INFORMATION FOR CANDIDATES

for appointment as

Senior Lecturer/Associate Professor (Gastroenterology)
(Confirmation Path)
and
Consultant Gastroenterologist

DEPARTMENT OF MEDICINE
DUNEDIN SCHOOL OF MEDICINE
AND
SOUTHERN DISTRICT HEALTH BOARD

These are joint clinical University posts. The appointees will concurrently hold a position as consultant surgeon to Southern District Health Board. The academic post will be 0.5FTE. These positions are offered by the University, and when combined with the clinical consultant positions (which must be held concurrently with this position), the positions will be equivalent to one full-time position.

The University of Otago

The University of Otago, which was established in 1869, has its main campus within the urban area of Dunedin. The University also has campuses in Christchurch, Wellington, Invercargill and a centre in Auckland.

The University currently has over 19,000 equivalent full-time students, enrolled over a wide range of disciplines, and is organised into four teaching Divisions: Commerce, Health Sciences, Humanities and Sciences. The Division of Health Sciences has approximately 5,600 equivalent full-time students enrolled in 2010.

The University of Otago is New Zealand’s most research-intensive university. It is also the top-ranked University for research quality.

A further source of information about the University is the University of Otago website: www.otago.ac.nz

The Division of Health Sciences and the Faculty of Medicine, University of Otago

The Division of Health Sciences of the University of Otago incorporates the Faculty of Medicine (Dunedin School of Medicine; University of Otago, Christchurch; University of Otago, Wellington; and the Otago School of Medical Sciences), the Faculty of Dentistry and the Schools of Pharmacy and the School of Physiotherapy. The University of Otago Medical School was founded in Dunedin in 1874 and, until the establishment of the University of Auckland School of Medicine in 1967, was the only Medical School in New Zealand. The University established Schools of the Faculty of Medicine in Christchurch and Wellington in 1973 and 1977 respectively to provide the range of patients and facilities required to meet modern teaching standards for an expanded intake of students. Before the establishment of these two Schools, the University of Otago had Branch Medical Faculties in Auckland, Wellington and Christchurch.

The University of Otago MB ChB is a six-year course. The Health Sciences First Year Programme provides initial studies as a foundation for entry to medical school. Annually 234 domestic students are currently selected after the Health Sciences First Year Programme or as graduate or other category
entrants to enter the second year of the course. The University also provides undergraduate medical training for some international students.

The second and third year Early Learning in Medicine course is an integrated programme undertaken by all students at the Dunedin campus of the Faculty of Medicine. Students then progress, at the beginning of the fourth year of their studies, to the Dunedin School of Medicine (DSM), University of Otago, Christchurch or University of Otago, Wellington Schools of Medicine and Health Sciences for their Advanced Learning in Medicine programmes. The Trainee Intern programme in the sixth year of the course includes a three-month elective and has a strong focus on clinical apprenticeship, with increasing responsibility for patient care.

In addition to the MB ChB a wide range of postgraduate programmes are offered across the Division for medical and non-medical graduates.

**The Dunedin School of Medicine (DSM)**

The Dunedin School of Medicine provides clinical teaching input to the second and third years of the medical degree programme, and is responsible for teaching in years 4-6 for those students who remain in Dunedin.

DSM has seven Departments. These are General Practice and Rural Health, Medicine, Surgical Sciences, Pathology, Preventive and Social Medicine, Psychological Medicine, and Women’s and Children’s Health.

The fourth year course introduces advanced clinical experience in general practice, medicine, surgical sciences, public health and psychological medicine. In the fifth year, attachments are obstetrics and gynaecology, paediatrics and child health, emergency medicine, musculoskeletal medicine, rural general practice, and medicine. The sixth year course is a trainee intern year with a choice of options for practical experience, including a three-month elective period.

The Faculty of Medicine has redeveloped the undergraduate medical course to a clinically focused programme that extends clinical teaching into the 2nd year and integrates basic science teaching throughout the course. Considerable work has already been undertaken in the development of the new curriculum and establishing this innovative programme will continue to be a major initiative for the Faculty across the four schools in the next few years. A new 4th year curriculum was instituted in 2010 and 5th year in 2011.

