

# Position Description

Vacancy ID: 5833

<b>Position:</b>	<b>Occupational Therapist/ Kaiwhakaora Ngangahau Advanced Allied Health Professional Mental Health and Addictions</b>
<b>Reports to:</b>	<b>Ward 21 Charge Nurse</b>
<b>Professional Accountability:</b>	<b>Professional Leader Occupational Therapy</b>
<b>Directly Supervising:</b>	<b>Students, NESP and occupational therapy staff as required</b>

## Organisation Context

MidCentral District Health Board (MDHB) is advancing through a transformational change programme to firmly establish itself as a high performing health system that meets the current and future demands of its communities.

A key component of the programme is the implementation of Te Wao nui a Tāne/Integrated Service Model – the vehicle by which MDHB will implement the DHB's strategy.

At maturity, the Integrated Service Model will deliver an integrated health and social system that ensures individuals, people, whānau and communities are the centre of everything we do. The transformation will provide an improved service experience and a work environment where staff feel valued and enabled to carry out their work with excellence.

## Description of Service

Mental Health & Addictions Services - Te Mātāpuna o te Ora - The Source of Wellbeing

Te Mātāpuna o te Ora provides secondary mental health and addictions care for children, youth, and adults across the MidCentral Health region. Services are locality based in the Manawatu, Tararua and Horowhenua geographical areas. The service is committed to becoming increasingly Co-existing problems (CEP) capable.

Te Mātāpuna o te Ora is an idiom which relates to and recognises the important role the awa (river) plays in ensuring the holistic wellbeing of the people. Traditionally Māori acknowledged awa as tupuna, an ancestor or named them after a significant event or attribute. Awa have mana and a mauri (life-force) of their own and enhance the mana and the mauri of the people.

## Role Relationships

Key functional relationships include: Occupational Therapy team members, MH&A Leaders, Multi-disciplinary teams (including medical, nursing, and allied health professional staff) and Administration staff

Service users and disability support clients, Family, Whanau, Hapu, Iwi, carers, General Practitioners, Support links (NASC), ENABLE NZ, Government agencies, ACC, Tertiary and

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other education providers, Accommodation providers, Community support services agencies, Mana Whaikaha, Other District Health Board Hospital staff as required.

## Role Purpose

The core professional knowledge and skill of nga kaiwhakaora ngangahau/occupational therapists is in using occupation to improve, maintain, and restore health and wellbeing.

This role will provide high quality accessible occupational services to adults with serious mental health and or addiction needs in the community including support with transition to community-based care.

The role will primarily be based in Ward 21 however maybe required to work in other localities within the service.

The intent of this role is to promote Occupational justice for mental health service users, including:

1. Interventions in the area of employment or education: supported employment, supported education, other employment interventions –IPS
2. Occupational therapy interventions involving psycho-education
3. Occupational therapy interventions using creative occupation or activity
4. Occupational therapy interventions addressing time use or occupational balance
5. Occupational therapy interventions in the area of skills development, lifestyle modification and occupational engagement
6. Occupational therapy interventions using group or family/whanau approaches
7. Occupational therapy interventions using animals or animal assisted approaches

Ref: (Wilcock & Townsend, 2009, p. 193)

An advanced Occupational Therapist provides safe and clinically effective patient/client assessment and intervention with demonstration of advanced knowledge and skills to manage complex presentations. This role will also have responsibility for providing clinical leadership within the team or service which assists in developing the clinical capability of others.

- To provide a holistic, service user centred, evidenced-based approach to the assessment, management and treatment of children, youth, and adults with diverse presentations, within a Multi-Disciplinary Team framework.
- To liaise across primary and secondary care health settings services
- To work with the Mental Health and Addictions service to ensure people are managed in an evidence-based model utilising available services across the continuum of care.
- To provide clinical leadership within the Mental Health and Addictions team by demonstrating advanced knowledge and clinical practice.
- To liaise, educate and collaborate with all members of the team
- To ensure an ongoing quality service by contributing to the co-ordination and planning of the Mental Health and Addictions Service and Allied Health Team for present and future needs of service users from across the health care continuum.
- Be available as a resource for staff across the health care system in matters relating to Mental Health and Addictions.

