

Job Description

Clinical Director Rural Health

Rural Hospitals – Te Whatu Ora, Te Tai Tokerau

Position Title:	Clinical Director Rural Health
Organisation Unit:	Rural Hospitals – Te Whatu Ora, Te Tai Tokerau
Location:	Kaitaia, Bay of Islands, Dargaville, Te Whatu Ora Te Tai Tokerau
Responsible to:	General Manager, Family, Rural and Community Services, Te Whatu Ora Te Tai Tokerau
Primary Functions of the Position:	<p>The Clinical Director Rural Health shall have the principal objective of providing professional and administrative leadership with the aim of providing a high-quality cost-effective service to meet the three rural Hospital, service and organizational objectives.</p> <p>The Clinical Director Rural Health will work closely with the other Medical Officers across the three rural hospitals and Whangarei Hospital.</p>

Functional Relationships

The Clinical Director Rural Health will develop and maintain excellent relationships with:

Internal	External
<ul style="list-style-type: none"> • General Manager of the Service Directorate • Chief Medical Officer • Operations Managers • Clinical Leaders for Services • Directors of Nursing and Midwifery • Consultants visiting rural hospitals • Emergency Department Whangarei • SMOs, Registrars and HOs, rural hospitals • Other Clinical Head of Departments 	<ul style="list-style-type: none"> • Professional bodies • Leaders of similar services at a local, national and international level. • General Practitioners in Northland rural communities. • PHE – Mahi Tahī Hauora • Māori Health NGO Clinicians and senior Managers

Key Responsibilities and Expected Outcomes

Te Whatu Ora Te Tai Tokerau has established a set of values by which the organisation will respond, in part, to achieving its goals and objectives through their workforce. The following Values and supporting statements are expected behaviours of each individual employed with Te Whatu Ora Te Tai Tokerau:

Values	Supporting Statement
Tāngata i te tuatahi People First	He whakapapa, he mokopuna, he tamariki, he mātua, he tūpuna. He aha te mea nui. He tāngata, he tāngata, he tāngata Our people are central to all we do
Whakaute (tuku mana) Respect	He whakaaro nui ki ētahi atu We treat others as they would like to be treated
Manaaki Caring	Ko te manaaki – he whāngai, he kākahu, he ropiropi. Akona e te whānau whānui We nurture those around us, and treat all with dignity and compassion
Whakawhitiwhiti Kōrero Communication	Whakawhitiwhiti kōrero i runga te tika, te pono me te We communicate openly, safely and with respect to promote clear understanding aroha
Te Hiranga Excellence	Kia kaha, kia māia, kia manawa nui Our attitude of excellence inspires confidence and innovation

The position of Clinical Director Rural Health encompasses the following major functions or key result areas:

- Te Tiriti o Waitangi
- Clinical leadership
- Development and coordination of clinical systems
- Quality assurance and results
- Training junior staff
- Statutory requirements
- Consultancy
- Telehealth
- Health and Safety
- Privacy & Confidentiality

The outcome requirements of the above key responsibility areas are outlined below:

