

## Position Description

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<b>Position</b>	<b>Clinical Administrator/Scheduler</b>
<b>Team / Service</b>	Endoscopy/Medical Day Stay
<b>Directorate</b>	Sub Specialty Medicine
<b>District</b>	Capital, Coast & Hutt Valley and Wairarapa Districts
<b>Responsible to</b>	Clinical Nurse Manager
<b>Children's Act 2014</b>	This position is classified as a children's worker, requiring a safety check including police vetting before commencing and every three years
<b>Location</b>	This position is expected to work from Hutt Hospital

## Te Whatu Ora

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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

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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

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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:

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|------------------------|--|
| <b>Mana whakahaere</b> | Effective and appropriate stewardship or kaitiakitanga over the health and disability system. This goes beyond the management of assets or resources.  |
| <b>Mana motuhake</b>   | 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. |
| <b>Mana tāngata</b>    | 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 Vision, Mission and Values from our District

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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

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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.

## Team/Service Perspective

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Our combined Endoscopy and Medical Day Stay provides a comprehensive range of services for our Hutt Valley population. This includes diagnostic and interventional Gastroenterological procedures and an Outpatients service. Our medical Day Stay provides an extensive range of treatments including intravenous infusions such as iron and blood transfusions as well as specialized medications for patients with long term conditions

## Purpose of the role

This position is to provide administration support in all areas of the Endoscopy and Medical Day Stay departments, including but not limited to:

*Referrals management, Administration of the waiting lists and responding to waiting list queries*

*Outpatient clinics and Medical Day Stay scheduling*

*Frontline clerical/admin/typing/reception and other scheduling functions.*

*Meeting minute taking when required*

*Administration support to department clinical staff*

*Other duties at the direction of the Clinical Nurse Manager*

The Clinical Administrator/scheduler will provide a high quality customer service to patients on arrival in Endoscopy Medical Day Stay and during their journey through the Department.