## Role Responsibility

Allied Health Professional responsibilities are centred around the Key Accountabilities which are made up of the four pillars of practice and MDHB Bicultural Model of Care (2018).

Key accountabilities:

- TE HIRINGA O TE MAHI HAUORA -Clinical Practice
- TE ARATAKI ME TE WHAKAHAERE -Leadership and management
- TE WHAI I TE MATAURANGA -Teaching and Learning
- TE WHAKAPAI AKE I TE KOUNGA RANGAHAU ME TE HURINGA -Service improvement and research

He Korowai Oranga, the Māori Health Strategy (2014) articulates three key concepts of Wai Ora, Mauri Ora and Whānau Ora; these three concepts are understood as a means for achieving Pae Ora (Healthy Futures). These concepts are interconnected and align with the Māori health model Te Whare Tapa Whā. Culturally responsive practice integrates the above elements to reinforce and further strengthen the strategic direction for Māori health and the advancement of healthcare for all New Zealanders. Wai Ora, Mauri Ora, Whānau Ora will be integrated by the Allied Health Practitioner into professional standards, clinical skills, critical inquiry and culturally responsive, evidence-based practice when partnering with the person, whānau and wider team.



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## TE TIRITI O WAITANGI OBLIGATIONS: ALLIED HEALTH PROFESSIONAL KEY ACCOUNTABILITIES

Lead and participate in an innovative continuous quality improvement programme for Māori whānau.

Promote the use of performance, quality and equity data and health outcome information to:

- Measure and monitor best practice and health inequities
- Identify barriers to high quality, equitable care
- Identify continuous quality improvement initiatives that focus on achieving health equity, excellent health outcomes, and excellent whānau care

Ensure the professional and political integrity of MDHB by carrying out all functions in compliance of Te Tiriti o Waitangi by demonstrating ongoing commitments to keeping Te Tiriti alive.

Show sensitivity to cultural complexity in the workforce and a high level of cultural competency with consumer and whānau populations of diversity

Apply the articles of Te Tiriti o Waitangi in everyday practice:

- Article 1, Kawanatanga - Partnering for mutual benefit
- Article 2, Tino Rangatiratanga – Māori retain rights to their own treasures, resources and knowledge
- Article 3. Oritetanga – Māori are entitled to the same rights and outcomes as that of other citizens
- Article 4. Wairuatanga – Spiritual diversity is retained

Demonstrate understanding and apply Te Whāre Tapa Whā (the four cornerstones of health), te taha wairua (spiritual aspects), te taha hinengaro (mental and emotional aspects), te taha whānau (family and community aspects) and te taha tinana (physical aspects) to practice

Guide others in practice that is consistent with person/whānau centred care and the principles of Te Tiriti o Waitangi

