

Position Description

Vacancy ID: 5725

Position:	Qualified Anaesthetic Technician
Reports to:	Head Anaesthetic Technician
Accountable to:	Operational Lead Planned Care
Location:	MidCentral DHB (Palmerston North)
Role Relationships:	See Organisational Chart
FTE:	1.0 (part time hours considered)

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 transformation change programme is the implementation of the Integrated Service Model – the vehicle by which MDHB will implement the DHB’s strategy (displayed at Appendix B). At maturity, the Integrated Service Model will deliver an integrated health and social care system that ensures individuals, patients, family/whanau 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 empowered to carry out their work with excellence.

Role Purpose

As part of a multidisciplinary team the post holder will provide anaesthetic care and assistance for adults, paediatrics and neonates in the theatre unit and deliver anaesthetic care and assistance in other areas as required i.e. Delivery Suite; Emergency Department (ED); Dental Extraction Clinic; Horowhenua Dental services; Intensive Care and diagnostic Imaging.

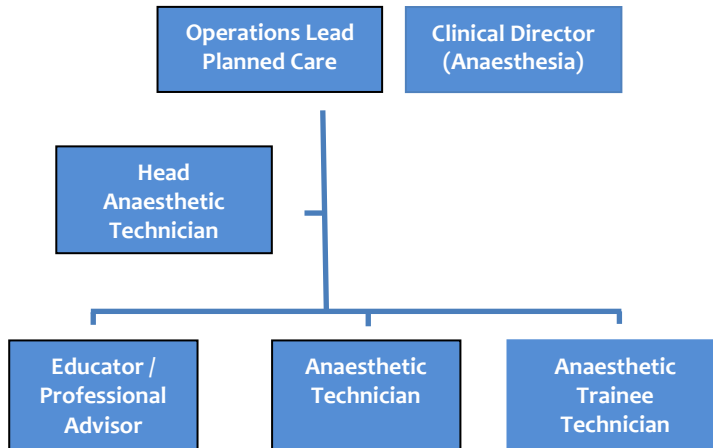
The post holder will be responsible for the assessment of care needs and ensuring that high quality standards of patient care is given through the use of evidence based practice. The post holder will assist in practice development and will be required to teach, support, develop and assess junior staff.

Will keep records in relation to patient-related activity maintaining confidentiality and within relevant legislation, guidelines, policies and procedures.

In the absence of the daily theatre co-ordinator or Head Anaesthetic Technician, they will take charge of organising the routine day to day management of the department or anaesthetic team for the length of a shift.

<i>Compassionate Ka whai aroha</i>	<i>Respectful Ka whai ngākau</i>	<i>Courageous Ka mātātoa</i>	<i>Accountable Ka noho haepapa</i>
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Organisation Chart



Key Objectives	Responsibilities
Professional Accountability	<ul style="list-style-type: none"> Maintain professional registration in line with MSC / NZ Nursing requirements Maintain annual practising certificate (APC) Comply with MSC Code of Professional Conduct and standards of Proficiency and NZ Nursing Code of Professional Conduct and associated guidelines Work within agreed department philosophy Act in such a manner as to promote and safeguard the interests and well being of patients Establish and maintain effective communication channels with all members of the multi professional team Adhere to departmental and hospital policies and procedures Maintain full and accurate clinical records and be aware of the legal implications of these documents Maintain accurate records relating to traceability of medical device Act at all times as a professional role model to patients/ relatives / carers / staff / general public in order to promote public confidence Contribute to the supervisory and peer processes of mentoring, assessing and supporting new, junior and established members of staff



