

# Run Description

<b>POSITION:</b>	Gynaecology Fellow
<b>DEPARTMENT:</b>	Obstetrics and Gynaecology
<b>PLACE OF WORK:</b>	Te Whatu Ora Waitemata
<b>RESPONSIBLE TO:</b>	Clinical Directors of Obstetrics and Gynaecology, through direct supervision by their clinical supervising Senior Medical Officers (SMOs).
<b>FUNCTIONAL RELATIONSHIPS:</b>	Obstetricians and Gynaecologists Nurses Clerical and Administration staff
<b>PRIMARY OBJECTIVE:</b>	To continue training as an Obstetrician and Gynaecologist. To consolidate and further develop Gynaecological surgical skills and experience. A more individualised training objectives will be discussed with the fellow in the beginning of the run.
<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

<i>Area</i>	<i>Responsibilities</i>
<b>General</b>	<ol style="list-style-type: none"> <li>1. Learn relevant clinical and surgical anatomy by self-directed learning, direct clinical exposure and attendance at an Anatomy Workshop.</li> <li>2. Develop a detailed understanding of the equipment and instrumentation relevant to gynaecological surgery.</li> <li>3. Gain surgical skills according to the learning objectives discussed in the beginning of the run, including general and/or subspecialty area.</li> <li>4. Anticipate and manage surgical complications.</li> <li>5. Assist in the organisation of the Gynaecological Clinical Meeting if required.</li> <li>6. Participate in undergraduate and postgraduate teaching in Obstetrics and Gynaecology</li> <li>7. Undertake research in a relevant area of clinical practice. It is expected that this will lead to publications in peer reviewed journals and presentation at relevant scientific and clinical meetings.</li> <li>8. Undertake audit in a relevant area of clinical practice.</li> <li>9. Participate in Gynaecological Clinical Governance activities (such as surgical audit and/or Gynaecology Adverse Events).</li> <li>10. Attend outpatient clinics, including general and subspecialty level gynaecology clinics.</li> </ol>

## Section 1: Fellow Responsibilities

<i>Area</i>	<i>Responsibilities</i>
<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 may include:</p> <p>Elective Surgery</p> <ul style="list-style-type: none"> <li>• Major and minor gynaecological surgery, including teaching junior registrars on minor gynaecological surgery</li> <li>• Major and minor obstetric procedures including teaching junior registrars on elective caesarean lists</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 2<sup>nd</sup> 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 which will be 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</p>
<b>Administration</b>	<p>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.</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>The Obstetrics and Gynaecology Department provides a full range of General Obstetrics and Gynaecology services, and also subspecialty services including urogynaecology and advanced laparoscopy services (Level 6 advanced laparoscopy).</p> <p>Individualised teaching objectives will be set in discussion with the Fellow at the beginning of the run. This will be reviewed regularly with the supervising consultant to ensure that learning objectives is at the appropriate level.</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> <ul style="list-style-type: none"> <li>• Ordinary Hours: 40 hours per week, Monday to Friday 0800 - 1600</li> <li>• Weekday Long days – 0800 - 2230</li> <li>• Weekend Long days – Saturday 0800 – 2030</li> <li>• Weekday nights – 2130-0830</li> <li>• Weekend nights- 2000-0830</li> </ul> <p>Fellows are required to work as per their published roster.</p>

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

#### Section 4: Cover

<i>Other Resident and Specialist Cover</i>
<p>There are two Fellow positions employed in the O&amp;G service.</p> <p>The fellow roster template will be a 7 week roster template with a number on after hours, including weekday and weekend long days and nights The ongoing participation in afterhours duties (in a supernumerary role) will help maintain the skills of the fellows in managing acute work which is an essential part of the training and their future careers.</p>

#### Section 5: Performance appraisal

<p>Performance will be assessed by the supervising SMO's with feedback to the RANZCOG nominated training supervisor. Assessment will be 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 would be identified during the attachment and discussions will be held to how they will be corrected.</p>
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#### Section 6: Hours and Salary Category for Gynaecology Fellow

<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)	10.93	
All other un-rostered hours	10.12	
Total hours per week	61.05	

The salary for this attachment is detailed as a **B** run category.