

Position Description

Position	Senior Medical Officer – General Paediatrician
Team / Service	Child Health Service
Directorate	Women and Children's
District	Capital, Coast & Hutt Valley
Responsible to	Service Manager, Women and Children's – for operational issues Clinical Head of Department Paediatrics – for clinical issues
Children's Act 2014	This position is classified as a children's worker, requiring a safety check including police vetting before commencing and every three years
Location	This position is expected to work from the Hutt Hospital campus.

Te Whatu Ora

The Health System in Aotearoa is entering a period of transformation as we implement the Pae Ora/Healthy Futures vision of a reformed system where people live longer in good health, have improved quality of life, and there is equity between all groups.

We want to build a healthcare system that works collectively and cohesively around a shared set of values and a culture that enables everyone to bring their best to work and feel proud when they go home to their whānau, friends and community. The reforms are expected to achieve five system shifts. These are:

1. The health system will reinforce Te Tiriti principles and obligations
2. All people will be able to access a comprehensive range of support in their local communities to help them stay well
3. Everyone will have equal access to high quality emergency and specialist care when they need it
4. Digital services will provide more people the care they need in their homes and communities
5. Health and care workers will be valued and well-trained for the future health system

Context

Capital, Coast & Hutt Valley district provides hospital and health services in primary, secondary and tertiary healthcare to a total population base of approximately 445,000 citizens.

We are accountable for meeting the needs of and improving health outcomes for all the constituent populations of our district, and the region more broadly. Together we:

- provide secondary and tertiary, medical and surgical hospital services alongside community based health care
- fund local health providers and work collaboratively with the community to create and support multiple health education initiatives and projects within the region
- deliver health services directly as well as contracting external providers
- provide local, sub-regional, regional and national health services as well as community-based health, rehabilitation and support services.

The majority of the district's population live in Wellington and Lower Hutt. The Māori and Pacific populations of Lower Hutt and Wellington are proportionally similar, with the largest Pacific population in the region in Porirua. Kapiti and Upper Hutt have similar numbers of Māori and Pacific people. Most people are enrolled with a GP near their place of residence, so the increasing focus on community-based healthcare is expected to lead to better health outcomes for these population groups. Hutt Hospital provides secondary and some tertiary, medical and surgical hospital services alongside community based health care from its main facility in Lower Hutt City. In addition to funding local health providers and working collaboratively with the community to create and support multiple health education initiatives and projects, Hutt Hospital is the centre for five tertiary regional and sub-regional services - Plastics, Maxillofacial and Burns Services; Rheumatology; Dental Services; Regional Public Health; and Regional (Breast and Cervical) Screening Services.

Wellington Regional Hospital in Newtown is the region's main tertiary hospital with services such as complex specialist and acute procedures, intensive care, cardiac surgery, cancer care, neurosurgery and renal care. The hospital is the key tertiary referral centre for the lower half of the North Island and the upper half of the South Island.

Kenepuru Community Hospital and Kapiti Health Centre provide secondary and community services based in Porirua and the Kapiti Coast

MHAIDS is the mental health, addictions and intellectual disability service for the Wairarapa District and Capital, Coast & Hutt Valley District, with multiple specialist facilities. Ratonga Rua-o- Porirua is our forensic, rehabilitation and intellectual disability inpatient unit.

Te Tiriti o Waitangi and Māori Health Outcomes

Māori are the indigenous peoples of Aotearoa. We have particular responsibilities and accountabilities through this founding document of Aotearoa. We value Te Tiriti and have adopted the following four goals, developed by the Ministry of Health, each expressed in terms of mana and the principles of:

- Mana whakahaere** Effective and appropriate stewardship or kaitiakitanga over the health and disability system. This goes beyond the management of assets or resources.
- Mana motuhake** Enabling the right for Māori to be Māori (Māori self-determination); to exercise their authority over their lives, and to live on Māori terms and according to Māori philosophies, values and practices including tikanga Māori.
- Mana tāngata** Achieving equity in health and disability outcomes for Māori across the life course and contributing to Māori wellness.
- Mana Māori** Enabling Ritenga Māori (Māori customary rituals) which are framed by Te Aō Māori (the Māori world), enacted through tikanga Māori (Māori philosophy & customary practices) and encapsulated within mātauranga Māori (Māori knowledge).

