

## Position Description

KHJ/1851383

<b>Position Title:</b>	Registered Midwife
<b>Service/division:</b>	Te Uru Pā Harakeke Healthy Women, Children & Youth
<b>Location:</b>	Women's Health Service
<b>Reports to:</b>	Midwifery Manager - Secondary
<b>Professional accountability to:</b>	Midwifery Director
<b>FTE:</b>	0.8

### Organisation Context

Health New Zealand |Te Whatu Ora 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.

Health New Zealand |Te Whatu Ora Te Pae Hauora o Ruahine o Tararua – MidCentral (MidCentral) (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, it 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.

Part A

**PREFACE**

This document contains elements that are consistent across Health New Zealand in the Central Region<sup>1</sup>, and is applicable for employed Registered Midwives.

Te Tatau o te Whare Kahu – Midwifery Council of New Zealand Midwifery Council of New Zealand (MCNZ) governs the competence of all midwives to ensure the safety of mothers and babies (“the public”). Health New Zealand – Te Whatu Ora recognise that all midwives are accountable to the MCNZ for their competence and will facilitate the achievement of the knowledge and skills required to maintain competence.

**POSITION OVERVIEW**

This position works principally within the service or division specified above. However, all employees at MidCentral may be required to undertake duties in other areas of the organisation e.g. maternity or neonatal units which promote the efficient and effective operation of Health New Zealand - Te Whatu Ora and which reasonably fall within the general parameters of this position and the employee’s scope of practice.

**PURPOSE OF THE POSITION**

To provide safe effective midwifery care with women and their families/whanau throughout the maternity experience, maintaining an accepted standard of clinical expertise that is based on current research and recommended ‘best practice’.

**SERVICE BACKGROUND**

The Women's Health Service provides Maternity, Obstetrics and Gynaecology services to the Manawatu, Horowhenua and Taranaki regions. Secondary care and acute services are provided from Palmerston North Hospital, with two primary maternity facilities. One at Te Papaioea Birthing Centre and one in Levin.

**VISION AND VALUES**

MidCentral’s vision is: **Quality Living – Healthy Lives – Well Communities**. Achievement of MidCentral’s vision will assist in the achievement of the sector’s outcome of “New Zealanders living longer, healthier and more independent lives”.

The values that underpin our vision are the “Shared Approach to Work Principles”. It is important that 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 all employees to develop and maintain this environment.

Employees are expected to:

- Care for and support each other to have a safe work environment
- Treat each other with trust and respect, recognizing cultural and other differences
- Communicate openly, honestly and act with integrity

	<ul style="list-style-type: none"> <li>• Enable professional and organizational standards to be met</li> <li>• Support each other to achieve, and acknowledge contributions and successes</li> </ul>
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FUNCTIONAL RELATIONSHIPS	
<b>Key Contacts (internal):</b>	
Midwife Manager	<ul style="list-style-type: none"> <li>• Facilitate management and oversight for an effective, functional and cohesive multi-disciplinary team within the maternity services</li> </ul>
Director of Midwifery	<ul style="list-style-type: none"> <li>• Professional leadership, guidance and support</li> </ul>
All Women's Health Service staff (including O&Gs, RMOs, Midwives, RNs, LMCs, support staff)	<ul style="list-style-type: none"> <li>• Delivering effective midwifery care which contributes to a positive and meaningful outcome for the woman and her family/whanau</li> <li>• Function effectively and efficiently as a member of the multi-disciplinary team, demonstrating own professional development in order to enhance quality service delivery</li> <li>• Effective interaction and communication, identifying issues of concern and communicating these clearly</li> <li>• Develop and maintain positive working relationships</li> </ul>
Other health care providers eg Paediatric staff, Theatre staff, social workers, maternal mental health (etc)	<ul style="list-style-type: none"> <li>• Support to provide woman-centred care</li> <li>• Develop and maintain positive working relationships</li> <li>• Function effectively and efficiently as a member of the multi-disciplinary team</li> <li>• Effective interaction and communication, identifying issues of concern and communicating these clearly</li> </ul>
<b>Key Contacts (external):</b>	
Women	<ul style="list-style-type: none"> <li>• To uphold and respect choices/wishes whilst providing quality, safe standards of practice for women during the pregnancy and childbirth journey</li> </ul>
Family/whanau	<ul style="list-style-type: none"> <li>• To include/incorporate families/whanau with a whanau ora approach to health care offered to women/clients</li> </ul>
Iwi providers	<ul style="list-style-type: none"> <li>• Maintain cultural safety and awareness and develop strategies for improving the health status of Maori</li> </ul>
Well Child providers/GPs/any other agencies/individuals involved with the woman/family	<ul style="list-style-type: none"> <li>• Liaise and communicate with other health care providers in order to promote consistent ongoing care</li> </ul>

**MIDWIFERY SCOPE OF PRACTICE**

You must be able to demonstrate that you are registered with the New Zealand Midwifery Council and that your scope of practice enables you to undertake the duties of this position.