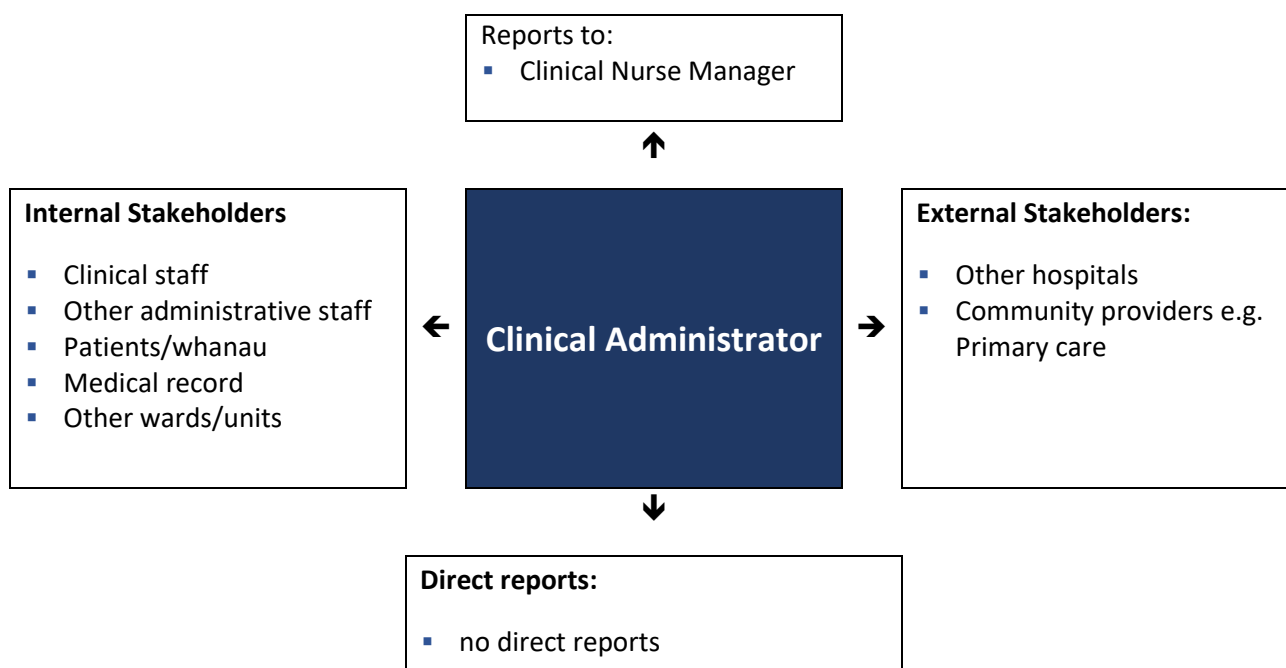
## Key Accountabilities

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. Technical outcomes / accountabilities	<ul style="list-style-type: none"><li>Referrals and waitlist management</li><li>Scheduling</li><li>Frontline clerical and reception duties</li><li>Administration support to clinical staff</li></ul>
2. Leadership	<ul style="list-style-type: none"><li>Maintain a strict sense of professional ethics, confidentiality and privacy and abide by the Te Whatu Ora code of conduct.</li><li>Respond and adapt to changing needs of the department</li><li>Work as a team to ensure that all administrative needs of the department are met</li><li>Champion equality and diversity in the workplace</li><li>Customers are received in a professional and welcoming manner and are provided with a friendly and consistent team approach</li><li>A high level of effective and courteous communication between staff, patients, customers and external agencies is maintained</li></ul>
3. Stakeholder engagement	<ul style="list-style-type: none"><li>Actively work in partnership with other directorates and key stakeholders in the value for money design and delivery of effective project management services.</li><li>Constructive strategic and tactical relationships and partnerships are developed with a range of groups and individuals both internal and external to the DHBs that supports and enables problem solving and the implementation of solutions</li></ul>

	<ul style="list-style-type: none"> <li>A partnering approach is implemented to the delivery of services to the DHBs in a way that facilitates and supports shared agenda and objectives.</li> </ul>
4. Continuous improvement and innovation	<ul style="list-style-type: none"> <li>Establish a culture of continuous improvement, ensuring linked and cohesive 2DHB 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.</li> </ul>
5. Te Tiriti o Waitangi	<ul style="list-style-type: none"> <li>Work in partnership with stakeholders to achieve our equity goals for Māori and ensure Te Tiriti o Waitangi obligations are adhered to</li> <li>Equity outcomes are front and centre in goals, performance monitoring and plans for service and team performance</li> <li>Cultural competence is grown across the team, supporting inclusion and partnership.</li> </ul>
6. Health & Safety	<ul style="list-style-type: none"> <li>Ensure all Health &amp; Safety obligations under the legislation are applied and managed to and that a culture of safe practice is second nature</li> <li>Actively support and ensure compliance with Health &amp; Safety policy and procedures; ensuring staff also support and comply.</li> <li>Maintain a proactive culture of Health &amp; Safety supported by systems.</li> <li>Ensure providers are aware of and have processes to comply with their health and safety responsibilities</li> </ul>

## Key Relationships & Authorities



## Capability Profile

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

Competency	Behaviours
<b>Interpersonal Savvy</b>	<ul style="list-style-type: none"><li>▪ Relates well to all kinds of people – up, down, and sideways, inside and outside the organisation</li><li>▪ Builds appropriate rapport</li><li>▪ Builds constructive and effective relationships</li><li>▪ Uses diplomacy and tact</li><li>▪ Can diffuse even high-tension situations comfortably</li></ul>
<b>Organising</b>	<ul style="list-style-type: none"><li>▪ Can marshal resources (people, funding, material, support) to get things done</li><li>▪ Can orchestrate multiple activities at once to accomplish a goal</li><li>▪ Uses resources effectively and efficiently</li><li>▪ Arranges information and files in a useful manner</li></ul>
<b>Planning</b>	<ul style="list-style-type: none"><li>▪ Accurately scopes out length and difficulty of tasks and projects</li><li>▪ Sets objectives and goals</li><li>▪ Breaks down work into the process steps</li><li>▪ Develops schedules and task/people assignments</li><li>▪ Anticipates and adjusts for problems and roadblocks</li><li>▪ Measures performance against goals</li><li>▪ Evaluates results</li></ul>
<b>Decision Quality</b>	<ul style="list-style-type: none"><li>▪ Makes good decisions (without considering how much time it takes) based upon a mixture of analysis, wisdom, experience, and judgement</li><li>▪ Most of his/her solutions and suggestions turn out to be correct and accurate when judged over time</li><li>▪ Sought out by others for advice and solutions</li></ul>
<b>Problem Solving</b>	<ul style="list-style-type: none"><li>▪ Uses rigorous logic and methods to solve difficult problems with effective solutions</li><li>▪ Probes all fruitful sources for answers</li><li>▪ Can see hidden problems'</li><li>▪ Is excellent at honest analysis</li><li>▪ Looks beyond the obvious and doesn't stop at the first answer</li></ul>
<b>Quality &amp; Innovation</b>	<ul style="list-style-type: none"><li>▪ Provides quality service to those who rely on one's work.</li><li>▪ Looks for ways to improve work processes - suggests new ideas and approaches.</li><li>▪ Explores and trials ideas and suggestions for improvement made by others.</li><li>▪ Shows commitment to continuous learning and performance development.</li></ul>
<b>Negotiating</b>	<ul style="list-style-type: none"><li>▪ Can negotiate skilfully in tough situations with both internal and external groups;</li><li>▪ Can settle differences with minimum noise;</li><li>▪ Can win concessions without damaging relationships;</li><li>▪ Can be both direct and forceful as well as diplomatic;</li><li>▪ Gains trust quickly of other parties to the negotiations;</li><li>▪ Has a good sense of timing</li></ul>

**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.