There is a close relationship between DSM and the Southern District Health Board, allowing access to patients for student teaching and learning. Dunedin Hospital, with around 400 beds, is a regional hospital serving the population of the province of Otago, and providing some services (for example, oncology and neurosurgery), for a wider area including Southland. Southland Hospital has been recently rebuilt. The new hospital of 181 beds opened in 2004. The Southern District Health Board also has rural hospitals and a comprehensive range of out-patient services. There is a regional helicopter retrieval service, and a full range of imaging services.

As well as Dunedin and Southland hospitals, clinical experience for undergraduate medical students is provided at Queenstown Hospital, at the facilities of Waitaki District Health Services (Oamaru), Clutha Health First (Balclutha), Central Otago Health (Clyde), Gore Health (Gore), the West Coast, and in General Practices throughout Otago and Southland. There is a videoconference link to Southland Hospital in Invercargill for students on placement there. A Medical Immersion Programme is in place in 5th year.

In addition to medical students, the School is also responsible for teaching to undergraduate Science, Dental, Pharmacy, Physical Education, Medical Laboratory Science and Physiotherapy students. The biomedical science departments of Anatomy and Structural Biology, Biochemistry, Microbiology &
Immunology, Pharmacology & Toxicology and Physiology are within the Otago School of Medical Sciences.

The School also provides a significant number of taught post-graduate qualifications through its departments, and has a large and growing number of research post-graduate students at Masters and PhD level. DSM staff contribute to the postgraduate specialty vocational training programmes in medicine.

The Dunedin School of Medicine has a proud history of world leading research. With the advent of performance based research funding, there is an even greater emphasis on and encouragement of research. The Dunedin School of Medicine and the SDHB have established a joint research committee with the aim of promoting and supporting research in the School, and developing overall strategic direction. Research funding is available for research projects through the School, through the central University, and from outside funding agencies.

An excellent Medical Library is housed on the first, second and third floors of the Sayers Building across the road from the Hospital. It provides access to many thousands of electronic journals, receives more than 500 print periodicals and contains some 180,000 print volumes (including off-site storage). A comprehensive range of electronic databases (including DynaMed, Clinical Evidence, Medline, Embase, PsycINFO, PsycBOOKS and PsycCRITIQUES, Cochrane Library, Scopus, Web of Knowledge (including Current Contents), CINAHL, International Pharmaceutical Abstracts, BMJ Learning) are available online on- and off-campus.

Department of Medicine

Disciplines currently represented in the Department, include Internal Medicine, Geriatric Medicine, Cardiology, Neurology, Gastroenterology, Nephrology, Endocrinology, Rheumatology, Respiratory Medicine, Ophthalmology and Sports Medicine.

The Department is administered by a central department in Dunedin Hospital with secretarial/administrative support as well as teaching and research facilities.

There is a good level of integration between Hospital and University Senior Medical Staff. Senior Medical Staff with University appointments generally hold a Hospital appointment of approximately 50% of their time, and remain integral members of the clinical service provision of the Hospital. A substantial number of the Senior Medical staff of the Department of Medicine hold such appointments.

Senior Medical staff appointed solely to the Hospital, frequently hold Senior Clinical Tutor positions with the University and are actively engaged in teaching and research activities.

Gastroenterology

(a) Facilities and Staffing

Gastroenterology services are provided from an integrated department in a modern hospital building of approximately 400 beds.

The Gastroenterology Unit is part of the Internal Medicine, Gastroenterology and Dermatology Team. Gastroenterology services are provided to the Otago region with a population of around 175,000. There is an independent, dedicated Endoscopy Unit and access to inpatient facilities. Services include Gastroscopy, Colonoscopy, ERCP (performed in the Radiology Department) and the usual interventions, 24 hr ultrasound. Nuclear Medicine, MRI, CT facilities are in the Radiology Department on another floor. There are close links with the Gastrointestinal and General Surgeons.
Outpatient Clinics are held weekly in a separate area. The Gastroenterology Department provides monthly clinics in rural areas including Gastroscopy.

Inpatient facilities are available on the same floor where patients are admitted under the care of the Gastroenterologists.

Staffing The Department is presently staffed by three Gastroenterologists with two having a University appointment.

The vacancy being advertised is a newly created position following a job sizing exercise by SDHB and the University of Otago.

There are 4.2FTE nursing staff currently provided for by seven experienced Gastroenterology and Endoscopy nurses who are also involved in 24pH studies, outpatient and hepatitis clinics. There are two clerical staff in the Department.