KEY ACCOUNTABILITIES				
TE HIRINGA O TE MAHI HAUORA -CLINICAL PRACTICE				MEASURES
Wairua	Whānau	Hinengaro	Tinana	
<ul style="list-style-type: none"> <li>• Takes responsibility for providing day to day clinical leadership in the Mental Health and Addictions team including providing clinical advice, support and guidance to others.</li> <li>• Practises in accordance with contractual and referrer requirements, with accepted profession's Standards of Practice and Ethical Guidelines and relevant legislation.</li> <li>• Role models and integrates into practice effective communication and evidence- based best practice models, in a manner that the service user determines as culturally safe.</li> <li>• Takes professional responsibility for managing own clinical case load load including those with complex needs and be able to independently adapt and make decisions regarding occupational therapy treatment / intervention in collaboration with the Multi-Disciplinary Team.</li> <li>• Practices in partnership with the service user acknowledging whanau perspectives and supports their participation in services.</li> <li>• Supports opportunities for rongoa (traditional Māori medicine) to be an effective contributor to health and wellbeing.</li> <li>• Integrates Māori approaches such as whakawhanaungatanga/building authentic meaningful relationships.</li> <li>• Provide comprehensive effective, and timely assessments, management and treatment for service users, with diverse presentations, complex physical and psychosocial elements, with an equity lens, to identify health needs/priorities, and assist in planning and establishing individualised, treatment in partnership with people and whanau.</li> <li>• Identifies, leads and creates opportunities to promote health literacy.</li> <li>• Enables and guides others in culturally appropriate patient care ensuring the service user and whanau voice is provided for and understanding of the diverse needs of Māori and Pacific populations by liaising through effective team coordination and advocacy with the relevant cultural unit to provide appropriate support.</li> <li>• Enable practice of cultural beliefs, wairuatanga (spirituality), cultural considerations and tikanga in the practice setting.</li> <li>• Completes documentation consistent with legal and organisational requirements, including gaining consent, treatment plans and goals and completes daily data entry.</li> </ul>				<ul style="list-style-type: none"> <li>• Demonstrated caseload management in line with service criteria and within expected time frames. - Accurately logging of daily activity.</li> <li>• Referrals are reviewed in line with service criteria, within expected time frames. Audits occur to ensure referral criteria is met.</li> <li>• Demonstrated safe practice is maintained in line with MDHB policies i.e. infection control, risk identification, informed consent.</li> <li>• Delegates tasks appropriately to non- registered staff.</li> <li>• Completed Allied Health Documentation Audit at least once per annum: <ul style="list-style-type: none"> <li>○ All criteria are met.</li> <li>○ A summary of individual results is reflected on, at the annual development meeting.</li> <li>○ Evidence of treatment / intervention plans reviewed and documentation of expected outcomes against goals.</li> </ul> </li> <li>• Peer review completed a minimum of once per annum and includes observed clinical patient consultation.</li> <li>• Evidence captured in current annual and peer review of: <ul style="list-style-type: none"> <li>○ Self-reflection on clinical and cultural best practice.</li> <li>○ Service User goals include what is valuable to the individual Whānau and meet their self-identified needs.</li> <li>○ Te Whāre Tapa Whā is evident in treatment planning.</li> <li>○ Demonstrated interactions relaying, complex, sensitive and information and accountability for practice.</li> </ul> </li> <li>• Provision of specialist advice and education for service users and staff.</li> <li>• Is actively integrated into the Multi-Disciplinary Mental Health and Addictions Team providing specialist Occupational Therapy input and co-ordinated care and is respectful of the skills and knowledge of other Multi-Disciplinary Team members.</li> <li>• Demonstrates understanding of local, sub-regional, regional and national context in relation to provision of health and social support.</li> </ul>
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<ul style="list-style-type: none"> <li>Actively contributes to Multi-Disciplinary teams and case conferences providing specialist Allied Health input for the service user to ensure the delivery of a coordinated Multi-Disciplinary service.</li> <li>Identifies unmet needs of patients/clients along with potential solutions to address these needs.</li> </ul>	
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TE ARATAKI ME TE WHAKAHAERE - LEADERSHIP AND MANAGEMENT				MEASURES
Wairua	Whānau	Hinengaro	Tinana	
<ul style="list-style-type: none"> <li>To provide leadership within the Mental Health and Addictions team by demonstrating advanced knowledge and clinical practice.</li> <li>To contribute to service users care by interacting appropriately with the Multi-Disciplinary Team members, considering the input of other members and providing specialist Occupational Therapy knowledge.</li> <li>Assists team leaders and professional leaders in clinical assurance activities of Occupational Therapy staff as requested.</li> <li>Acts as a professional role model demonstrating effective problem solving, conflict management, decision making and priority setting techniques.</li> <li>Enables the practice of cultural beliefs, wairuatanga (spirituality), cultural considerations and tikanga in the practice setting.</li> <li>Provides reports to service leaders/professional leaders in relation to area of clinical practice, as requested.</li> <li>Contributes towards efficient workflow by delegating appropriate work to other Allied health Staff.</li> <li>Legislative requirements for the collection, use and storage of health and disability information are met.</li> <li>Clinical Practices have been considered and the concepts within the Bicultural Model of Care applied</li> <li>Actively engages with Kaupapa Māori services and referral pathways available for our population.</li> <li>Is involved in recruitment and selection processes as requested by line manager or professional leader.</li> <li>Provides advice and recommendations to line manager where this will support delivery of services.</li> </ul>				<ul style="list-style-type: none"> <li>Leads, attends and contributes to relevant department, clinical, Multi-Disciplinary Team and other team meetings.</li> <li>Specialist advice is provided as appropriate.</li> <li>Recommendations are available for service planning.</li> <li>Reports and statistics are completed, accurate and presented on time.</li> <li>Develops and reviews policies, procedures and practice guidelines to align with and maintain best practice.               <ul style="list-style-type: none"> <li>Provides clear delegation of tasks as per Allied Health policy:</li> <li>Delegated tasks are appropriate and understood.</li> <li>documentation / sign off is completed</li> </ul> </li> </ul> <p>Service provision shows evidence of the implementation of the bicultural model of care and initiatives to improve equity.</p>