**SCOPE OF PRACTICE**  
*(as per the Midwifery Council)*

*The midwife works in partnership with women, on her own professional responsibility, to give women the necessary support, care and advice during pregnancy, labour and the postpartum period up to six weeks, to facilitate births and to provide care for the newborn.*

*The midwife understands, promotes and facilitates the physiological processes of pregnancy and childbirth, identifies complications that may arise in mother and baby, accesses appropriate medical assistance, and implements emergency measures as necessary. When women require referral, midwives provide midwifery care in collaboration with other health professionals.*

*Midwives have an important role in health and wellness promotion and education for the woman, her family and the community. Midwifery practice involves informing and preparing the woman and her family for pregnancy, birth, breastfeeding and parenthood and includes certain aspects of women's health, family planning and infant well-being.*

*The midwife may practise in any setting, including the home, the community, hospitals, or in any other maternity service. In all settings, the midwife remains responsible and accountable for the care she provides.*

Part B

KEY PERFORMANCE INDICATORS		
OBJECTIVES <i>(Key areas of focus)</i>	RESPONSIBILITIES <i>(How it is achieved)</i>	EVIDENCE <i>(How it will may be measured)</i>
<b>MIDWIFERY ACCOUNTABILITIES</b>		
<b>The midwife works in partnership with the woman throughout the maternity experience (in the context of services provided by Health New Zealand - Whatu Ora)</b>	<ul style="list-style-type: none"> <li>Centres the woman as the focus of care</li> <li>Promotes and supports continuity of midwifery care</li> <li>Is culturally safe</li> <li>Recognises and respects the woman's ethnic, social and cultural context, communicates effectively with the woman and her family/whanau, supports the woman with informed decision-making</li> <li>Formulates and documents the care plan in partnership with the woman</li> </ul>	<ul style="list-style-type: none"> <li>Consistently acts as the woman's advocate in the provision of care</li> <li>Demonstrates support of the continuity of care model</li> <li>Provides examples of culturally safe care</li> <li>Provides evidence of effective communication with women in the midwifery partnership</li> </ul>
<b>The midwife applies comprehensive theoretical and scientific knowledge with the effective and technical skills needed to provide effective and safe midwifery care</b>	<ul style="list-style-type: none"> <li>Provides and is responsible for midwifery care of the woman and her family/whanau during pregnancy, labour, birth and/or the postnatal period especially for women with complexities</li> <li>Orders and interprets relevant investigative and diagnostic tests, carries out necessary screening procedures, and systematically collects comprehensive information concerning the woman's health and well-being</li> <li>Assesses the health and well-being of the woman and her baby, recognising any condition which necessitates referral to another health professional</li> <li>Attends, supports and regularly assesses the woman and or her baby and makes appropriate, timely midwifery interventions</li> <li>Proactively protects, promotes and supports breastfeeding</li> <li>Demonstrates the ability to prescribe/dispense and administer medicine, vaccines and immunoglobulins safely and appropriately within the midwife's scope of practice and the relevant legislation</li> <li>Utilises evidence based practice in facilitating midwifery care and informed choice by the woman and her family/whanau</li> <li>Facilitates and documents decisions made by the woman</li> <li>Provides accurate and timely written clinical notes identifying midwifery care offered/ provided or declined</li> </ul>	<ul style="list-style-type: none"> <li>Maintains BFHI education requirements</li> <li>Demonstrates ability to work across the midwifery scope of practice</li> <li>Assists women to make informed choices demonstrating evidence based practice</li> <li>Provides evidence, for example QLP portfolio, or an example of a case where deviation from normal is recognised and appropriate referrals are made</li> <li>Demonstrates an understanding of the legislation related to midwifery prescribing</li> </ul>

