

## Position Description

Vacancy ID: 6245

|                            |   |
|----------------------------|---|
| <b>Position:</b>           | <b>Diabetes Specialist Dietitian<br/>Diabetes and Endocrinology Service</b>   |
| <b>Reports to:</b>         | <b>Diabetes Specialist Dietitian – Lead</b>   |
| <b>Operational:</b>        | <b>Nurse Practitioner – Diabetes</b>  |
| <b>Location:</b>           | <b>Diabetes and Endocrinology Service</b>   |
| <b>Role Relationships:</b> | <b><u>Internal</u><br/>Members of the Diabetes Specialist Service Team<br/>Service Leads – Acute &amp; Elective Specialist Services<br/>Other Health Professionals at MidCentral, including:<br/>Clinical Dietitians, Paediatricians, Obstetricians, Midwives</b><br><br><b><u>External</u><br/>Health Professionals in the community<br/>Community groups and agencies</b> |
| <b>FTE:</b>                | <b>0.5</b>  |

### 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 Whatu Ora, Health New Zealand 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.

### Role Purpose

To provide nutritional assessment, management and education programmes for people with diabetes and their families in individual or group settings at the Diabetes & Endocrinology Service, Palmerston North Hospital, or in the community.

To provide education programmes for other health professionals, community groups and agencies as appropriate.

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| OBJECTIVE              | KEY TASK   | PERFORMANCE MEASURE  |
|------------------------|--|--|
| <p><b>Clinical</b></p> | <p>Clinical competency, effectiveness and efficiency</p> | <p>Individuals and families meeting established referral criteria receive timely and accurate information and advice.</p> <p>Patient referrals are actioned according to service delivery guidelines.</p> <p>Provides nutritional assessment, care plans and education with a client focussed approach.</p> <p>Management of clients reflects the individuals needs and their cultural needs.</p> <p>Shows evidence of active participation and effective teaching in group situations both in the community and at the Diabetes &amp; Endocrinology Service.</p> <p>Utilises appropriate means of educational materials to meet clients' needs. Reviews and updates existing educational material regularly.</p> <p>Clients demonstrate an increase in the level of their knowledge of nutrition and the nutrition management of their diabetes.</p> <p>Promotes an environment for education.</p> <p>Identifies creative and innovative approaches to care, in line with service goals and contractual arrangements, and acts to promote these.</p> <p>Maintains and models a consultative and co-operative approach with other clinical professionals, staff and management.</p> <p>Actively participates in work reviews and reflective practice which results in measurable improvements in client care and service efficiency.</p> <p>Liaises with members of the multi-disciplinary team and co-ordinates where appropriate their activities to ensure comprehensive effective nutrition management of clients.</p> |

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| OBJECTIVE           | KEY TASK                 | PERFORMANCE MEASURE  |
|---------------------|--------------------------|--|
|                     |                          | <p>Requests for clinical consultation are responded to in a timely and professional manner.</p> <p>Displays a responsive approach to the use of available resources.</p> <p>Demonstrates clinical competency, reliability and a client focussed approach.</p>  |
| <b>Management</b>   | Management               | <p>Client records are kept up-to-date.</p> <p>Collects data that reflects contract requirement.</p> <p>Reports regularly to the Operational Leads and Operations &amp; Clinical Programmes Lead, on professional and management issues/activities.</p> <p>Keeps other staff members fully informed as required on nutritional management plans of assigned clients.</p> <p>Participates as an effective member in a multi-disciplinary team.</p> <p>Liaises regularly with Dietitians within MidCentral Health on diabetes nutrition management including attendance at relevant department meetings and in-services.</p> <p>Develops guidelines and protocols relating to the nutritional needs of the client with diabetes.</p> <p>Effectively uses strategies to build team work so staff and colleagues are working towards their best clinical performance.</p> <p>Contributes effectively to group situations and meetings, both as a leader and participant, as required.</p> <p>Deals effectively with own and others conflict situations.</p> |
| <b>Professional</b> | Professional Development | <p>Participates in review and audit of the management of the client with diabetes.</p> <p>Consults with appropriate professional groups as needed including meetings</p>   |