TE WHAI I TE MATAURANGA - TEACHING AND LEARNING				MEASURES
Wairua	Whānau	Hinengaro	Tinana	
<ul style="list-style-type: none"> <li>• Demonstrates commitment to the ongoing development and practice of the profession.</li> <li>• Maintains competence to practise through identification of learning needs, reflective practice and continuing professional development activities.</li> <li>• Contributes to the training needs analysis for the team / service / profession</li> <li>• Provides interdisciplinary education in direct clinical area, or discipline specific teaching across teams.</li> <li>• Develops clinical skills of others by providing learning opportunities.</li> <li>• Provides mentoring and clinical support and / or professional supervision</li> <li>• Supports the supervision of students in accordance with organisation / service agreements with relevant tertiary organisation / departmental guidelines and relevant Codes of Safe Practice.</li> <li>• Demonstrates commitment and application of Treaty of Waitangi and cultural competency within practice setting</li> <li>• Enhances own professional development and support ongoing education and development of the team.</li> <li>• Updates knowledge of assessment and treatment techniques and developments in specific discipline.</li> </ul>				<ul style="list-style-type: none"> <li>• Registering body professional development requirements are met.</li> <li>• Undertakes an annual review and professional including a development plan.</li> <li>• Agreed identified goals are completed within the time frame</li> <li>• Completion of mandatory training as applicable for the role, including TOW and CORE cultural responsiveness in practice.</li> <li>• Presents education at least twice annually, completed evaluation forms are reviewed and available.</li> <li>• Provides and attends regular professional supervision and peer review. Set goals are achieved.</li> <li>• Primary responsibility, supervision and assessment is undertaken for students if the service requires.</li> <li>• Demonstrated individual responsibility for induction training, supervision and assessment of new entry practitioners delegated by the Professional Leader or Coordinator.</li> <li>• Evidence of annual cultural and clinical best practice reflection through annual appraisal process or in service education or service meetings.</li> <li>• Assists other Allied Health practitioners with assessing and planning options for service users with complex presentations.</li> </ul>