We will target, plan and drive our health services to create equity of health care for Māori to attain good health and well-being, while developing partnerships with the wider social sector to support whole of system change.

The logo for Te Whatu Ora Health New Zealand, featuring the text 'Te Whatu Ora' in a large, bold, dark blue font, with 'Health New Zealand' in a smaller, lighter blue font underneath.

The Vision, Mission and Values from our District

We bring forward and join our values within our district. These will change as we become a team of teams within Te Whatu Ora.

Hutt Valley

Vision

Whanau Ora ki te Awakairangi: Healthy people, healthy families and healthy communities are so interlinked that it is impossible to identify which one comes first and then leads to another.

Mission

Working together for health and wellbeing.

Ō mātou uara – Values

Mahi Pai 'Can do': Mahi Tahi in Partnership: Mahi Tahi
Te Atawhai Tonu Always caring and Mahi Rangatira
being our Best

Capital and Coast

Vision

Keeping our community healthy and well

Mission

Together, Improve the Health and Independence of the People of the District

Value

Manaakitanga – Respect, caring, kindness
Kotahitanga – Connection, unity, equity
Rangatiratanga – Autonomy, integrity, excellence

District Responsibility

The district leadership have collective accountability for leading with integrity and transparency a progressive, high performing organisation, aimed at improving the health and independence of the community we serve and achieving equitable outcomes for all. The leadership team are responsible for achieving this aim, aligned with our Region, within the available resources, through a skilled, empowered, motivated and supported workforce in line with government and HNZ policy.

Service Perspective

The Children's service sits within the Women's and Children's Directorate at Capital, Coast and Hutt Valley District and provides inpatient and outpatient secondary clinical services to the babies, children, and youth of the Hutt Valley.

Purpose of the role

The Consultant Paediatrician is the employee of Te Whatu Ora, Capital, Coast and Hutt Valley District. The Consultant Paediatrician is required to provide and supervise the care and management of acute and non-acute patients allocated to him/her within a multidisciplinary team environment. This will be conducted in accordance with the policies and guidelines of Capital, Coast and Hutt Valley District. The Consultant Paediatrician will support and lead junior medical staff within the service. They are required to work collaboratively with team members to provide services in assessment, diagnosis, treatment and follow-up of patients referred.

Key Accountabilities

The following role accountabilities may evolve with organisational change and there may be additional duties, relevant to this position that will be required to be performed from time to time.

Key accountabilities	Deliverables / Outcomes
1. Service provision: Provide the highest standard of patient focused, evidence based care	- Working in partnership with the rest of the team to ensure the provision of a high standard of services to babies/children and their families in and inpatient and outpatient setting This includes: - Plans meet needs of individual patients - Ensure provision of a high standard of professionalism is maintained when dealing with caregivers and patient families. - Actively supports multidisciplinary models of care. - Participates in multi-disciplinary team meetings. - Involvement in quality improvement activities as required, including audit and M&M. - Provides education to nurses, and other allied health professionals as appropriate - Liaises with general practitioners and other health care professionals as required - Consultative and collegial manner with colleagues, in order to contribute to positive team culture and maintain safe clinical service continuity. - The Paediatrician will attend, as appropriate, to any enquiries or complaints from families/Whanau; staff or management - Is committed to reducing the impact of family violence on women and children through active participation in key population health initiatives - General outpatient paediatric clinics, including neonatal and ward follow-ups - Takes part in 7 week roster cycle. One week will be spent on call for SCBU and the other week in the Children's Ward - Assessment, treatment and interventions are instigated based on best practice outcomes for the patient and appropriate prioritisation - Assessment, treatment and management plans are appropriate, clearly documented and auditable - All interventions, observations, designated tests and treatments are documented and follow established guidelines - Documentation is appropriate, timely, accurate and legible - Patient assessment and treatments meet expected best practice guidelines.
2. Technical outcomes/accountabilities	- Relates well to all kinds of people – up, down, and sideways, inside and outside the organisation - Builds appropriate rapport - Builds constructive and effective relationships - Uses diplomacy and tact - Can diffuse even high-tension situations comfortably.