Key Objectives	Responsibilities
<p>Clinical</p>	<ul style="list-style-type: none"> • Act as patient’s advocate in promoting, and delivering the highest standards of nursing care, ensuring all fundamentals of care are addressed, and current, relevant policies and procedures are adhered to • Responsible and accountable for the assessment, planning, implementation and evaluation of the care needs for patients ensuring safe practice and maintaining high standards of care • Safeguard the unconscious patient at all times, e.g. maintenance of airway, vital signs monitoring, safe transfer and positioning of patients with attention to patient comfort, dignity and safety with regards to circulatory, respiratory, musculoskeletal and neurological structures at all times whilst providing optimum exposure for the operative procedure • Check designated theatre and anaesthetic room equipment and environment are functioning appropriately and ready for use, preparing in relation to the requirement of the operating list for both routine, emergency and complex cases • Be able to interpret and anticipate the needs of the patient when dealing with emergency situations and unknown problems which may arise during the anaesthetic phase • Apply and maintain a high standard of asepsis in the anaesthetic room and theatre at all times to ensure control of infection • Create and maintain a sterile field for invasive anaesthetic procedures • To maintain effective communication with patients / relatives / carers and other members of the multidisciplinary team to ensure that appropriate information is shared and patient needs are met • To communicate with the daily co-ordinator, surgical and recovery team in arranging emergency cases, and ensure equitable use of theatre, anaesthetic and recovery room time • To arrange the reception, transfer and discharge of patients in accordance with departmental policy • Record and maintain electronic data storage; and other appropriate records, accurately, legibly and concisely • Provide on call cover, service that covers all areas where a patient requires General and or Regional Anaesthesia • To ensure all anaesthetic equipment and machines are serviced and

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Key Objectives	Responsibilities
	<p>calibrated, report defects or repairs required immediately to Head Anaesthetic Technician or designate</p> <ul style="list-style-type: none"> To work with other team members and medical staff to ensure the smooth running of operating lists to maximise efficient use of theatre time and effectively clinically manage each patient Maintain accurate, legible, contemporaneous written records of patient care maintaining confidentiality and in line with relevant legislation, guidelines, policies and procedures
<p>Training, Education & Research</p>	<ul style="list-style-type: none"> Experienced in patient safety procedures and measures relating to the pre, peri and post operative care of the patient To sustain and improve own educational and professional development needs through personal study and through the use of available opportunities Contribute and assist the Educator / professional Lead in the implementation of an effective induction, orientation and training programme for new members of staff Contribute to the ongoing / continuous professional development of Anaesthetic Technicians, Registered Nurses and Trainee Anaesthetic Technicians e.g. supervise clinical practice, observe and assess competency of practice Participate in clinical audits and surveys in line with National / organisational audit tools, Team work / communication Demonstrates a willingness to participate in all educational requirements and and quality improvement initiatives Must achieve core advanced resuscitation certificate level 6, as well as maintaining core competency training as required
<p>Planning & Organisational Skills</p>	<ul style="list-style-type: none"> Organise own workload and workload of Anaesthetic Technicians, Trainee Anaesthetic Technicians in the anaesthetic room to meet the needs of the patients on the scheduled operating list Able to adapt to changing situations and is calm in challenging, stressful situations such as perioperative death of a patient / unexpected anaesthetic / surgical complications



Key Objectives	Responsibilities
	<ul style="list-style-type: none"> Take an active part in the team and recognise the contributions of all of the teams within the operating department including theatre, recovery, medical and anaesthetic, housekeeping, clerical, portering and other allied health professionals.
Communication	<ul style="list-style-type: none"> Attend and participate through opinion / comment / suggestion in unit meetings on a weekly basis to ensure an awareness of developments and initiatives within the area of practice to ensure that all communication is performed clearly and accurately to ensure information is relayed accurately and in a timely manner to the appropriate personnel Maintains accurate, legible, up to date written records of care, ensuring that all entries are dated, timed and professional status stated Adheres to Midcentral DHB Record Keeping Policy Expected to utilise effective verbal and non-verbal communication and interpersonal skills with patients / carers / relatives / visitors and healthcare professionals with internal departments and external departments, e.g. Company representatives in relation to specific equipment Expected to utilise effective verbal and non-verbal communication and interpersonal skills with patients / carers / relatives / visitors and healthcare professionals with internal departments and external departments, e.g. Company representatives in relation to specific equipment Be able to select, move between and utilise appropriate forms of verbal and non-verbal communication with patients / relatives / carers / visitors who may be distressed / angry / confrontational Ability to demonstrate IT skills in the correct use of the Radiology Picture Archive Computer System (PACS) following training, Clinical Portal and Webpas Maintains patient confidentiality and is discreet when communicating sensitive information to patients (adults and children) / relatives / carers and healthcare professionals Able to act as a representative of the Department at appropriate meetings at the request of the Head Anaesthetic Technician / Operational Lead Planned Care, e.g. Transforming Care groups, Infection Control group etc