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OBJECTIVES <i>(Key areas of focus)</i>	RESPONSIBILITIES <i>(How it is achieved)</i>	EVIDENCE <i>(How it will may be measured)</i>
<b>The midwife promotes practices that enhance the health of the woman and her family/whanau and which encourage their participation in her health care</b>	<ul style="list-style-type: none"> <li>• Encourages and assists the woman and her family/whanau to take responsibility for their health and that of the baby by promoting healthy life-styles</li> <li>• Demonstrates the ability to offer learning opportunities to women and their families/whanau to meet their specific needs</li> <li>• Promotes and encourages exclusive breast feeding</li> <li>• Supports the woman's family to participate in the health and wellbeing of the woman and baby as appropriate</li> <li>• Works collegially, collaborates and co-operates with other midwives, health professionals, community groups and agencies when necessary</li> <li>• Ensures the woman has information about available services to access other health professionals and agencies as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates practices such as health promotion, education and information sharing across all settings</li> <li>• Provides an example of health promotion for the woman or her family; this may be included in the QLP portfolio</li> <li>• Promotes breastfeeding despite adversity</li> <li>• Demonstrates an awareness of external support agencies for mothers and their baby/babies</li> </ul>
<b>The midwife upholds professional midwifery standards and uses professional judgment as a reflective and critical practitioner when providing midwifery care</b>	<ul style="list-style-type: none"> <li>• Recognises own values and beliefs</li> <li>• Demonstrates an accurate and comprehensive knowledge of legislation affecting midwifery practice</li> <li>• Recognises personal responsibility and accountability for their practice across the pregnancy, childbirth and postpartum continuum to the woman, midwifery profession, the community and New Zealand Midwifery Council</li> <li>• Is aware of and complies with the New Zealand Midwifery Council Code of Conduct</li> <li>• Is aware of own limitations and consults with others, or seeks advice when appropriate</li> <li>• Participates in MSR process</li> <li>• Supports others in developing their practice</li> </ul>	<ul style="list-style-type: none"> <li>• Provides evidence of participation in MSR process</li> <li>• Provides evidence of reflection and learning in her practice</li> <li>• Provides an example of supporting others in their professional development</li> </ul>
<b>OTHER ACCOUNTABILITIES - including contribution to the culture of the organisation and workplace, and demonstration of organisational values</b>		
<b>Contributes to own self development</b>	<ul style="list-style-type: none"> <li>• Actively participates in in-service education and quality initiatives</li> <li>• Demonstrates a commitment to ongoing learning and professional development</li> <li>• Discusses annually with manager at performance review Quality Leadership Progression (QLP) progression with an expectation to</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of active participation</li> <li>• Evidence of recognition of knowledge deficit and action to address</li> <li>• Evidence of progression through</li> </ul>

## Health New Zealand Te Whatu Ora

KEY PERFORMANCE INDICATORS		
OBJECTIVES <i>(Key areas of focus)</i>	RESPONSIBILITIES <i>(How it is achieved)</i>	EVIDENCE <i>(How it will may be measured)</i>
	<p>complete, at minimum, the confident domain within 18 months of commencing employment</p> <ul style="list-style-type: none"> <li>• Takes opportunities to learn and develop clinical coordination/ sole charge skills and abilities</li> </ul>	<p>the QLP</p>
<b>Treaty of Waitangi / Cultural Safety</b>	<ul style="list-style-type: none"> <li>• Has knowledge and understanding of the Treaty of Waitangi and its application in health in terms of the articles and principles</li> <li>• Recognises Maori as tangata whenua of Aotearoa and honours the principles of partnership, protection and participation as an affirmation of the Treaty of Waitangi</li> <li>• Applies the principles of cultural safety to the midwifery partnership and integrates Turanga Kaupapa within the midwifery partnership and practice</li> </ul>	<ul style="list-style-type: none"> <li>• Attends a Treaty of Waitangi workshop or a Maori Health paper or recognised online learning module</li> <li>• Demonstrates consistent application of Treaty of Waitangi/ Cultural Safety principles in practice</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• Applies 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> <li>• Actively supports all health and safety initiatives</li> <li>• Supports other staff/colleagues to maintain adequate safety standards</li> <li>• Ensures own and others' safety at all times</li> <li>• Seeks support for difficult situations and raises this with the appropriate person e.g. manager, professional leader, EAP etc as required</li> <li>• Complies with legislation, policies, procedures and safe systems of work</li> <li>• Reports all incidents/accidents, including near misses, in a timely fashion</li> <li>• Is involved in health and safety through participation and consultation</li> </ul>	<ul style="list-style-type: none"> <li>• Is familiar with all policies and procedures as they affect the work environment.</li> <li>• Ensures 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 affects of hazards.</li> <li>• Is able to apply MidCentral's emergency procedures, including use of safety equipment and materials.</li> <li>• Ensures that all incidents including near misses are reported within the required</li> </ul>