(b) Teaching

Undergraduate Teaching

Medical students training at Otago University Medical School undertake the first three years of a direct-entry programme in Dunedin. For the final three years of the programme the class is divided between three Otago Medical School Clinical Schools at Dunedin, Christchurch or Wellington. There is therefore a commitment to teaching at a range of undergraduate levels. There is occasional teaching/tutoring of pre-clinical classes (Year Two and Three).

Postgraduate Teaching

There are active clinical training programmes for house-staff and Internal Medicine Registrars studying for the Part One examination of the Royal Australasian College of Physicians.

The Department has a two-year fellowship programme for those who have completed their Part One Examination (Internal Medicine) and who wish to train in Gastroenterology.

There are numerous opportunities to provide training and interactive sessions with community General Practitioners and other Medical Practitioners.

(c) Research

Since the Hospital and University co-exist together, there are a number of unique opportunities available. There are links with Physiology and Microbiology. In a wider sense, the University has excellent animal research facilities and the presence of the Medical School immediately adjacent to the Hospital campus makes basic medical sciences links uncomplicated. There are strong basic science departments including Physiology, Microbiology and Biochemistry with interests and expertise in area of gastrointestinal problems.

There is a well-established Medical School Department of Preventive and Social Medicine with extensive experience in epidemiological research. Excellent clinical and statistical support is available via this unit.

There is a tradition of clinical and basic research in the Gastroenterology Department. Areas of interest within the Department at the present time include: in vitro intestinal transport studies (based in the Physiology Department), antibiotic sensitivities of \( H. pylori \) (based in the Microbiology Department), basic science and clinical research on inflammatory bowel disease with a strong focus on the cross talk between intestinal micro biota and epithelial barrier functions, epidemiological studies involving Irritable Bowel Syndrome and \( H. Pylori \) (based in the Preventive and Social Medicine Department). The
Department has acted as a site for multi-centre studies in all areas of Gastroenterology. A number of these studies are presently in place.

The Position

**Joint Clinical Position:** Senior Lecturer/Associate Professor (Gastroenterology) and Consultant Gastroenterologist

**Duties and Responsibilities**

**Academic Component**

The appointee will be responsible to the Dean of the Dunedin School of Medicine, through the Head of Department of Medicine, and will be required to contribute to the teaching and examining of undergraduate degree courses. The ability to initiate and engage in productive research in a special area of interest, or in association with other members of the School, is essential.

The University requires that the academic component remain at 50%, in spite of the encroaching nature of clinical responsibility. This will require periods of time to be specifically set aside, on a regular basis, for research and other academic activities. The Head of Department is required to ensure this happens, and if necessary, determine the times set aside for academic work.

Within the terms of the general conditions of appointment, the appointee is permitted to undertake limited regular employment outside the University or Hospital but this requires the express approval by the University as per the University Outside Employment Policy.

The University recognises three areas of academic performance: Teaching, assessment and curriculum development, Research and Professional Practice, and Community Service.

**Service Component**

Details of the Clinical Job Description are attached.

**Salary**

The full-time salary paid will recognise two components, being a University academic (research and teaching) component and a hospital (clinical) component. Assessment of the salary for each component will depend on qualifications and experience relevant to that component. The University component will be based pro rata on the University’s scale for a medically qualified Senior Lecturer ($112,736 to $143,000) or Associate Professor ($152,081 to $165,700) per annum.

Salary for the clinical component of this appointment will be paid according to the salary scale of the Senior Medical Officers Collective Employment Contract dependent on qualifications and experience. A supplementary payment for additional clinical duties is also available.

**Contact Person**

Specific enquiries may be directed to Professor R. J. Walker, Head of Department of Medicine, Tel 64 3 474 7007 ext 9208, Email rob.walker@otago.ac.nz

For further queries of an administrative matter for the Southern District Health Board component, please contact Dr M. Schlup, Clinical Leader, Gastroenterology, Tel 64 3 474 7007 ext 8287, Email martin.schlup@otago.ac.nz
POSITION PURPOSE

To provide services as a Consultant Physician in Gastroenterology to the Southern District Health Board.