Key Objectives	Responsibilities
Managerial Leadership /	<ul style="list-style-type: none"> • Ability to take charge of the department or manage a shift in the absence of senior staff • Be a professional role model for the patient and the team • Assist the theatre co-ordinator with staff allocation to ensure appropriate skill mix is maintained • Demonstrate economic use of resources by maintaining prescribed department stock/ stores levels, storage and rotation of stock • Allocate duties and supervise Anaesthetic Technicians, Trainee Anaesthetic Technicians, NZDF, Paramedics, in line with their individual levels of competence, and act as a resource of advice to ensure their learning objectives are met e.g. clinical procedure • Practice good time management
Clinical Governance	<ul style="list-style-type: none"> • Reports and records untoward incidents / complaints / accidents involving staff, patients or visitors in accordance with the organisation’s risk management strategy and hospital’s complaint procedure • Contributes to and participate by giving comments in departmental review of untoward incidents and investigation as required, supporting any necessary remedial actions • The technician is aware of, has read and complies with departmental and hospital policies, procedures and guidelines. This will include the identification of risk (clinical, health and safety and security) • Undertake and action as necessary within risk assessment in accordance with statutory guidance and hospital policy and procedures such as COSHH; moving and handling • Adheres to Infection Control Manual policies at all times • Assist in the maintenance and monitoring of an acceptable environment for patients, reporting and taking appropriate action on hazards and faulty equipment • Maintain appropriate knowledge about and involvement in, agreed strategies and programmes to continuously improve standards of clinical care through: <ul style="list-style-type: none"> ○ Patient and user involvement ○ Risk and complaint management ○ Clinical effectiveness and audit programmes



Key Objectives	Responsibilities
	<ul style="list-style-type: none"> ○ Continuous professional development
<p>Health and Safety</p> <p>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.</p>	<ul style="list-style-type: none"> • Is familiar with all policies and procedures as they affect the work environment. • Ensure that safe working procedures are practised and no person is endangered through action or inaction. • Is aware of and can identify hazards and take action accordingly, including preventing or minimising the adverse effects of hazards. • Is able to apply MidCentral District Health Board’s emergency procedures, including use of safety equipment and materials. • Ensure that all incidents including near misses are reported within the required timeframe using the District Health Board’s incident reporting system. • Actively participate in the District Health Board’s health and safety programmes, through input into meetings and feedback through committee structures
<p>Treaty of Waitangi</p> <p>Understand and apply knowledge of the Treaty of Waitangi</p>	<ul style="list-style-type: none"> • Apply knowledge of the Treaty of Waitangi and its application in Health in terms of the articles and principles to all work practices. • Attend appropriate Treaty of Waitangi education

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:

EXPERIENCE, SKILLS & ATTRIBUTES

- Qualified Anaesthetic technician
- Registration in line with the post holders regulating body, either Medical Science Council (MSC) or Nursing Zealand
- Maintain and improve professional knowledge, skills and competence to ensure the delivery of evidence based practice in line with the Medical Science Council (MSC) and Nursing New Zealand
- Demonstrate knowledge and competence in the use of complex anaesthetic equipment, machinery and anaesthetic drugs
- Demonstrate knowledge across a range of anaesthetic procedures and techniques underpinned by theory
- Demonstrate knowledge and experience of the use and positioning of operating tables and their attachments as well as safe patient positioning methods with particular relevance to patient safety
- Demonstrate knowledge of routine safety checks on anaesthetic equipment which must be carried out in accordance with New Zealand Anaesthetic Technician Society (NZATS) standards. This must include the anaesthetic delivery system; filters; connectors and airway devices; suction; scavenging; monitoring and accessories
- Attend and participate in the process of Individual Performance review and identify own educational and training needs and incorporate them within the needs of the Department, Directorate and Organisation
- Ability to educate, supervise and assess: Junior Anaesthetic Technician, Trainee Anaesthetic Technician, Nursing staff, New Zealand defence forces (NZDF).
- Following appropriate training be able to provide extended practices such as (add as applicable)
- Attend, demonstrate and maintain competence in mandatory training such as CPR, Moving and Handling, and attend up dates as appropriate, in line with hospital policy
- Maintain a professional portfolio in accordance with Post Registration Education and Practice (PREP) requirements as defined by MSC (2012) and Continuing Professional Development as defined by MSC (2012)

