

# Te Whatu Ora

Health New Zealand

Te Pae Hauora o Ruahine o Tararua  
MidCentral

## Position Description

VID : 6930

<b>Position:</b>	<b>Advanced Clinical Dietitian – Mental Health &amp; Addictions Services</b>	
<b>Reports to:</b>	<b>Manawatu Locality Lead – MHAS's</b>	
<b>Professional Accountability:</b>	<b>Professional Lead – Clinical Dietetics</b>	
<b>Directly Supervising:</b>	<b>Dietetic students where applicable</b>	
<b>FTE:</b>	<b>1.0</b>	Version 1.0

## Organisation Context

Te Whatu Ora | Health New Zealand leads the day to day running of the health system across New Zealand, with functions delivered at local, district, regional and national levels. It weaves the functions of the 20 former District Health Boards into its regional divisions and district offices, ensuring continuity of services in the health system.

Te Pae Hauora o Ruahine o Tararua – MidCentral District (previously MidCentral District Health Board) provides healthcare services to over 180,000 people across the Manawatu, Horowhenua and Tararua regions. With a large hospital campus at Palmerston North, the health care provider also provides key health care and support services to neighbouring communities. We are one of the Manawatu's largest employers with over 2800 staff members.

## Description of Service

### Clinical Dietitian Service – Te Uru Whakamauora

Clinical Dietitians / *Mātanga Mātai Kai* work alongside a variety of healthcare professionals as part of multidisciplinary teams and in partnership with individuals, whānau and communities across a variety of specialty areas of clinical practice. These include inpatient care and specialist outpatient clinics covering paediatrics, diabetes, renal, cardiovascular, oncology, surgical, rehabilitation, bariatrics, gastroenterology, general medical, neurology, respiratory, mental health, and weight management.

There are established relationships and communication with other specialties to ensure referrals are directed to clinicians with relevant expertise and to facilitate advancement in clinical standards.

The integrated model of care aims to ensure consistent, comprehensive and timely dietetic services are provided to improve health outcomes for individuals and their family/whānau equitably across the region.

## Role Relationships

Key functional relationships include: clinical dietitians, eating disorder team members, Central Region Eating Disorder Services (CREDS), other multi-disciplinary teams (including medical, nursing, and allied health professional staff), service users, family, whānau, hapu,

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iwi, carers, General Practice teams, community healthcare providers, NGO's Support links (NASC), ENABLE NZ, Government agencies, ACC, tertiary and other education, and other Te Pae Hauora o Ruahine o Tararua MidCentral staff as required.

## Role Purpose

The Advanced AH Professional provides safe, clinically effective and culturally appropriate service user assessment and intervention with demonstration of advanced knowledge and skills to manage complex presentations. This position will also have responsibility for providing clinical leadership within the team or service which assists in developing the clinical capability of others and providing an equitable service.

- To provide high quality dietetic care to people referred to Clinical Dietetic Services based in the MidCentral region, including mental health outpatient referrals and inpatient care for adults (>18 years) admitted with query of or established eating disorders.
- To provide clinical leadership relating to mental health with a focus on disordered eating behaviours and eating disorders across the inpatient, outpatient and community settings.
- Provide advanced dietetic expertise to individuals and group-based therapeutic nutrition programmes that focus on patient-centred care and improving equity in health outcomes for service users.
- To provide advanced clinical dietetic expertise to the multidisciplinary team(s), and dietetic advice to other clinical members within the within the Adult Mental Health and Addiction Service.
- Provide consultation and clinical advice to the multidisciplinary team, operational managers, public and private clinicians to assist them to support and manage patients (and carers) with eating disorders entering and discharging from the Eating Disorder programme. This includes contributing to the development of treatment and discharge plans, and prioritising service provision to ensure optimal health outcomes for consumers.
- Identify and contribute to (and/or lead) the development of evidence based clinical dietetic practices, procedures, protocols and education materials at a local and regional level, to improve the delivery of nutrition and dietetic services.
- Contribute to the development of other quality and service improvement activities within Te Whatu Ora MidCentral and the wider Central Region to continually improve consumer care and experiences.
- Contribute to clinical education for undergraduate/postgraduate students and multidisciplinary staff and contribute to other local education programs in inpatient, outpatient and community settings.
- Contribute to (and/or lead) audit programmes to provide information for use in planning and evaluation of service delivery functions.
- Maintain professional accountabilities through active engagement in continuing professional education and clinical supervision to develop clinical practice knowledge and expertise and to maintain relevant credentialing requirements as defined by the Mental Health Allied Health Services. This includes participation in service area discipline meetings and data collection requirements.