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OBJECTIVES <i>(Key areas of focus)</i>	RESPONSIBILITIES <i>(How it is achieved)</i>	EVIDENCE <i>(How it will may be measured)</i>
		<p>timeframe using MidCentral's incident reporting system.</p> <ul style="list-style-type: none"> <li>Actively participates in MidCentral's health and safety programmes, through input into meetings and feedback through committee structures.</li> <li>Evidence of participation in health and safety activities</li> <li>Demonstrates support of staff/colleagues to maintain safe systems of work</li> <li>Evidence of compliance with relevant health and safety legislation, policies, procedures and event reporting</li> </ul>
<p><b>Communication &amp; Interpersonal Skills</b></p>	<ul style="list-style-type: none"> <li>Builds an effective level of rapport with people within a short period of time</li> <li>Communicates clearly in written and verbal forms, responding with respect, empathy, tact and diplomacy</li> <li>Provides effective advocacy for women/whanau when required</li> <li>Understands and works within privacy and confidentiality requirements</li> </ul> <p>Is flexible, tolerant and responsive to situations, particularly focusing on effective resolution and de-escalation techniques when dealing with conflict</p>	<ul style="list-style-type: none"> <li>Evidence of integrated health care planning demonstrating effective multiagency team work</li> <li>Demonstrates ability to adapt as requirements of the woman, team or situation change</li> <li>Provides evidence of feedback on communication skills and technique</li> </ul>

## Health New Zealand Te Whatu Ora

KEY PERFORMANCE INDICATORS		
OBJECTIVES <i>(Key areas of focus)</i>	RESPONSIBILITIES <i>(How it is achieved)</i>	EVIDENCE <i>(How it will may be measured)</i>
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>Treats multidisciplinary team members with dignity, respect and honesty</li> <li>Actively participates in and contributes to department goals and activities</li> <li>Fosters a team approach to providing solutions in decision making</li> <li>Recognises the needs of individuals within the whole team and is supportive of others</li> <li>Promotes and actively seeks integrated team work</li> <li>Coaches others to develop knowledge and skills, and to accomplish tasks</li> </ul>	<ul style="list-style-type: none"> <li>Is recognized by others in the team as an effective and positive team member</li> <li>Is able to demonstrate participation in departmental activities and initiatives</li> <li>Evidence of coaching opportunities</li> </ul>

PERSON SPECIFICATION	
<p><i>Competencies are the skills, knowledge and attributes required to be fully competent in this position.</i></p> <p><i>There will be a programme available for appointees to meet competencies where a need for continued development is identified.</i></p> <p><i>For the purposes of selection, essential competencies have been identified, and decision will be made based on the ability of applicants to meet these.</i></p>	
<b>EDUCATION AND QUALIFICATIONS</b>	<p><b>ESSENTIAL</b></p> <ul style="list-style-type: none"> <li>• New Zealand Registered Midwife</li> <li>• A current practising certificate with the Midwifery Council of New Zealand</li> </ul> <p><b>DESIRABLE</b></p> <ul style="list-style-type: none"> <li>• Current full drivers licence</li> </ul>
<b>EXPERIENCE</b>	<p><b>ESSENTIAL</b></p> <ul style="list-style-type: none"> <li>• Evidence of recent effective, competent midwifery practice or, for recent midwifery graduates, evidence of enrolment on the Midwifery First Year of Practice Programme</li> <li>• Ability to work effectively within a busy environment with competing demands</li> </ul> <p><b>DESIRABLE</b></p> <ul style="list-style-type: none"> <li>• Demonstrated understanding of maternity care delivery in New Zealand</li> </ul>
<b>SKILLS AND COMPETENCIES</b>	<p><b>ESSENTIAL</b></p> <p><b>Children Act 2014</b></p> <ul style="list-style-type: none"> <li>• Meets the statutory and organisational requirements for working with children, as per the Children Act 2014 and MidCentral's policy, including a satisfactory police check and other safety checking processes.</li> </ul> <p><b>Interpersonal/Communication Skills</b></p> <ul style="list-style-type: none"> <li>• Good communication/interpersonal skills ensuring the ability to interact positively and enable cooperation/coordination between: <ul style="list-style-type: none"> <li>– women who use maternity services and their families/whanau</li> <li>– all maternity practitioners</li> </ul> </li> <li>• Positive, enthusiastic and proactive manner that instils confidence in clients and colleagues</li> <li>• Demonstrated initiative, innovation and flexibility in practice</li> <li>• Awareness of and sensitivity to individual and cultural differences</li> </ul> <p><b>Written Communication Skills</b></p> <ul style="list-style-type: none"> <li>• Sound written communication skills</li> </ul>