Key Responsibility Area	Expected Outcomes
Te Tiriti o Waitangi	<ul style="list-style-type: none"> • Contribute to the promotion of the articles and principles of Te Tiriti o Waitangi and the involvement of Māori within the decision-making process for their health and independence, within District Health Board management processes and procedures • Include the articles and principles of Te Tiriti o Waitangi within all aspects of the role and its outcomes • Ensure that consultation and engagement processes include appropriate mechanisms to meet the need of Māori in a culturally appropriate and safe manner • Attend the Northland District Health Board Te Tiriti o Waitangi Training
Clinical Leadership	<ul style="list-style-type: none"> • A service plan is developed in conjunction with the General and Operations Managers. This will include a definition of priorities, an analysis of resource requirements and a forecast of achievable outputs. • Active contribution at SMG (Executive Leadership Team), NDHB) • Work with Chief Medical Officer to ensure credentialing processes are in place. Tasks may include: <ul style="list-style-type: none"> - Performance reviews of Medical Officers. Supporting standards of professionalism and behaviour including matters of disciplinary action. - Orientation - Setting of service KPIs - Participation in various leadership meetings/for a - Clinical pathway development • Leading Rural Hospital Medical staff in all facets of physician clinical care and operational outcomes: <ul style="list-style-type: none"> - Innovative policy changes - Assisting in local hospital compliance - Quality improvement efforts. - Evaluation of quality of clinical services. - Assisting in budget and capital equipment decisions for rural hospitals. - Relationship establishment and maintenance with key community partners - Liaising between hospital administration, senior leaders, and local hospital clinical leader - Leading and supporting clinical programmes and Clinical Services in adopting best clinical practice. - Understanding and sharing emerging models in health care delivery on a national, regional, and local level. - Building and using leverage to make system improvements through collaborative relationships in clinical and administrative areas. - Meeting regularly with Rural Hospital clinical leaders and assist in their goal setting, professional and leadership development, and in accountability and outcomes.

	<ul style="list-style-type: none"> • Provide clinical leadership for the rural hospital clinical teams in the development of a culture of safety and high reliability by identifying opportunities, building relationships, and executing on strategies to drive the performance and measured improvement of the team. • Provide clinical leadership in planning and service preparedness for serious incidents and events such as disease outbreak and civil defence emergencies, in partnership key stakeholders. Work with medical staff across the region toward ensuring streamlined and consistent approaches to planning for the three rural hospitals that align with Whangarei and Auckland regional hospitals.
<p>Development and Coordination of Clinical Systems</p>	<ul style="list-style-type: none"> • Endeavour to ensure medical staff are rostered to cover all aspects of agreed service delivery. This includes ensuring contractual obligations are fulfilled. • Endeavour to ensure a process is in place for the management of all department leave. In particular: • Endeavour to ensure that leave is managed to minimise disruption of clinical services. • Endeavour to ensure that leave for medical officers who work in the Department is approved and signed off by the Operations Manager. • Ministry of Health and Northland District Health Board policies are integrated into the Service Clinical Policy, Service Development Plans and clinical practices. • Working collaboratively with clinicians' satisfactory systems and processes are developed and maintained to address the needs of patients, the services and the public in relation to patients presenting particular difficulties in their management. Systems are in place to ensure patient transfers to other Health providers and Hospital services are coordinated with other Clinical Head of Departments with a minimum of disruption to patient and family. • Champion the health technologies programme and provide the leadership necessary with health service partners in primary and secondary care, to ensure that the needs and voices of rural communities are included in expansion of the programme.
<p>Quality Assurance and Results</p>	<ul style="list-style-type: none"> • Champions quality initiatives and policies. • Assists in achieving acceptable patient satisfaction, patient experience, quality, and other goals related to the fundamentals of care. • Assists in standards of Zero Harm • Service policies and guidelines related to clinical care are developed and implemented consistently. • Medical standards are maintained and reviewed regularly by way of Quality Assurance. • Provide summarised outcomes of quality assurance to the Chief Medical Advisor. • The Operations Manager and General Manager are assisted in actioning complaints regarding patients and/or services provided and professional disputes are arbitrated.