The position is expected to provide services primarily based in the Manawatu locality. Staff could be allocated to and /or rotated between specific and general services or facilities determined by service requirements.

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## TE TIRITI O WAITANGI OBLIGATIONS

Participate in an innovative continuous quality improvement programme for Māori whanau.  
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 whanau care

Ensure the professional integrity of MidCentral by carrying out all functions in compliance with 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

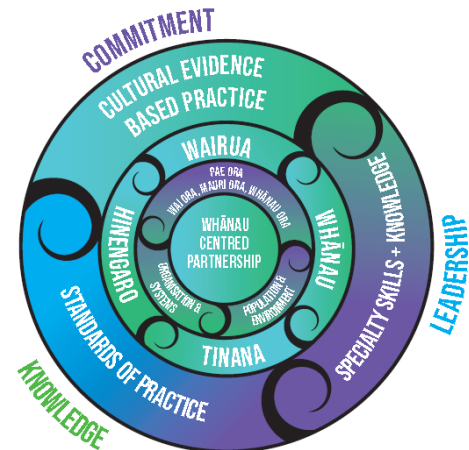
Demonstrate understanding of and apply Te Whāre Tapa Whā (the four cornerstones of health), te taha wairua (spiritual aspects), te taha hinengaro (mental and emotional aspects), te taha whānau (family and community aspects) and te taha tinana (physical aspects) to practice

Practice is consistent with person/whānau centred care and the principles of - Te Tiriti o Waitangi.

## Allied Health key accountabilities - four pillars of practice and MidCentral Bicultural Model of Care (2018)

- 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



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The key accountabilities link to one or more of the Wai Ora, Mauri Ora and Whānau Ora concepts and these are identified within each accountability where:

- Mauri Ora (Individuals) Mauri is the concept of the life force that is instilled in people and all living things. Mauri Ora is the protection and advancement of this force for health.
- Wai Ora (Healthy Environment) Wai is literally water but in this context represents the natural environment in which we live. A healthy environment is essential for individual and collective health.
- Whānau Ora (Healthy Families) Whānau or families are the cornerstone of Māori, and indeed all people's lives. Providing care in this context ensures people are attached, grounded and empowered to advance the health of themselves, their families and wider communities.

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KEY ACCOUNTABILITIES			
TE HIRINGA O TE MAHI HAUORA -CLINICAL PRACTICE <i>Whānau Ora and Wai Ora</i>			MEASURES
<i>Wairua</i>	<i>Whānau</i>	<i>Hinengaro</i>	<i>Tinana</i>
<ul style="list-style-type: none"> <li>Practices in accordance with contractual and referrer requirements, with accepted professional standards of practice, ethical guidelines and relevant legislation.</li> <li>Promotes 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>Uses the Nutrition Care Process (NCP) to undertake advanced-level nutrition assessments, diagnosis, interventions, and monitoring/evaluation of medical nutrition therapy in clinical practice.</li> <li>Delivers a high standard of care and leads clinical practice initiatives that enhance patient care.</li> <li>Takes professional responsibility for managing own clinical case load; manages complex presentations independently and offers clinical management suggestions to the multidisciplinary team and second opinions for other staff as required.</li> <li>Practises in partnership with the service user, acknowledging whānau perspectives and supporting their participation in the provision of care.</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 whakawhānaungatanga / building authentic meaningful relationships.</li> <li>Provides comprehensive effective and timely assessments, management and treatment for service users, with diverse presentations, complex physical and psychosocial needs with an equity lens to identify health needs / priorities, and plan and establish individualised treatment plans in partnership with people and whānau.</li> <li>Identifies and creates opportunities to promote health literacy and the provision of culturally competent treatment processes to improve outcome of care.</li> <li>Enables and guides others in culturally appropriate patient care ensuring the service user and whānau 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 and spiritual unit to provide appropriate support.</li> </ul>			<ul style="list-style-type: none"> <li>Complies with Dietitians Board Professional Standards &amp; Competencies for Dietitians, and requirements.</li> <li>Annual Practising Certificate is renewed.</li> <li>Demonstrates caseload management in line with service criteria and within expected time frames with accurate logging of daily activity.</li> <li>Evidence of advanced / specialist advice being sought where applicable and referrals to other support services made where further or ongoing support is required.</li> <li>Service user's records show ethnicity is identified and recorded correctly.</li> <li>Demonstrates safe practice is maintained in line with MidCentral policies i.e. infection control, risk identification, informed consent.</li> <li>Is actively integrated with the multi-disciplinary Eating Disorder programme and provides advanced dietetic input and co-ordinated care, demonstrating respect for the skills and knowledge of other MDT members.</li> <li>Delegates tasks appropriately to non-registered staff.</li> <li>Contributes to the development of clinical documentation relating to dietetic services and ensures data for assessment and outcomes is collected in a timely manner for measurement outcome purposes.</li> <li>Completes NCP 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 are reflected on at performance development meeting.</li> <li>Evidence of treatment / intervention plans reviewed and documentation of expected outcomes against goals.</li> </ul> </li> </ul>