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TE WHAKAPAI AKE I TE KOUNGA RATONGA SERVICE IMPROVEMENT AND RESEARCH				MEASURES
Wairua	Whānau	Hinengaro	Tinana	
<ul style="list-style-type: none"> <li>• Takes the lead in development and maintenance of clinical governance activities and professional standards.</li> <li>• Contributes to annual planning process, including identifying gaps in service and leading and participating in work / projects that may result from the planning process.</li> <li>• Identifies areas of cultural risk for service users and whānau and takes the appropriate action to ensure the environment is safe for service users, whānau and staff.</li> <li>• Establishes collaborative partnerships with external organisations to provide an integrated service resulting in positive outcomes and experiences for whānau.</li> <li>• Promotes service delivery based on best practice and research that supports the organisation's strategic direction.</li> <li>• Research / research studies are completed within agreed time frames.</li> <li>• Assesses for and responds to variables that influence equity of health outcomes including:               <ul style="list-style-type: none"> <li>○ Population variables (age distribution, health status, culture, ethnicity, gender, income distribution, current and emerging health care need/complex health care issues)</li> <li>○ Environment variables (housing, transport, public health amenities, location and access to health care/community support)</li> <li>○ System of health care delivery, including quality and effectiveness of interdisciplinary/inter-agency co-ordination, communication and collaboration, potential and existing gaps in the health care system</li> <li>○ Practices that enhance or compromise patient or system outcomes</li> </ul> </li> <li>• Maintains knowledge of cultural beliefs and tikanga in the practice setting and cultural considerations as part of the research and quality improvement process</li> </ul>				<ul style="list-style-type: none"> <li>• Awareness of and complies with all legislative and contractual requirements as applicable to the role.</li> <li>• Leads quality improvement activities to develop and improve service delivery, clinical practice or professional standards. This may include care pathways / treatment protocols, standards of practice etc.</li> <li>• Leads quality audits including documentation and clinical audits and ensures recommendations are implemented into practice.</li> <li>• Actively participates in sub regional, regional and national working groups and clinical networks focused on innovation and service improvement.</li> <li>• Service improvement initiatives include equity of health outcomes.</li> <li>• Participates in sub regional and regional professional networks and initiatives.</li> <li>• Promotes professional practice that is based on best practice and research that supports organisational strategic aims.</li> </ul>

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Health and Safety				MEASURES
Wairua	Whānau	Hinengaro	Tinana	
<ul style="list-style-type: none"> <li>Apply Health and Safety knowledge and skills to all work practices to ensure compliance with the Health and Safety at Work Act 2015 and any subsequent amendments or replacement legislation.</li> </ul>				<ul style="list-style-type: none"> <li>Is familiar with all policies and procedures as they affect the work environment.</li> <li>Ensure that safe working procedures are practised and no person is endangered through action or inaction.</li> <li>Is aware of and can identify hazards and take action accordingly, including preventing or minimising the adverse effects of hazards.</li> <li>Is able to apply MidCentral District Health Board's emergency procedures, including use of safety equipment and materials.</li> <li>Ensure that all incidents including near misses are reported within the required timeframe using the District Health Board's incident reporting system.</li> <li>Actively participates in the District Health Board's health and safety programmes, through input into meetings and feedback through committee structures</li> </ul>

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## Key Competencies

Competencies are the skills, knowledge and attributes required to be fully competent in this position. There will be a programme available for appointees to meet competencies where a need for continued development is identified. For the purposes of selection essential competencies have been identified, and decisions will be made based on the ability of applicants to meet these:

### **Essential Competencies:**

- At least five (5) years' post graduate experience
- New Zealand registered Occupational Therapist with a current practicing certificate.
- Meets Occupational Therapist Board competency requirements.
- Is actively engaged in OTBNZ e-portfolio and e-portfolio meets OTBNZ audit standards
- Demonstrated leadership experience in current or previous roles
- Proven experience working as an active member of MDT
- Specialist knowledge and skills to manage highly complex presentations in Mental Health and Addictions.
- Meets the statutory and organisation requirements for working with children, as per the Children Act 2014 and the relevant District Health Boards' policy, including a satisfactory police check and other safety checking processes.
- Effective written, oral and interpersonal communication skills.
- Ability to demonstrate decision making and systematic planning including good problem solving skills.
- Ability to work autonomously and under pressure but still function as a team member.
- Sensitivity to cultural differences and commitment to the principles and articles of the Treaty of Waitangi.
- Commitment to ongoing personal development, professional development and service improvement.
- Commitment to providing quality customer focused service
- Current full New Zealand driver's licence.
- Professional attitude and appearance.

### **Desirable competencies**

- A member of the occupational therapy association (OT-WNA) or willingness to join
- Knowledge of the Mental Health Act
- Supervision training
- Experience in practice development, service improvement and development
- Presentation and teaching skills and commitment to providing training and education to other health professionals.
- Knowledge of all relevant legislation and standards, including Code of Health and Disability Services Consumers' Rights, Privacy Act and the Health Information Privacy Code
- Enable Accredited Assessor or ability to become one in PC, Household Management, Wheelchair & Seating level 1 and Housing Modifications (Basic)

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## Physical Attributes

Under the Human Rights Act 1993 discrimination based on disability is unlawful.