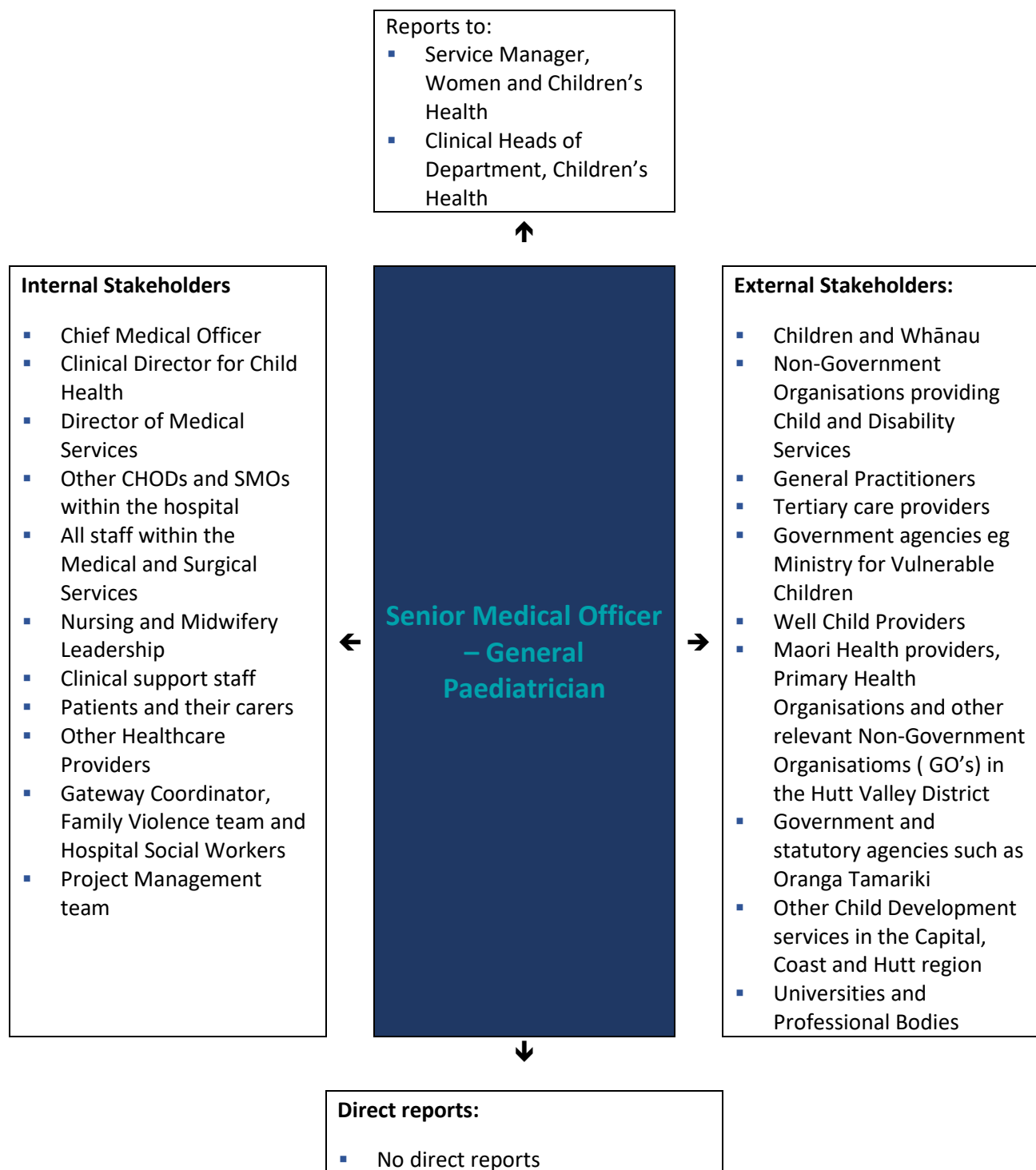
3. Academic Leadership: To provide Academic Leadership, consultation and advice in general and community child health through participation in teaching, training and research	▪ Clear guidance and advice and support will be given to a range of staff groups, with expectations clearly defined and regular feedback provided regarding performance against expectations. ▪ To be a resource and/or Consultant to the DHB and the wider community. ▪ The Paediatrician will forge close links within the Hutt Valley, providing advice and advocating for existing and new services as necessary. ▪ The Paediatrician will take part in the regular professional development activities of the child health service; e.g. “Journal Club”, X-ray sessions, “Grand Round” presentations and clinical audit sessions. ▪ Formal approval of Capital, Coast and Hutt Valley District ethics committee will be sought for a research undertaken or involvement in therapeutic trials, which will be conducted in assistance with other ethics committees’ protocols. ▪ To participate in training for Registrars undertaking training in Paediatrics in accordance with the Royal Australasian College of Physicians and additionally, candidates for the Diploma of Child Health. Including the supervision of registrars and SHO clinics. ▪ To provide teaching: taking part in APLS or NLS training.
4. Leadership	▪ Can marshal resources (people, funding, material, support) to get things done ▪ Can orchestrate multiple activities at once to accomplish a goal ▪ Uses resources effectively and efficiently ▪ Arranges information and files in a useful manner.
5. Professional Development	▪ Ensures patient care is based on best practice standards, delivered through strong clinical leadership and provides expert clinical advice with the promotion of safe and quality improvement through audit, case review and policy and guideline development ▪ Supports and promotes research ▪ Develops leadership skills ▪ Ensures the establishment and maintenance of excellent working relationships with clinicians in other services across the District and within the sub-region ▪ Maintains Australian and New Zealand College of Physicians accreditation of the department for registrar training.
6. Capital, Coast and Hutt Valley values, culture and codes of behaviour that includes adherence to hospital policies and procedures to ensure ethical care	▪ “Can do” attitude that promotes leading by example, shows innovation and acts courageously ▪ Working together with passion, energy and commitment ▪ Trust through openness, honesty, respect and integrity ▪ Striving for excellence ▪ Open disclosure is adhered to within the District between staff, patients and their families ▪ The District does not tolerate behaviour that may be perceived as bullying, harassment or denigration. ▪ Ensure adequacy and accuracy of patient records ▪ Reports are dictated and verified for dispatch on a timely basis ▪ Reports reflect a high standard of competency and accuracy ▪ Deal with correspondence relating to patients under care as appropriate