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<ul style="list-style-type: none"> <li>• Completes documentation consistent with legal and organisational requirements, including gaining consent, treatment plans and goals and completes daily data entry.</li> <li>• Actively contributes to MDT teams and case conferences to ensure the delivery of a coordinated multidisciplinary service.</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Meets annual Peer Review and Dietitians Board Continuing Competence Programme requirements, completed annually, and includes:</i> <ul style="list-style-type: none"> <li>○ <i>Self-reflection on clinical and cultural best practice standards.</i></li> <li>○ <i>Te Whāre Tapa Whā is evident in assessment and intervention planning.</i></li> </ul> </li> <li>• <i>Shows evidence of integrating actions into own clinical practice to reduce inequities in health outcomes for service users and whānau.</i></li> <li>• <i>Has awareness of local, sub regional and regional situation in relation to health and social support, and the impact on service provision.</i></li> </ul>
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<b>TE ARATAKI ME TE WHAKAHAERE -LEADERSHIP AND MANAGEMENT <i>Whānau Ora and Wai Ora</i></b>				<b>MEASURES</b>
<i>Wairua</i>	<i>Whānau</i>	<i>Hinengaro</i>	<i>Tinana</i>	
<ul style="list-style-type: none"> <li>• Provides leadership within the Clinical Dietitian team by demonstrating advanced knowledge and clinical practice within the mental health settings.</li> <li>• Contributes to service users care by interacting appropriately with the Multi-Disciplinary Team members, considering the input of other members, and providing specialist dietetic knowledge.</li> <li>• Demonstrates effective time management and prioritisation of caseload to optimise service quality and assists others with this.</li> <li>• Acts as a professional role model demonstrating effective problem solving, conflict management / resolution, decision making and priority setting techniques.</li> <li>• Legislative requirements for the collection, use and storage of health and disability information are met.</li> <li>• Creates opportunities for the practice of cultural beliefs, wairuatanga (spirituality), cultural considerations and tikanga in the clinical practice setting.</li> <li>• Reflects on service provision and promotes innovation.</li> <li>• Engages and / or leads quality initiatives on behalf of the clinical or professional team.</li> </ul>				<ul style="list-style-type: none"> <li>• <i>Regularly attends and actively contributes to Clinical Dietetic Service meetings, clinics, case review / conferences, service planning and professional development activities.</i></li> <li>• <i>Reports and statistics are completed accurately and presented on time.</i></li> <li>• <i>Identifies opportunities for service provision and innovation.</i></li> <li>• <i>Daily activity logged demonstrates time / caseload is allocated effectively.</i></li> <li>• <i>Documentation audits occur at least once per annum.</i></li> <li>• <i>Supports others in bicultural practice and examples are included and reflected on in performance appraisal / peer review.</i></li> <li>• <i>Has self-identified and organised own mandatory education and performance development.</i></li> </ul>