MDHB will make all reasonable efforts to provide a safe and healthy work place for all, including persons with disability.

Every effort has been made to outline requirements clearly. If a potential applicant has uncertainties about their ability to fulfil these physical requirements, enquiry should be made whether it would be possible to accommodate a particular issue by obtaining advice from Occupational Health & Safety / Infection Control Team.

- Ability to move about and undertake necessary duties in all areas of Palmerston North Hospital and Palmerston North community including situations where space may be restricted.
- Ability to frequently stand, walk, stretch, sit, bend, twist, lift/move heavy weights.
- Manual dexterity is required to operate equipment and write.
- Visual ability sufficient to drive, write and use equipment.
- Hearing and speech sufficient to communicate with clients.
- Mental concentration and related abilities are required commensurate with professional standards.
- Skin should not be fissured, scaly, cracked on hands, forearms, face, head or neck.
- Ability to undertake to undertake frequent handwashing.
- Freedom from colonisation or infection with MRSA.
- Absence of a health condition which could increase appointee's susceptibility if exposed to infections a little more frequently than in normal daily living.
- Must be able to function under rapidly changing and demanding conditions.

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## Conditions of Appointment

### EMPLOYMENT AGREEMENT

The Collective Agreement which covers the work of this position is the District Health Boards/ PSA Allied, Public Health and Technical Multi-Employer Collective Agreement (Collective Agreement) which applies to employees appointed to roles that are covered by the Collective Agreement and who are members of the New Zealand Public Service Association (PSA).

### NATURE AND TENURE OF APPOINTMENT

The appointment will be subject to the conditions contained in this schedule, MidCentral District Health Board's policies and appropriate legislation.

The appointment is permanent; four weeks' notice in writing by either party is required. In the event of the appointee being found to have breached the organisation's code of conduct or other policies, the appointment may be terminated without notice.

### SALARY

The salary for this position will be within the Advanced Practitioner Salary Scale of the Collective Agreement.

Salary is proportionate to hours worked. All salary payments will be made by direct credit to a nominated bank account in the appointee's name (or jointly including the appointee's name).

### HOURS OF WORK

Full time, 40 hours a week Monday to Friday 8.30am – 5pm.

If the appointment is full-time the employee shall not engage in any other business or occupation without the prior consent of the Organisation. If an appointee is engaged in other business or occupation when taking up a full-time appointment with MidCentral District Health Board, and wishes to continue to participate in this other business or occupation, this must be disclosed to the hiring manager prior to accepting the appointment.

### TREATY OF WAITANGI

MidCentral District Health Board is committed to its obligations under the Treaty of Waitangi. The appointee will be expected to incorporate the principles of the Treaty of Waitangi in their working practices.

### EQUAL EMPLOYMENT OPPORTUNITIES

MDHB is committed to the principles of Equal Employment Opportunities and all recruitment activities are conducted in accordance with these principles.

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## **SMOKE FREE ENVIRONMENT**

MidCentral District Health Board provides smoke-free workplaces that protect the health and comfort of employees, patients/ clients, contractors, volunteers and visitors. All buildings, grounds and vehicles owned, occupied or leased by MidCentral District Health Board are smoke-free. Employees are expected to promote smoke-free lifestyles and act as role models when working with patients/ clients and in the community.

## **CODE OF CONDUCT**

MidCentral District Health Board has a Code of Conduct that sets out the standards of performance and conduct required of employees. Employees of MidCentral District Health Board are also required to act with a spirit of service to the community and meet high standards of integrity and conduct as set out in Standards of Integrity and Conduct - a code of conduct issued by the State Services Commissioner.

## **'SHARED APPROACH TO WORK PRINCIPLES'**

Developing a shared approach to working together

It is important that MidCentral District Health Board has a healthy and safe working environment in which all employees feel their contribution is valued and appreciated. The actions and behaviours below are intended to provide a guide and assist us all to develop and maintain this environment.