	Legal opinion is sought from the organisation lawyer where appropriate.
7. Child Protection and Family Violence issues within the Children's Health service and community	- Is MEDSAC trained, or committed to undertaking appropriate training, in order to competently carry out sensitive medical and forensic examination of children when deemed necessary. - Undertakes and records examinations of children where there is concern for physical abuse or neglect, as requested by Oranga Tamariki or the Police. - Participates in family violence intervention training of other Doctors and allied health professionals as required. - Is committed to reducing the impact of family violence on women and children through active participation in key population health initiatives.
8. On-Call Responsibilities The Paediatrician will participate	- The on call duties of 1 in 7-8 on call will be shared equally amongst the team Paediatricians: 24 hour cover is provided when rostered on acute cover - Paediatrician rostered on for acute cover must be immediately available for telephone consultation at all times, and be available in person within 20 minutes - Supervision of junior trainees as may further dictate availability requirements.
9. Continuous improvement and innovation	Establish a culture of continuous improvement, ensuring linked and cohesive District view of the support services function that identifies opportunities and co-designs innovative solutions to meet the changing needs, from local customers through to district services or whole sector.
10. Te Tiriti o Waitangi	- Work in partnership with stakeholders to achieve our equity goals for Māori and ensure Te Tiriti o Waitangi obligations are adhered to - Equity outcomes are front and centre in goals, performance monitoring and plans for service and team performance - Cultural competence is grown across the team, supporting inclusion and partnership.
11. Health & Safety	- Ensure all Health & Safety obligations under the legislation are applied and managed to and that a culture of safe practice is second nature - Actively support and ensure compliance with Health & Safety policy and procedures; ensuring staff also support and comply - Maintain a proactive culture of Health & Safety supported by systems. - Ensure providers are aware of and have processes to comply with their health and safety responsibilities.

