists</li> <li>○ Major and minor gynaecological surgery</li> </ul> </li> </ul>
<b>On-Duty</b>	<p>Depending on the previous experience of the Fellow, exposure to fulfilling the role of SMO on duty (in Obstetrics and Gynaecology), during the day, will be provided, with a 2nd SMO available for assistance and medico-legal responsibility.</p> <p>It is the expectation of the department that on occasions when Junior staff are absent the Fellow will step in to support these junior colleagues by doing locums remunerated according to the RMO MECA</p>
<b>Administration</b>	<p>There will be a detailed handover at any change of duty.</p> <p>Appropriate written and dictated notes will be made whenever necessary. The Fellow will be responsible for following up any investigations ordered.</p>

## Section 2: Training and Education

<i>Training and Education</i>
<p>The attachment fits with the training expectations of the RANZCOG for advanced trainees.</p> <p>Individualised teaching objectives will be set in consultation with the Fellow at the beginning of the appointment.</p> <p>The Fellow is expected to take an active role in teaching, both in the formal teaching programme and in the surgical training of more junior colleagues and with other agencies and communities as appropriate (including at undergraduate level).</p> <p>Ongoing education will be provided by SMOs and other team members through a variety of mechanisms.</p>

## Section 3: Roster

<i>Roster</i>
<p><b>Hours of Work</b></p> <p>Ordinary Hours: 40 hours per week, Monday to Friday 0800 – 1600  Weekday Long Days – 0800 – 2230  Weekends: Long days – Saturday and Sunday 0800 – 2030</p> <p>Fellows are required to work as per their published roster. Weekend long days will be rostered at a 1:4 frequency. A maximum of two weekday long days will be rostered per week with preference given to Fridays and Public Holidays.</p>

An additional non-clinical portfolio will be discussed with the Fellow at the beginning of the run and may include over-sight of the registrar roster, guideline development or teaching.

## Section 4: Cover

### *Other Resident and Specialist Cover*

There are five Fellow positions employed in the O&G service. Four Fellows will contribute to the after-hours roster with the fifth Fellow position working in a relief capacity by providing after-hours cover for planned leave. The after-hours relief component will rotate amongst the five Fellow positions every three months. Day time duties will remain that of the individual Fellow.

The Clinical director is supported by Clinical Leads in Obstetrics and Gynaecology.

## Section 5: Performance appraisal

### *Other Resident and Specialist Cover*

Performance will be assessed by supervising Obstetricians and Gynaecologists with feedback to the RANZCOG nominated training supervisor. Performance will be assessed on the above responsibilities and other relevant performance measures which will be discussed at formal meetings held at least three monthly with the training supervisor.

If there are performance deficits this will be identified during that attachment and discussions will be held as to how they will be corrected.

## Section 6: Hours and Salary Category

<i>Average Working Hours</i>		<i>Service Commitments</i>
Basic hours (Mon-Fri)	40.00	The Service, together with the RMO Support Unit will be responsible for the preparation of any Rosters.
Rostered additional hours (inc. nights, weekends & long days)	9	
All other unrostered hours (to be confirmed by a run review)	TBC	
Total hours per week (excludes unrostered hours)	49	

**Salary:** The salary for this attachment is detailed as a C Run Category.

PLEASE NOTE: Total hours fall above the middle of the salary band, however, there are 8+ unrostered hours expected as unrostered hours therefore the run will be remunerated as a C run category until the unrostered hours can be confirmed by a run review.