MAIN OBJECTIVES

1. To provide clinically appropriate care to a high professional standard in a way which is consistent with service objectives, contractual commitments, and with statutory and other regulatory obligations.
2. To promote and contribute to the development of services which deliver the highest quality of care for individual patients in a cost effective manner within the limits of available resources.
3. To be involved in the teaching of staff and students. Consultants have a professional responsibility to provide undergraduate and postgraduate teaching to health professionals of lesser skill, knowledge or experience and this obligation includes informed instruction and supervision during routine clinical activities.

RELATIONSHIPS

Reports to: Clinical Director and Clinical Practice Group Manager, with day-to-day leadership in the Gastroenterology Service being provided by the Clinical Unit Leader Gastroenterology.

Supervision of: Junior medical staff

Internal Relationships:
- Service Manager for Gastroenterology
- Clinical Leader Gastroenterology
- Other consultants
- Clinical charge nurse manager Endoscopy Unit
- Clinical charge nurse managers on wards
- Staff and students on unit

External Relationships:
- Other clinical services in the Southern District health Board
- Relevant external groups and agencies

LOCATION

8th floor, University Wing, Dunedin Hospital.

TREATY OF WAITANGI

The Southern District Health Board is committed to its obligations under the Treaty of Waitangi. As an employee you are required to give effect to the principles of the Treaty of Waitangi - Partnership, Participation and Protection.

HEALTH AND SAFETY

Southern District Health Board is committed to achieving the highest level of health and safety for its staff. All employees are expected to take initiative and identify, report and resolve issues that may cause harm to themselves or others in the organisation. As an employee of Southern District Health Board, the health and safety of clients and colleagues, as well as your own, are your responsibility. You are expected to work safely at all times, and to actively participate in health and safety programmes in your area. It is expected that you will report all accidents or potential hazards to your manager.
QUALITY AND RISK

Southern District Health Board is committed to the concept of quality improvement. As an employee you are required to actively participate in quality improvement and risk management, both at a professional level and service level. You are also required to participate in CQI and risk programmes as an integral part of your position.

SPECIFIC RESPONSIBILITIES

Direct Clinical Duties
The clinician is expected to undertake/provide the following:

1. Perform a once weekly combined formal Gastroenterology Ward Round and other (individual) Consultant ward rounds throughout the week as required by inpatient load.
2. Assume responsibility for the investigations and treatment initiated for inpatients.
3. Provide up to two New Patient and one Follow-up Outpatient clinic (minimum) per week as a service to Primary Care (and other eligible referrers) and consult on those patients who meet the eligibility/access threshold for the service.
4. Provide Endoscopy services with at least one Endoscopy list weekly. (Note: training in ERCP and Colonoscopy is not required).
5. Take an active leadership role in multidisciplinary meetings and ward rounds to assess progress of patients and determine appropriate action.
6. Ensure that Endoscopy and Outpatient clinics are started and completed in a timely manner.
7. Be available for assessment/consultation on patients in other SDHB services and consultations by phone to GP’s seeking advice.
8. Visit outlying hospitals as required (Gastroenterology provides services to Balclutha, Clyde and Oamaru) and provide New Patient assessment, Follow up clinics and endoscopy service for surrounding districts.
9. Provide occasional/reasonable in-service training sessions for staff.
10. Take part in the on call roster for Gastroenterology.
11. Provide after hours consultations to hospital staff and GP’s.
12. Be involved in the management of acute GI haemorrhage patients and other patients with acute GI or liver problems.
13. Provide continuity of care for Gastroenterology Inpatients, inclusive of an Inpatient ward round on weekends and statutory days (as required).
14. Arrange emergency Colonoscopy and ERCP when meeting service criteria.
15. Adhere to guidelines adopted within the team through mutual agreement and all other requirements for admission, Endoscopy services provision, service delivery, discharge and follow-up.
16. Provide cover for Consultant Gastroenterology colleagues when absent for professional development (e.g. CME) and professional duties (e.g. College representation).
17. Provide cover for Consultant Gastroenterology colleagues on annual (or other) leave by negotiation with the Clinical Leader.

Indirect Clinical Duties
The Consultant will ensure that

1. They carry out a full range of ancillary and supportive functions to core clinical tasks such as: report writing; reading reports on patients; examining X-rays; and data interpretation from laboratory report.
2. As required they will consult with specialist colleagues and other health professionals, both within and outside the employ of Southern District Health Board, to facilitate the management of patients under their care.
3. They arrange DHB transfer of a patient under their care where applicable.
4. They will be available to give advice on and assistance with patients’ management to other specialists and GPs.
5. Reports for external agencies such as ACC are prepared, as required.