To be happy and proud in our work we will:

- Care for and support each other to have a safe work environment;
- Treat each other with trust and respect, recognising cultural and other differences;
- Communicate openly, honestly and act with integrity;
- Enable professional and organisational standards to be met;
- Support each other to achieve, and acknowledge contributions and successes.

MidCentral District Health Board does not tolerate bullying, harassment, or inappropriate behaviour in the workplace environment.

## **CONFIDENTIALITY**

All employees are responsible for the security of confidential and sensitive information which is held by MidCentral District Health Board. All employees have a responsibility to comply with the requirements of the Privacy Act 1993 and the Health Information Privacy Code 1994 and any subsequent amendments.

It is a condition of employment for all employees that confidential or sensitive information is only accessed, used or disclosed as necessary to meet their employment or contractual obligations and in accordance with the relevant legislation, their professional obligations, and any other obligations imposed by law. Note: This does not preclude the sharing of clinical information among health professionals involved in the care or treatment of the individual on a "need to know" or consultancy basis.

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Confidential information concerning a patient or client who is receiving or has received services provided by MidCentral District Health Board may not be accessed by employees not involved in the care or treatment of the patient or client, and also may not be disclosed to unauthorised persons, except for those specific cases defined in relevant legislation and as per MidCentral District Health Board's Confidentiality Policy.

### **HEALTH DECLARATION**

Shortlisted applicants will be required to complete a Health Declaration form and provide this to the hiring manager. They may also be required to undergo a medical examination as part of assessing their ability to fulfil the requirements of the position.

### **DECLARATION OF CRIMINAL CONDUCT AND OTHER INFORMATION**

Shortlisted applicants will be required to complete a Declaration of Criminal Conduct and Other Information form and provide this to the hiring manager.

### **POLICE CLEARANCE/ CHECK(S)**

Some appointments at MidCentral District Health Board are subject to a Police Clearance which requires the applicant to complete a New Zealand Police Vetting Service Request and Consent Form. Additionally, overseas police checks may need to be applied for by the appointee if they have lived in any country other than New Zealand for 12 months or more within the last 10 years.

Shortlisted applicants will be advised of the requirement to undergo a New Zealand Police Clearance, and provide overseas police clearance/s, as required.

Notwithstanding the police clearance process upon appointment, in future all MidCentral District Health Board employees may be required to undergo police and/ or other vetting procedures, and all staff will be required to participate in this process.

MidCentral District Health Board reserves the right to withdraw any offer to the appointee, or if the appointee has commenced work, terminate employment, if any adverse information arises out of the police check/s.

### **CHILDREN'S ACT 2014**

Due to this role having contact with children and MidCentral District Health Board's commitment to child protection, shortlisted applicants will be subject to 'safety checks' in accordance with the Vulnerable Children's Act 2014 before any offer of employment is made. These checks are required periodically for existing employees in accordance with the relevant legislation.

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## APPLICATIONS

Applicants are required to complete an official form of application, providing names and addresses of three confidential referees\* - one being the current or most recent employer or educator, and attaching a CV and cover letter. Copies of recent testimonials or any other information considered pertinent to the position may also be included.

To apply online, please visit the "Vacancies" page under "Working at MDHB" on our website: [www.midcentralthb.govt.nz](http://www.midcentralthb.govt.nz).

Any queries may be addressed to Human Resources on +64 6 350 8850 or email [vacancy@midcentralthb.govt.nz](mailto:vacancy@midcentralthb.govt.nz).

\*Referee reports obtained or provided are subject to Section 27 (1) (c) of the Official Information Act 1982 and Section 29 (1) (b) of the Privacy Act 1993 and shall not be released or their contents disclosed to the applicant or to any person not directly involved in MidCentral District Health Board's appointment and review procedures.