Variation of Duties

Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit in any way the scope or functions of the position. Duties and responsibilities may be amended from time to time, in consultation with the employee, to meet any changing conditions and service requirements.

Key Relationships & Authorities



Capability Profile

Solid performance in the role requires demonstration of the following competencies. These competencies provide a framework for selection and development.

Competency	Behaviours
Motivating Others	- Creates a climate in which people want to do their best - Can motivate many kinds of direct reports and team or project members - Can assess each person's hot button and use it to get the best out of him/her - Pushes tasks and decisions down - Empowers others - Invites input from each person and shares ownership and visibility - Makes each individual feel his/her work is important - Is someone people like working for and with.
Process Management	- Good at figuring out the processes necessary to get things done - Knows how to organize people and activities - Understands how to separate and combine tasks into efficient work flow - Knows what to measure and how to measure it - Can see opportunities for synergy and integration where others can't - Can simplify complex processes - Gets more out of fewer resources.
Directing Others	- Is good at establishing clear directions - Sets stretching objectives - Distributes the workload appropriately - Lays out work in a well-planned and organised manner - Maintains two-way dialogue with others on work and results - Brings out the best in people - Is a clear communicator.
Ethics and Values	- Adheres to an appropriate (for the setting) and effective set of core values and beliefs during both good and bad times - Acts in line with those values - Rewards the right values and disapproves of others - Practices what he/she preaches.
Customer Focus	- Is dedicated to meeting the expectations and requirements of internal and external customers - Gets first-hand customer information and uses it for improvements in services - Acts with customers in mind - Establishes and maintains effective relationships with customers and gains their trust and respect
Drive for Results	- Can be counted on to exceed goals successfully - Is constantly and consistently one of the top performers - Very bottom-line oriented - Steadfastly pushes self and others for results.
Strategic Agility	- Sees ahead clearly - Can anticipate future consequences and trends accurately - Has broad knowledge and perspective - Is future oriented - Can articulately paint credible pictures and visions of possibilities and likelihoods - Can create competitive and breakthrough strategies and plans
Integrity and Trust	- Is widely trusted - Is seen as a direct, truthful individual - Can present the unvarnished truth in an appropriate and helpful manner