Training 5 th and 6 th Year Medical Students	<ul style="list-style-type: none"> • Ensure that systems are in place for the requirements to train and assess University of Auckland 5th year students and Trainee Interns.
Statutory Requirements	<ul style="list-style-type: none"> • The requirements of all Acts relevant to clinical practice are observed. • Procedures involving patients meet statutory requirements and are fair and clinically appropriate.
Consultancy	<ul style="list-style-type: none"> • Courts and other agencies are advised on Service matters where appropriate. • Opinions are given in an appropriate manner on changes to statutes and controversial and ethical issues within current guidelines and policies. • Media requests for comment on clinical matters related to the Service are referred to the Operations Manager for action.
Telehealth	<ul style="list-style-type: none"> • It is the expectation of this organisation that SMO's are aware of the benefits of Digital Health (including Telehealth) and how it supports healthcare delivery and reduces inequity including for our Māori and rural people. SMOs will openly adopt and practice digital health delivery as part of the role either within existing services or future planned services.
Health & Safety	<ul style="list-style-type: none"> • Ensure compliance with designated responsibilities detailed in Northland District Health Board's Health and Safety Policy and annual objectives • Promote an environment of physical, occupational, cultural, ethical and legal safety • Participate in the organisation's Health and Safety Management training programme. • Observe and promote safe work practices, rules and instructions relating to work, and be pro-active in hazard management • Willingly co-operate in the achievement of all health and safety goals and initiatives by: <ul style="list-style-type: none"> • Practicing and observing safe work methods; • The use of safety equipment; • Reporting unsafe conditions or equipment; and • Reporting and documenting all accidents or incidents
Privacy and Confidentiality	<ul style="list-style-type: none"> • Undertake all duties and responsibilities in accordance with the Privacy Act 2020, Health Information Privacy Code 2020, and Privacy Policies and Procedures of Te Whatu Ora Te Tai Tokerau • Complete mandatory induction training on Privacy 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.

Person Specification

Education and Qualifications

Essential	Desirable
<ul style="list-style-type: none"> • MBCHB • Vocational registration – Medicine (MRCP), MCNZ vocational registration in Rural Hospital Medicine, Emergency department (FACEM) or General Practice. (RNZCGP) with current APC • ACLS • APLS- core advanced • EMST/ATLS 	<ul style="list-style-type: none"> • FDRHM (Fellowship of Division of Rural Hospital Medicine) or working towards the same. • FAMPA (Fellow of Accident and Medical Practitioners Association)

Experience

Essential	Desirable
<ul style="list-style-type: none"> • Demonstrated competence in field of practice. • Demonstrated leadership of clinicians • Three years of experience leading successful improvement in clinical settings including progressive healthcare leadership experience. • Experience with change management and leading in the adaptation and implementation of new processes or technology that enhance safety. • Effective verbal, written, and interpersonal communication skills. • Experience in a role demonstrating effective conflict resolution. 	<ul style="list-style-type: none"> • Experience supervising others. • Rural Hospital Experience • Trained in improvement science/clinical leadership (i.e., Six Sigma, Lean, Project Management, Advanced Training Program). • Experience working in a variety of complex health system (hospitals, ambulatory clinics, post-acute care, etc.). • Can demonstrate formal training in healthcare communication, coaching, or an equivalent experience with external entities that drive and support Experience of Care approaches and standards, including government agencies, academic institutions, universities and related organisations of higher education, and other public institutions.

Awareness and Understanding of

Essential	Desirable
<ul style="list-style-type: none"> • Te Tiriti o Waitangi and its application to the health setting • Privacy Act (2020) and Health Information Privacy Code (2020) • Health and Safety at Work Act 2015 	<ul style="list-style-type: none"> • Te Tiriti o Waitangi and its application to the health setting • Privacy Act (2020) and Health Information Privacy Code (2020) • Health and Safety at Work Act 2015 • Health and Disability Commissioner (Code of Health and Disability Services Consumers' Rights) Regulations (1996) • New Zealand Council of Healthcare Standards

Skills & Personal Attributes

Skills

- Negotiation skills
- Conflict resolution skills
- Excellent communication skills
- Effective time management
- Computer literacy
- Ability to create effective networks

Personal Attributes

- Decisive
- Positive can-do attitude
- Resilient

Performance Development Review

An initial review of performance will be conducted after three months, with an annual review thereafter.

An individual Development Plan will be developed to reflect the contribution this position is expected to make towards achieving the team's objectives and measures. Key result areas will be developed and agreed at this time.

Authorised by: Jeanette Wedding, General
Manager, Family, Rural &
Community Health

Signature: _____

Date: _____

Acceptance

Acceptance of the position implies acceptance of this position description.

Position Title Clinical Director Rural Health

Signature of
employee: _____

Date: _____