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<ul style="list-style-type: none"><li>• Coordinates information flow between primary and secondary services.</li><li>• Liaises between Clinical Dietetic Services and the integrated Eating Disorder programme and related mental health teams.</li><li>• Clinical practices have been considered and the concepts within the Bicultural Model of Care applied.</li><li>• Engages and supports Kaupapa Māori services and referral pathways available for our population.</li><li>• Develops and fosters a positive work culture based on MidCentral values (appendix A).</li><li>• In conjunction with primary health providers, assists with professional development plans for community allied health therapists, including subregional and regional clinical dietetic services as required.</li></ul>	<ul style="list-style-type: none"><li>• <i>Meets regularly with the Clinical Dietetic team leaders .and engages with departmental clinical governance activities.</i></li><li>• <i>Reviews policies, procedures, and practice guidelines to align with and maintain best practice.</i></li></ul> <p><i>Provides clear delegation of tasks as per Allied Health policy:</i></p> <ul style="list-style-type: none"><li>• <i>Ensures delegated tasks are appropriate and understood.</i></li><li>• <i>Documentation / sign off is completed.</i></li></ul>
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TE WHAI I TE MATAURANGA - TEACHING AND LEARNING <i>Whānau Ora and Mauri Ora</i>				MEASURES
<i>Wairua</i>	<i>Whānau</i>	<i>Hinengaro</i>	<i>Tinana</i>	
<ul style="list-style-type: none"> <li>Leads/guides ongoing development and practice in dietetics, particularly in relation to eating disorders and mental health conditions.</li> <li>Maintains competence to practise through identification of learning needs, reflective practice and continuing professional development (CPD) activities.</li> <li>Supports the education of dietitians and other staff in accordance with organisation / service agreements with departmental guidelines and relevant Codes of Safe Practice.</li> <li>Enhances own professional development and the skill base of the team.</li> <li>Updates knowledge of assessment and treatment techniques and developments in specific discipline.</li> <li>Assists practitioners where the complexity of the service users past medical history and / or current presentation is beyond their clinical experience.</li> <li>Provides supervision and support for colleagues or other Allied Health Staff.</li> <li>Mentors primary care, local, sub-regional and regional clinical dietitians (as required) in providing and upholding best practice standards of care for eating disorders.</li> <li>Plans and delivers clinical updates as required for other staff.</li> </ul>				<ul style="list-style-type: none"> <li>Professional Supervision occurs in accordance with MidCentral's policy / guidance, and the Dietitians Board requirements.</li> <li>Essential skills checklist is completed / presented at appraisal and maintained as evidence of completion of mandatory training as applicable for the role, including Te Tiriti o Waitangi and cultural responsiveness in practice.</li> <li>Delivers education in the direct clinical area and discipline specific education across MidCentral and community teams.</li> <li>Annual performance development review and professional development plan is initiated and occurs annually inclusive of cultural and clinical best practice.</li> <li>Agreed identified training and development plan is completed within the required time frame.</li> <li>Provides regular professional supervision and peer review.</li> <li>Demonstrates individual responsibility for induction training, supervision and assessment of new entry practitioners delegated by the Professional Leader / Coordinator/Manager.</li> </ul>

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TE WHAKAPAI AKE I TE KOUNGA RATONGA SERVICE IMPROVEMENT AND RESEARCH <i>Wai Ora</i> and <i>Mauri Ora</i>				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, within the area of speciality.</li> <li>• Contributes to annual planning process, including identifying gaps in service and contributing or leading work / projects that may result from the planning process.</li> <li>• Develops and regularly reviews treatment guidelines relating to the management of eating disorder and other mental health conditions, in collaboration with the MDT.</li> <li>• Recognises cultural risk for service users and whānau and takes appropriate action to ensure the environment is safe for service users, whānau and staff.</li> <li>• Acts as a resource to support other clinical dietitians working with inpatients and people in the community living with (or recovering from) eating disorders or other mental health conditions.</li> <li>• Collaborates with MDTs to review group-based therapeutic nutrition programmes.</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 needs or complex health care issues)</li> <li>- Environmental variables (housing, transport, public health amenities, location and access to health care / community support)</li> <li>- System of health care delivery (quality and effectiveness of interdisciplinary / interagency co-ordination, communication, collaboration, existing and potential gaps in the health care system)</li> <li>- Practices that enhance or compromise patient or system outcomes</li> </ul> </li> </ul>				<ul style="list-style-type: none"> <li>• <i>Actively contributes to service planning and demonstrates MidCentral values.</i></li> <li>• <i>Actively leads and participates in clinical governance meetings and activities.</i></li> <li>• <i>Participates in sub regional and regional and national professional networks and initiatives.</i></li> <li>• <i>Quality and clinical audits including documentation audits are completed within allocated time frame, according to the contractual and management requirements and actions incorporated into practice.</i></li> <li>• <i>Reflects on current research in area of practice individually and in team discussions.</i></li> <li>• <i>Evidence of best practice actively sought to inform clinical practice.</i></li> <li>• <i>The care environment is adjusted to meet the service user and whānau needs.</i></li> </ul>

