

# Run Description

<b>POSITION:</b>	Fellow in High Risk and oncology gynaecological surgery (non-tertiary)
<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 gynaecologists with special interest in high risk and oncology gynaecological surgery Obstetricians and Gynaecologists Midwives Nurses Clerical and Administration staff
<b>PRIMARY OBJECTIVE:</b>	To continue training as an Obstetrician and Gynaecologist and develop the skills, experience and research background to achieve a specialist post as a gynaecologist with subspecialist interest in high risk and oncology gynaecological surgery (non-tertiary).
<b>RUN RECOGNITION:</b>	The Department is accredited by the Royal Australian and New Zealand College of Obstetrics and Gynaecology as a training institution and has been granted 2 year accreditation until October 2019
<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>Learn relevant clinical anatomy by self directed learning, direct clinical exposure and attendance at an Anatomy Workshop.</li> <li>Gain surgical skills relevant to advanced open gynaecological surgery.</li> <li>Gain skills in the medical management of high risk patients and the risks posed by co-morbidities, with respect to gynaecological surgery.</li> <li>Anticipate and manage surgical complications and the postoperative management of gynaecological cases.</li> <li>Participate in undergraduate and postgraduate teaching in Obstetrics and Gynaecology.</li> <li>Attend outpatient clinics related to the provision of care for patients with gynaecological malignancies and/ or significant co-morbidities that may impact on</li> </ol>

<i>Area</i>	<i>Responsibilities</i>
	gynaecological surgery. 7. Anticipate and manage surgical complications
<b>Acute admitting</b>	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.  The Fellow will provide clinical services to Women's Health Obstetrics and Gynaecology Service which may include: <ul style="list-style-type: none"> <li>• Elective Surgery <ul style="list-style-type: none"> <li>○ Major and minor gynaecological surgery</li> <li>○ Major and minor obstetric procedures including teaching junior registrars on elective caesarean lists</li> </ul> </li> </ul>
<b>On-Duty</b>	Depending on the previous experience of the Fellow, exposure to fulfilling the role of SMO on-duty (Obstetrics and Gynaecology), during the day, will be provided, with a 2 <sup>nd</sup> SMO available for assistance and medico legal responsibility.  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. As well as operating with the consultant surgeons, the Fellow will also have opportunity for independent surgery where appropriate.
<b>Administration</b>	There will be a detailed handover at any change of duty. Appropriate written and dictated notes will be made whenever necessary. The Fellow will be responsible for following up any investigations ordered.

## Section 2: Training and Education

<i>Training and Education</i>
<p>The attachment fits with the training expectations of the RANZCOG for advanced trainees. Individualised teaching objectives will be set in consultation with the Fellow at the beginning of the appointment. 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</p> <p>Weekday Long days – 0800 - 2230</p> <p>Weekend: 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>

The weekly timetable includes on average at least 2 OT lists, participation in the Auckland gynaecology MDM and 1 day of research/ audit. 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

<i>Other Resident and Specialist Cover</i>
<p>There are five Fellow positions employed in the O&amp;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.</p> <p>The Clinical director is supported by Clinical Leads in Obstetrics and Gynaecology.</p>

### Section 5: Performance appraisal

<p>Performance will be assessed by the 2 supervising gynaecologists, with feedback to the RANZCOG nominated training supervisor.</p> <p>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.</p> <p>If there are performance deficits this will be identified during the attachment and discussions will be held as to how they will be corrected.</p>
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## 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	8.49	
Total hours per week	57.49	

**Salary** The salary for this attachment will be detailed as a Category C.