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- Be familiar with and adhere to all directorate / organisational / departmental policies
- Demonstrate effective time management of self and others
- Demonstrate consistent clinical credibility by ensure that all practice and professional activity meets with MSC Codes of Conduct and associated guidelines
- Commitment to and evidence of on-going professional and practice development and maintaining acquired skills
- Demonstrate effective listening and interpersonal skills such as when dealing with relatives, healthcare professionals and during assessment of patients in the Patient Reception Area, anaesthetic room, in theatre or recovery
- Ability to work independently using own initiative and work in a team, with accountability to the Operational Lead Planned Care
- Meets the statutory and organisational requirements for working with children, as per the Children Act 2014 and MidCentral District Health Board policy, including a satisfactory police check and other safety checking processes.

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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 Prevention & Control Team.

- Ability to move about normally and undertake necessary duties in the Operating Theatre and outside anaesthetising areas.
- Ability to stand, walk, stretch, use hand tools is essential.
- Lifting/pushing/pulling of weights of more than 15 kilograms is frequently required.
- Climbing activities and driving a motor vehicle are infrequently required.
- Visual ability sufficient to undertake numerous writing, recording, monitoring tasks and safely administer medications.
- Excellent hearing, sufficient to hear leaks, alarms, monitor tones, hear instructions and converse with patients.
- Speech sufficient to communicate with clients and other personnel.
- A high degree of mental concentration is required.
- The nature of the work requires a skin condition allowing frequent contact with water, soap/disinfectant soap, chemicals including drugs, and latex rubber. A flaky, scaly, cracked/fissured skin condition should not be present on hands, forearms, face, head or neck.
- The appointee must not have infection or colonisation with MRSA.
- The appointee's health condition should not result in undue hazard to the appointee, client or others, as a result of exposure to blood, body fluid/waste or infectious disease.
(Note MidCentral District Health Board Policy for Work Restriction of Staff with Communicable Disease especially Skin Appendix. Compliance with "New Zealand Nurses Organisation HIV/Aids Policy").
- Must be able to function under rapidly changing and demanding conditions.

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JOB DESCRIPTION AGREEMENT

I have read and agree with the content of this job description, and accept that the role will be reviewed annually as part of the development review process.

Job Holder's name (please print)

Job Holder's signature:

Date:

Line Manager's name (please print)

Line Manager's signature:

Date:

Conditions of Appointment

EMPLOYMENT AGREEMENT

- **PSA & DHB Multi-Employer Collective Agreement for Allied, Public Health and Technical Employees, Rest of New Zealand**

The Collective Agreement which covers the work of this position is the “Rest of NZ DHBs/PSA Allied, Public Health and Technical Multi Employer Collective Agreement” which applies to employees appointed to roles that are covered by this Collective Agreement and who are members of the Public Service Association (PSA) Union.

- **APEX and MidCentral District Health Board Anaesthetic Technicians & Trainee Technicians Collective Employment Agreement**

However, the APEX and MidCentral District Health Board Anaesthetic Technicians & Trainee Technicians Collective Employment Agreement also contains provision for Anaesthetic Technicians & Trainee Technicians 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 Association of Professional and Executive Employees Incorporated (APEX).

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 and shall be subject in writing by either side in accordance with the provisions in the relevant Collective Agreement or Individual Employment Agreement, but in the event of the person being guilty of conduct unbecoming to the position or being unable to discharge the duties of the office their appointment may be terminated forthwith.

SALARY

The annual salary for the position will be negotiated within the salary range applicable to the relevant Collective Agreement.

All salary payments will be made by direct credit to the bank account of the appointee’s choice.

HOURS OF WORK

Position One : Hours of work will be 40 hours a week, rostered shift patterns with overtime and on call requirement determined by the needs of the service. However part time hours will be favourably considered.

Position Two: Permanent nights. Hours of work to be discussed.

As 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.

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

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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 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 ACT 2014

Due to the 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 Children 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.

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*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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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 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 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

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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.

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Appendix B – MidCentral DHB’s Strategy

WE ARE COMMITTED TO

Ka ū tā mātou mahi



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

WE WILL BE

Compassionate Respectful
Courageous Accountable

Ka pēnei mātou

Ka whai aroha Ka whai ngākau
Ka mātātoa Ka noho haepapa

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 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