**Patient Communication**
The Consultant will:

1. Ensure that patients receive an appropriate level of information regarding their condition and its management.
2. Organise or respond to hospital communications regarding patients’ matters.
3. Attend sensitively and proactively to patient complaints and observe Board procedures on such matters.
4. Conduct appropriate communication with relatives of patients, as appropriate.
5. Ensure, in particular circumstances, that patients receive appropriate and adequate counselling so as to ensure they are informed and able to provide considered consent about their clinical management.

**General Administration**
The Consultant will:

1. Attend and fully contribute to meetings, including:
   a) Gastro Ward rounds.
   b) Meetings with management and other consultants, as required.
   c) Histopathology and radiology meetings.
   d) Quality improvement and service development meetings, as required.
2. Attend meetings relating to their professional interest.
3. Be involved in external committees related to their professional interest.
4. Keep up-to-date with Board related matters and read such papers, as necessary.
5. Conduct investigations and/or prepared reports for the Clinical Leader, Group Manager or Group Clinical Leader, as required.
6. Carry out all administrative duties relating to clinical supervision of trainees.

**Clinical Supervision of Staff**
The Consultant will:

1. Delegate tasks and responsibilities appropriately to medical staff, assessing task complexity against assessed skill levels of individuals.
2. When not available, provide guidelines to junior medical staff for the medical management of patients.
3. Ensure that adequate supervision is provided for medical staff team members.
4. Ensure that the performance of team members is monitored and where necessary implement corrective measures.
5. Report on junior medical staff as required by such bodies as the Medical Council.

**Self Education**
The Consultant will:

1. Participate in regular clinical meetings with other members of both senior and junior medical staff.
2. Remain conversant with current knowledge in the areas of specialist work in which they actively are practising by regular reading of medical journals, books and other relevant literature.
3. Attend conferences and academic meetings directly related to clinical duties.
4. Maintain involvement in professional organisations in order to:
   a) Fulfil CME and re-certification requirements.
   b) Contribute to the maintenance of high professional and ethical standards.
   c) Contribute to professional education programmes.

**Education of Others by Request**
The Consultant will:
1. Conduct formal and informal teaching sessions for medical staff to enhance their knowledge and clinical skills.
2. Contribute to case review sessions and other activities.
3. Conduct formal or informal teaching for other professional groups.

**Public Education**
The Consultant will:

1. Advise individual patients regarding preventative aspects of health care.
2. Contribute where appropriate to health education by addressing public meetings and local community groups and by the use of the mass media.
3. Liaise with, and when necessary conduct lectures for, community support groups.

**Research**
The Consultant will:

1. Identify research needs and priorities and, when appropriate, undertake research projects relating to the Consultant’s field of expertise or interest.
2. Obtain approval from the Board’s Ethical Committee for specific projects.

**Quality Assurance**
The Consultant will:

1. Attend the twice yearly endoscopy complications audit meeting.
2. Attend credentialing/peer review sessions.
3. Attend monthly departmental meetings.
4. Contribute to quality improvement initiatives and the setting and monitoring of standards.
5. Maintain records for the purpose of medical audit and attend audit meetings.
6. Maintain a high standard of professional care in accordance with the New Zealand Medical Association code of ethics, with the Australia and New Zealand college of physicians guidelines, protocols and standards documents, with statutory and regulatory requirements and with Southern DHB policies and procedures.

**GENERAL**
The Consultant will:

1. Take initiative and identify, report, and resolve issues that may cause harm to themselves or others in the work environment. Southern DHB is committed to achieving the highest level of health and safety for its staff.
2. Perform such other duties or tasks as appropriate to the services which may from time to time be required by the clinical leader or the clinical practice group manager.

**Note:** All job descriptions are subject to review and may be revised after consultation with the employee to suit changing service requirements.

**PERSON SPECIFICATION**

The appointee:
- Must be a medical practitioner registered with the Medical Council of New Zealand.
- Must hold a specialist qualification which will enable Vocational Registration in Internal Medicine/Gastroenterology with the Medical Council of New Zealand.
- Must have special expertise in Gastroenterology including appropriate procedural training as recognised by the New Zealand Conjoined Committee for Recognition of Endoscopy Training.