Health and Safety	MEASURES
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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><i>Is familiar with all policies and procedures as they affect the work environment.</i></li> <li><i>Ensures that safe working procedures are practised, and no person is endangered through action or inaction.</i></li> <li><i>Is aware of and can identify hazards and take action, accordingly, including preventing or minimising the adverse effects of hazards.</i></li> <li><i>Is able to apply MidCentral's emergency procedures, including use of safety equipment and materials.</i></li> <li><i>Ensures that all incidents including near misses are reported within the required timeframe using the appropriate incident reporting system.</i></li> <li><i>Actively participates in the MidCentral's health and safety programmes, through input into meetings and feedback through committee structures.</i></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

- Postgraduate Diploma in Dietetics or Master of Dietetics degree; or Master of Science (Nutrition and Dietetics) degree, or Master of Health Sciences in Nutrition and Dietetics degree; as recognised by the NZ Dietitians Registration Board.
- NZ Registered Dietitian with a current Annual Practising Certificate, with endorsement as Dietitian Prescriber.
- Minimum of 5 years of experience in a range of clinical settings, preferably with experience working in Mental Health.
- Cultural awareness and understanding of models of care in mental health, disability and illness issues for individual clients.
- High standard of interpersonal and communications skills and able to relate well with people of all ages and background.
- Ability to demonstrate decision making and systematic planning including good problem-solving skills.
- Able to work autonomously and under pressure but still function as an effective team member.
- Ability to work independently and in a multi-disciplinary team with proven skills in planning own workload and leading projects.
- Ability to undertake audit / research, evaluate outcomes and communicate implementation strategies as part of the overall service improvement plan.
- Sensitivity to cultural differences and commitment to upholding the principles of Te Tiriti o Waitangi.
- Able to prioritise and work under pressure, with a keen and positive approach to change and challenge.
- Ability to delegate to and supervise other therapists, assistants and students.
- Demonstrates flexibility, adaptability and enthusiasm.
- Self-directed approach to work and monitoring own professional performance.
- Proven record of reliability and punctuality, with ability to work flexible hours.
- Commitment to ongoing personal and professional development, and service improvement.
- Commitment to providing quality patient-focused services.
- Current full driver's licence.
- Professional attitude and appearance.

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- Meets the statutory and organisational requirements for working with children, as per the Children’s Act 2014 and Te Whatu Ora MidCentral’s policy, including a satisfactory police check and other safety checking processes.

## Desirable Competencies

- Experience in the assessment, treatment and monitoring of adults with eating disorders and highly complex medical / social needs.
- Experience in working with inpatients and in the community setting.
- Training in advanced counselling skills, adult teaching / learning and motivational interviewing.
- Working knowledge and application of FoodWorks Professional nutritional analysis software.
- Working knowledge and application of Microsoft Office including Word, Excel and PowerPoint.
- Member of Dietitians NZ and the Eating Disorder Special Interest Group (SIG)
- Skills in clinical research or empirical evaluation of service and outcomes
- Knowledge of relevant legislative policies and Acts

## Physical Attributes

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

*MidCentral 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 clinics, and offices within MidCentral Health and throughout the community.
- Ability to stand, walk, sit, stretch, twist, bend, lift/move objects.
- Manual dexterity sufficient to drive a motor vehicle, operate equipment including computer, other clerical items, weighing scales and enteral feeding equipment.
- Visual ability sufficient to drive, read, write/record, and operate equipment enabling accurate performance of essential job duties.
- Hearing and speech sufficient to enable direct and telephone communication with clients, caregivers and co-workers.
- Competent cognitive skills to be able to concentrate on the task in hand – an integrated sensory system.
- Must be adaptable and able to function under rapidly changing and demanding conditions.
- A high degree of mental concentration and related abilities is required.
- Some repetitive activities are involved in writing reports and other repeated duties.
- Skin condition should allow contact with water, soap/disinfectant soap.
- Freedom from colonisation or infection with MRSA.
- Absence of a health condition which could increase appointee's susceptibility if exposed to infections more frequently than in daily living.
- The appointee's health condition should not result in undue hazard to the worker, client or others as a result of exposure to blood, body fluids/waste or infectious disease (Note MidCentral's Policy for Work Restriction of Staff with Communicable Disease especially Skin Appendix).