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*Accountable*  
*Ka noho haepapa*

## Appendix A - MidCentral DHB's Values and Behaviours

All employees of MidCentral District Health Board will adopt the values and demonstrate the behaviours related to them of being Compassionate, Respectful, Courageous and Accountable - in the following ways:

### COMPASSIONATE - KIA WHAI AROHA

- Is responsive to the needs of people, whānau and the community.
- Strives to deliver beyond expectations and go the extra mile.
- Shows concern for others and offers proactive and timely assistance and support to others.
- Is empathetic and mindful of others and sensitive to their feelings.
- Creates an environment where others feel safe and supported, encouraging them to contribute and share their views and perspectives.

### RESPECTFUL – KIA MĀTĀTOA

- Shows politeness, admiration and honour to others and does not cause offence.
- Actively listens when someone is speaking and shows value for other peoples' perspectives.
- Genuinely engages and listens to others and considers their views while making decisions.
- Is inclusive of diverse perspectives and the cultural beliefs of others and actively seeks to improve own knowledge.
- Recognises team member strengths and development needs, and coaches them to maximise their potential.

### COURAGEOUS – KIA WHAI NGĀKAU

- Speaks up when things are not right.
- Is adventurous in search of feedback and is open to feedback.
- Puts organisational interests ahead of their own.
- Speaks up when they have to contribute or when other's behaviour is inconsistent with the DHB's values.
- Champions innovative ideas in the team, and on behalf of the team.
- Is willing to question accepted approaches and processes and open to challenge.

### ACCOUNTABLE – KIA NOHO HAEPAPA

- Acknowledges and assumes responsibility for their actions and does not blame others when things go wrong.
- Strives for excellence and delivers high quality care that focuses on the needs of the consumer and whānau.
- Is innovative and strives for quality and excellence.
- Following through on conversations – saying what you will do and doing what you say.
- Is able to intervene effectively when progress against budgets, plans or projects is off track.
- Is committed to rapid resolution of complaints, problems and issues.

*Compassionate*  
*Ka whai aroha*

*Respectful*  
*Ka whai ngākau*

*Courageous*  
*Ka mātātoa*

*Accountable*  
*Ka noho haepapa*



## Appendix B – MidCentral DHB’s Strategy

# WE ARE COMMITTED TO

**Ka ū tā mātou mahi**

**QUALITY LIVING**  
Kia pai te noho

**HEALTHY LIVES**  
Kia ora te tangata

**WELL COMMUNITIES**  
Kia ora te hapori

**WE ARE ABOUT**

*Better health outcomes, better health care for all*

**Ko tā mātou mahi**

*He whakapai ake i te hauora hei oranga mō te katoa*

**INDIVIDUALLY AND TOGETHER WE WILL**

*Achieve quality and excellence by design*

*Connect and transform primary, community and specialist care*

*Partner with people and whānau to support health and wellbeing*

*Achieve equity of outcomes across communities*

**He mahi takitahi hei toa takitini**

*Kia kounga, kia hiranga te hoahoa*

*Kia mahi tahi me te tangata, me te whānau hei tautoko i te hauora me te oranga*

*Kia tūhono e pai ake ai te atawhai tuatahi, te atawhai hapori, te atawhai ngaio*

*Kia tōkeke ngā hua mō ngā hapori katoa*

**WE WILL BE**

*Compassionate      Respectful*

*Courageous          Accountable*

**Ka pēnei mātou**

*Ka whai aroha      Ka whai ngākau*

*Ka mātātoa          Ka noho haepapa*

**WE WILL ACHIEVE THIS SUCCESS THROUGH OUR**

*People      Partners      Information      Stewardship      Innovation*

**Ka eke angitu mātou mā**

*Ō mātou iwi      Ō mātou hoa mahi      Te whakamōhio      Te tiaki      Te auaha*

MidCentral District Health Board | Te Pae Hauora o Ruahine o Tararua

**DECLARATION**

I certify that I have read this position description and reasonably believe that I understand the requirements of the position. I understand that:

- a) The position description may be amended by the employer only after discussion and agreement following reasonable notice to me.
- b) I may be asked to perform other duties as reasonably required by the employer in accordance with the conditions of the position.

Position holder's name: .....

Position holder's signature: .....

Managers Name: .....

Manager Signature: .....

Date of signing. .... / ..... / .....