Competency	Behaviours
	- Keeps confidences - Admits mistakes - Does not misrepresent him/herself for personal gain.
Interpersonal Savvy	- Relates well to all kinds of people – up, down, and sideways, inside and outside the organisation - Builds appropriate rapport - Builds constructive and effective relationships - Uses diplomacy and tact - Can diffuse even high-tension situations comfortably.
Organising	- Can marshal resources (people, funding, material, support) to get things done - Can orchestrate multiple activities at once to accomplish a goal - Uses resources effectively and efficiently - Arranges information and files in a useful manner - Is good at establishing clear directions - Sets stretching objectives - Distributes the workload appropriately - Lays out work in a well-planned and organized manner - Maintains two-way dialogue with others on work and results - Brings out the best in people - Is a clear communicator.
Planning	- Accurately scopes out length and difficulty of tasks and projects - Sets objectives and goals - Breaks down work into the process steps - Develops schedules and task/people assignments - Anticipates and adjusts for problems and roadblocks - Measures performance against goals - Evaluates results.
Decision Quality	- Makes good decisions (without considering how much time it takes) based upon a mixture of analysis, wisdom, experience, and judgement - Most of his/her solutions and suggestions turn out to be correct and accurate when judged over time - Sought out by others for advice and solutions - Provides quality service to those who rely on one's work. - Looks for ways to improve work processes - suggests new ideas and approaches. - Explores and trials ideas and suggestions for improvement made by others. - Shows commitment to continuous learning and performance development.
Dealing with Ambiguity	- Can effectively cope with change - Can shift gears comfortably - Can decide and act without having the total picture - Is not upset when things are up in the air - Does not have to finish things before moving on - Can comfortably handle risk and uncertainty.
Problem Solving	- Uses rigorous logic and methods to solve difficult problems with effective solutions - Probes all fruitful sources for answers - Can see hidden problems' - Is excellent at honest analysis - Looks beyond the obvious and doesn't stop at the first answer

Competency	Behaviours
Quality & Innovation	- Provides quality service to those who rely on one's work. - Looks for ways to improve work processes - suggests new ideas and approaches. - Explores and trials ideas and suggestions for improvement made by others. - Shows commitment to continuous learning and performance development.
Negotiating	- Can negotiate skilfully in tough situations with both internal and external groups; - Can settle differences with minimum noise; - Can win concessions without damaging relationships; - Can be both direct and forceful as well as diplomatic; - Gains trust quickly of other parties to the negotiations; - Has a good sense of timing.

Experience and Capability

Essential qualifications, skills and experience

A. Knowledge, Skills & Experience:

- Possess broad experience in Paediatrics and hospital based clinical management of children's health
- Has a strong commitments to ongoing development of specialist knowledge and skills in General Paediatrics
- Proven ability to participate in a multidisciplinary team environment
- Demonstrate a high degree of clinical skill

Essential Professional Qualifications / Accreditations / Registrations:

- Applicants must be registered in New Zealand or hold qualifications entitling them to registration in New Zealand and hold Fellowship of the Royal Australasian College of Physicians (Paediatrics) or an equivalent postgraduate qualification allowing registration as a Specialist Paediatrician with the Medical Council of New Zealand
- Eligibility for Specialist Registration in General Paediatric Medicine
- Completed Medical Assessment of Sexually Abused Children and Adolescent (MEDSAC) training course (or equivalent)
- Training in recognition and assessment of physical abuse/neglect in children
- APLS/NLS trained
- Medical Practitioners are required to undertake their clinical responsibilities and to conduct themselves in all matters relating to their employment, in accordance with best practice and relevant ethical and professional standards and guidelines, as determined from time to time by:
 - The New Zealand Medical Council
 - The New Zealand Medical Association's Code of Ethics
 - The Royal Australasian College of Physicians
 - The Health and Disability Commissioner

B. Someone well-suited to the role will place a high value on the following:

- Builds and participates in collaborative relationships to accomplish work goals
- Treats team members within dignity, respect and honesty
- Recognises and appreciates the contribution of others
- Promoting a positive & collaborative team environment
- Offers and accepts assistance as needed
- Actively participates in and contributes to department goals and activities
- Practices attentive and active listening
- Clearly conveys information, using appropriate communication modes
- Ensures clarity and understanding when giving and receiving information
- Uses appropriate interpersonal skills to interact with others
- Demonstrates tolerance when engaged with frustrating situations and individuals

Ma tini, ma mano, ka rapa te whai
By joining together we will succeed

Te Whatu Ora is committed to Te Tiriti o Waitangi principles of partnership, participation, equity and protection by ensuring that guidelines for employment policies and procedures are implemented in a way that recognises Māori cultural practices.

We are committed to supporting the principles of Equal Employment Opportunities (EEO) through the provision and practice of equal access, consideration, and encouragement in the areas of employment, training, career development and promotion for all its employees.