	<ul style="list-style-type: none"> <li>• Pitch, style and tone of message is appropriate for context and purpose required</li> <li>• Ability to learn a range of specialist terminology</li> </ul> <p><b>Excellence Focus</b></p> <ul style="list-style-type: none"> <li>• Demonstrated adaptability and personal accountability</li> <li>• Demonstrated problem solving skills</li> <li>• Ability to work rostered and rotating duties</li> <li>• Ability to proactively manage conflicting demands on time</li> <li>• Has resilience to cope effectively with situations that involve emotional strain and seeks support and guidance from others as appropriate</li> <li>• Has a sound level of insight into own strengths and weaknesses, and is committed to addressing areas where development is required</li> <li>• Commitment to ongoing education that leads to continuous improvement of clinical work practices and communication</li> <li>• Demonstrates fit with MidCentral's values:             <ul style="list-style-type: none"> <li>– Is enthusiastic and committed to caring for the community</li> <li>– Is enthusiastic and committed to working in a team environment</li> <li>– Is positive about focusing on safety issues at work</li> <li>– Applies the principles of the Treaty of Waitangi to their job</li> </ul> </li> <li>• Completes hospital certifications within the timeframe required by MidCentral (eg BFHI, IV etc)</li> </ul> <p><b>Computer literacy and technology</b></p> <ul style="list-style-type: none"> <li>• Proficient keyboard/computer skills</li> <li>• Willingness to learn and incorporate new technology into practice</li> </ul>
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**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.*

**PHYSICAL ATTRIBUTES**

- Must be able to function under rapidly changing and demanding conditions, including emergency situations.
- A high degree of mental concentration is required over a prolonged period of time.
- Ability to move about and undertake necessary duties in Palmerston North Hospital, Te Papaioea Birthing Centre, Levin Maternity Unit and the community.
- Ability to stand, walk, sit, stretch, twist, bend and frequently lift/move weights greater than 15 kilograms as part of the woman's care.
- Ability to undertake substantial amount of repetitive activities including record keeping and providing breast feeding assistance.
- Manual dexterity sufficient to operate clinical equipment including IV and Epidural Pumps, CTG Monitors, incubators, use syringes and needles and other relevant clinical equipment and drive a motor vehicle.
- Visual ability sufficient to read, write/record, drive, monitor women's status and equipment, safely administer medications and enable accurate performance of essential job duties.
- Hearing and speech, sufficient to communicate with women, their families/whanau and co-workers enabling direct and telephone communications and to monitor women's status and equipment and recognise impending emergencies relating to women and equipment.
- Skin should not be fissured, scaly, cracked on hands, forearms, face or neck.
- Skin condition should allow frequent contact with water, soap/disinfectant soap, cleaning chemicals, oils and solvents and latex rubber.
- 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 appointee/client or others as a result of exposure to blood, body waste or infectious disease. (Note MidCentral's Policy for Work Restriction of Staff with Infectious Conditions, particularly the Skin Appendix).
- Freedom from colonisation or infection with MRSA.

## Conditions of Appointment

### EMPLOYMENT AGREEMENT

- **Midwives Multi-Employer Collective Agreement**

The Collective Agreement which covers the work of this position is the DHB's/MERAS Multi-Employer Collective Agreement which applies to midwives who are members of the Midwifery Employee Representation Advisory Services (MERAS).

- **Nurses and Midwives Multi-Employer Collective Agreement**

However, the Te Whatu Ora – Health New Zealand and New Zealand Nurses Organisation Nursing and Midwifery Collective Agreement also contains provision for midwives, 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 New Zealand Nurse Organisation (NZNO).

### NATURE AND TENURE OF APPOINTMENT

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

#### Permanent Appointments

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 the position will be 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

Hours of work will be 0.8FTE working rostered, rotating shifts.

If employment is full time, the employee shall not engage in any other business or occupation without the prior consent of MidCentral's (this includes any Lead Maternity Care commitments).

### TREATY OF WAITANGI

MidCentral 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

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

### SMOKE FREE ENVIRONMENT

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**

MidCentral has a Code of Conduct that sets out the standards of performance and conduct required of employees. Employees of 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 Public Service Commission.

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

It is important that 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.

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. All employees have a responsibility to comply with the requirements of the Privacy Act 2020 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.

Confidential information concerning a patient or client who is receiving or has received services provided by MidCentral 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'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 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 employees may be required to undergo police and/ or other vetting procedures, and all staff will be required to participate in this process.

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 this role having contact with children and 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. 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.

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 2020 and shall not be released or their contents disclosed to the applicant or to any person not directly involved in MidCentral's appointment and review procedures.*