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| OBJECTIVE                 | KEY TASK   | PERFORMANCE MEASURE  |
|---------------------------|--|--|
|                           |  | <p>with dietitians.</p> <p>Uses performance management as an integral part of own practice.</p> <p>Attend relevant conferences, teleconferences, seminars or workshops to support continuing competency in diabetes and related conditions.</p> <p>Participates in New Zealand Dietitian Board's Continuing Competency Programme (MyCCP) to meet requirements for professional development to maintain Dietitians' Annual Practising Certificate.</p>  |
| <b>Health and Safety</b>  | 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>Is familiar with all policies and procedures as they affect the work environment.</p> <p>Ensure that safe working procedures are practised and no person is endangered through action or inaction.</p> <p>Is aware of and can identify hazards and take action accordingly, including preventing or minimising the adverse affects of hazards.</p> <p>Is able to apply MidCentral's emergency procedures, including use of safety equipment and materials.</p> <p>Ensure that all incidents including near misses are reported within the required timeframe using MidCentral's incident reporting system.</p> <p>Actively participate in MidCentral's health and safety programmes, through input into meetings and feedback through committee structures.</p> |
| <b>Treaty of Waitangi</b> | Has Treaty of Waitangi knowledge and application   | <p>Has knowledge and understanding of the Treaty of Waitangi and it's application in Health in terms of the articles and principles.</p> <p>Attends MidCentral's Treaty of Waitangi education.</p>   |

## 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; as recognised by the NZ Dietitians Registration Board.
- NZRD with current practising certificate and current Dietitians NZ Diabetes SIG member.
- Minimum of 3 years of broad clinical experience in a range of clinical settings including chronic disease management.
- Evidence of recent clinical knowledge of diabetes and best-practice guidelines in Medical Nutrition Therapy (MNT) related to Type 1 diabetes, Type 2 diabetes on insulin, other complex Type 2 diabetes cases, children, youth and young adults, diabetes in pregnancy, Advanced Carbohydrate Counting, insulin pump therapy and glucose monitoring technology.
- Dietitian Prescriber.
- Experience and ability to lead / facilitate structured group education and clinical teaching of patients and health professionals.
- A high level of understanding and commitment to clinical nutrition and evidence-based dietetics practice through own self-directed learning and regular continuing competency activities.
- Cultural awareness and understanding of health, disability and illness issues for individual clients.
- Effective interpersonal and communications skills and able to relate well with people of all ages and background.
- Demonstrates flexibility, adaptability and enthusiasm.
- Ability to work independently and in a multi-disciplinary team with proven skills in planning own workload.
- Ability to prioritise and work under pressure, with a keen and positive approach to change and challenge.
- Self directed, self monitoring and productive approach to work.
- Ability to work flexible hours.
- Empowering approach to others and a good team player.
- Proven record of reliability and punctuality.
- Ability to undertake audit / research, evaluate outcomes and communicate implementation strategies as part of the overall service improvement plan.
- Commitment to ongoing self development.
- Current driver's licence.

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

## DESIRABLE COMPETENCIES

- Training in advanced counselling skills, teaching / learning and motivational interviewing.
- An understanding of diabetes in pregnancy and the developmental stages of children and adolescents with diabetes and their family dynamics.
- Computer skills.
- Project management skills.
- Teaching experience.

## 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 Prevention & 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 weights up to and above 15 kilograms on a frequent basis.
- Manual dexterity sufficient to drive a motor vehicle, operate equipment including computer, other clerical items and hand tools such as screwdrivers, electric knife.
- Visual ability sufficient to drive, read, write/record, 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 Health's Policy for Work Restriction of Staff with Communicable Disease especially Skin Appendix).

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## Conditions of Appointment

### APEX/DHBs Dietitian Multi-Employer Collective Agreement

The Collective Agreement which covers the work of this position is the APEX and District Health Boards Dietitians' Multi-Employer 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, MidCentral District Health Board's policies and appropriate legislation.

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

### SALARY

The annual salary for the position will be negotiated within the salary range applicable to the APEX/DHBs Dietitians' Multi-Employer Collective Agreement or the DHB/PSA Allied, Public Health and Technical Multi-Employer 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 are 0.5 FTE worked across 4-5 days in the week.

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, 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.

### COVID-19 VACCINATION

To undertake your role at Te Pae Hauora o Ruahine o Tararua | MidCentral, you will be required to be fully vaccinated against COVID-19, including the first booster vaccination. You will need to provide evidence that you meet this requirement prior to commencing employment.

### 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.



# Te Whatu Ora

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Te Pae Hauora o Ruahine o Tararua  
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## 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.

# Te Whatu Ora

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## 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.

To apply online, please visit the "Vacancies" page under "Working at MDHB" 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 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.*

## Appendix A - MidCentral's Values and Behaviours

All employees of MidCentral 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.

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- 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’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 kouranga, kia hiranga te hoahoa*

*Kia mahi tāhi 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 tākeke ngā hua mō ngā hapori katoa*

WE WILL BE

*Compassionate*
*Respectful*

*Courageous*
*Accountable*

Ka pēnei mātou

*Ka whai aroha*
*Ka whai ngākau*

*Ka mātātoa*
*Ka noho haepapa*

WE WILL ACHIEVE THIS SUCCESS THROUGH OUR

*People*
*Partners*
*Information*
*Stewardship*
*Innovation*

Ka eke angitu mātou mā

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