## Conditions of Appointment

### EMPLOYMENT AGREEMENT

#### **APEX Allied Scientific and Technical & Northland, Taranaki, MidCentral and Whanganui Dietitians' Collective Agreement**

The Collective Agreement which covers the work of this position is the APEX and District Health Boards Dietitians' Collective Agreement which applies to employees appointed to roles that are covered by the Collective Agreement and who are members of the Association of Professional and Executive Employees (APEX) union.

#### **DHB/PSA Allied, Public Health and Technical Multi-Employer Collective Agreement**

However, the Allied, Public Health and Technical Multi-Employer Collective Agreement also contains provision for dietitians and you are able to become a party to this Collective Employment Agreement if you wish. The union that represents employees in this collective is the PSA.

### NATURE AND TENURE OF APPOINTMENT

The appointment will be subject to the conditions contained in this schedule, Te Pae Hauora o Ruahine o Taranaki MidCentral's policies and appropriate legislation.

#### **Permanent Position**

The appointment is permanent but may be terminated by four weeks' notice in writing by either party. 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 annual salary for the position will be negotiated within the salary range applicable to the relevant 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

This permanent position is 40 hours per week distributed across Monday to Friday.

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

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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**

Te Pae Hauora o Ruahine o Tararua MidCentral is committed to the principles of Equal Employment Opportunities and all recruitment activities are conducted in accordance with these principles.

## **SMOKE FREE ENVIRONMENT**

Te Pae Hauora o Ruahine o Tararua MidCentral 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 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**

Te Pae Hauora o Ruahine o Tararua MidCentral has a Code of Conduct that sets out the standards of performance and conduct required of employees. Employees of Te Pae Hauora o Ruahine o Tararua MidCentral 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 Te Pae Hauora o Ruahine o Tararua MidCentral 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.

Te Pae Hauora o Ruahine o Tararua MidCentral 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.

*Compassionate*  
*Ka whai aroha*

*Respectful*  
*Ka whai ngākau*

*Courageous*  
*Ka mātātoa*

*Accountable*  
*Ka noho haepapa*

# Te Whatu Ora

Health New Zealand

Te Pae Hauora o Ruahine o Tararua  
MidCentral

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.

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 Te Pae Hauora o Ruahine o Tararua MidCentral employees may be required to undergo police and/ or other vetting procedures, and all staff will be required to participate in this process.

Te Pae Hauora o Ruahine o Tararua MidCentral 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 the role having contact with children and Te Pae Hauora o Ruahine o Tararua MidCentral's commitment to child protection, shortlisted applicants will be subject to 'safety checks' in accordance with the Children's Act 2014 before any offer of employment is made.

*Compassionate*  
*Ka whai aroha*

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*Ka whai ngākau*

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# Te Whatu Ora

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These checks are required periodically for existing employees in accordance with the relevant legislation.

## 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 Te Pae Hauora o Ruahine o Tararua MidCentral " on our website: [www.midcentraldhb.govt.nz](http://www.midcentraldhb.govt.nz)

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



## Appendix A - MidCentral'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 WHAI NGĀKAU

- 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 MĀTĀTOA

- 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 MidCentral'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.

## Appendix B – MidCentral’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

<i>Compassionate</i>	<i>Respectful</i>
<i>Courageous</i>	<i>Accountable</i>

**Ka pēnei mātou**

<i>Ka whai aroha</i>	<i>Ka whai ngākau</i>
<i>Ka mātātoa</i>	<i>Ka noho haepapa</i>

### WE WILL ACHIEVE THIS SUCCESS THROUGH OUR

<i>People</i>	<i>Partners</i>	<i>Information</i>	<i>Stewardship</i>	<i>Innovation</i>
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**Ka eke angitu mātou mā**

<i>Ō mātou iwi</i>	<i>Ō mātou hoa mahi</i>	<i>Te whakamōhio</i>	<i>Te tiaki</i>	<i>Te auaha</i>
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MidCentral District Health Board | Te Pae Hauora o Ruahine o Tararua