



MidCentral District Health Board | Te Pae Hauora o Ruahine o Taranuia

Position Description

Medical Director – Mental Health and Addiction Services

Vacancy ID: 5261

Reports to:	Clinical Executive – Mental Health and Addiction Services
Professionally responsible to:	Chief Medical Officer
Professionally responsible for:	Medical Staff within the Mental Health and Addiction Services
Full-Time Equivalent:	up to 0.4FTE (sessional role alongside clinical practice)

NB: The Medical Director – Mental Health and Addiction Services is a sessional leadership role, and requires that the incumbent maintain clinical practice in the area of specialty. Therefore, this role description should be read in conjunction with the role description for the incumbent's clinical role.

It is also acknowledged that the content of this role description is broad. The specific Key Performance Indicators for the Medical Director shall be set in agreement with the Operations and Clinical Executive for the cluster, with input from the Chief Medical Officer and reviewed every 6-12 months or as required.

Role Relationships:

The Medical Director is a member of the Senior Leadership Team (SLT) within the Mental Health and Addiction Services Cluster and a senior leader at MidCentral District Health Board.

The Medical Director shall form effective partnerships and relationships with other members of the SLT, including other Professional and Operational leaders and with leaders and staff across the cluster.

This position will have close functional relationships with:

- Senior corporate and operational managers across other clusters
- Senior clinicians/professional leaders across the organisation
- Enabler teams including leaders and business partners/advisors from Human Resources, Quality & Innovation and Pae Ora
- Primary and community health and social care organisations, NGOs and the Central Public Health Organisation
- Technical Advisory Services (TAS) and other DHBs including the Central Region DHBs
- The Ministry of Health and other government agencies
- Te Tihī o Ruahine, Manawhenua Hauora and iwi/Maori

Role Purpose:

The Medical Director – Mental Health and Addiction Services shall provide Leadership, direction and representation for the specialty.

The role would lead and support programmes of quality improvement, innovation and integration relevant to the specialty and take a system-wide approach to support the delivery of high quality services and better health outcomes for consumers.

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The Medical Director has responsibility for Leadership of SMO and RMO workforces across the specialty and for ensuring excellence in professional and practice standards.

The Medical Director will contribute to growing and developing front-line clinical Leadership, actively supporting Leadership capability improvements and enabling clinicians and teams within the cluster to make good decisions as close to the patient/client as possible.

The Medical Director will provide Leadership, direction and representation for the specialty, and clinical Leadership, advice and where required coordination and/or direction of treatment planning for the care of patients with high & complex needs especially where disagreement exists between clinicians and or services. The Medical Director will participate and contribute to strategic and operational service planning relevant to the specialty and the medical workforce.

Key Deliverables:

- To lead and collaborate with cluster Leadership and senior clinicians to support medical staff in meeting high standards of practice in a way that demonstrates patient/family centred care, cultural awareness and aligns with our values.
- To partner with cluster Leadership to achieve the agreed outcomes and work within the clinical governance framework under the direction of the MDHB and relevant professional bodies.
- To be aware of and ensure that professional codes of conduct, codes of ethics, codes of practice and competencies specified by the relevant Professional bodies are known and adhered to by clinicians within the service, to ensure that satisfactory practice standards are delivered.
- To work with cluster leaders in dealing with significant professional conduct, practice or performance matters.
- To ensure appropriate medical information and response is provided for all major complaints, issues and incidents.
- Actively mentor, coach and develop front line clinical Leadership within the cluster, taking an enabling and responsive approach to Leadership and role-modelling excellent Leadership.
- Providing medical representation for the specialty on local and regional service development initiatives.
- Workforce recruitment to the clinical area of responsibility.
- Promoting a positive practice environment that builds medical capability and capacity to meet current and future patient needs.
- Contribute to the development and effective functioning of the Cluster Alliance Group.
- Ensure, in collaboration with other leaders, that services delivered meet MidCentral DHB's Statement of Patients' Rights and Responsibilities.
- Contribute to and support the implementation of integrated clinical pathways and the integration of services.
- Develop innovative approaches to service delivery, identifying and seizing opportunities and contributing to quality improvement within the cluster.
- Support an environment within the cluster that allows change and innovation to flourish

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- Actively drive culture change within the cluster, and contribute to organisational culture change initiatives to facilitate a culture that supports the implementation of an integrated service model and the realisation of MDHB’s strategy, vision and values.
- Support effective partnerships between consumers, clinicians, our partners and other providers. Enable teams and leaders within the cluster to work across cluster and organisational boundaries, actively identifying and removing barriers and silos that prevent integration and improved outcomes.
- Exercise Leadership and due diligence in health and safety matters and ensure the successful and effective implementation of health and safety strategy and initiatives.
- Enable the vision of the organisation to be realised by supporting:
 - Our people to be experts in their own health care
 - Care closer to home
 - Continuous quality improvement and clinical excellence
 - Equitable health outcomes
 - Innovation in our approach to healthcare
 - A positive consumer experience

Role Responsibilities

	Responsibilities	Outcomes Expected
Professional & Clinical Leadership	<p>Provides professional clinical direction and Leadership for relevant medical staff.</p> <p>Presents high level clinical and professional perspectives in addressing key operational issues which supports organisational decision-making processes.</p> <p>Works with cluster Leadership to develop service initiatives and planning to optimise the profession’s contribution to patient care.</p> <p>Works closely with cluster Leadership teams and collaborates with providers, as appropriate, to ensure service delivery is consistent with MDHB-wide strategies.</p> <p>Provides advice and recommendations on the specialty’s contribution to overall service development and strategic direction.</p> <p>Advises on the optimum skill mix for the specialty for service delivery.</p> <p>Represents and advocates for the specialty and the medical workforce and ensures a strong voice for the specialty as part of the Leadership team.</p> <p>Works in partnership with cluster leaders and managers to identify and advocate for and develop business cases for resources to ensure efficient delivery of service by medical</p>	<p>Ensures the highest standards of practice, based on research evidence, are consistently delivered across all relevant areas of the DHB.</p> <p>Upholds medical standards of practice, conduct and professionalism in line with organization policies, Medical Council and college expectations.</p> <p>Participates as a member of internal and external forums, committees, panels, or other groups, as relevant to discipline under the direction of the MDHB.</p> <p>Provides expert advice and recommendations specific to medical services.</p> <p>Expertise and thought Leadership relating to medical services is sought by management and used in decision-making.</p> <p>Evidence of support for multi-disciplinary team working.</p>



	<p>workforces.</p> <p>Works in conjunction with the cluster Leadership to ensure that services are delivered in the most efficient and cost-effective manner with the staffing resource available, whilst maintaining professional standards to the appropriate level.</p> <p>Actively support and facilitate multi-disciplinary team working within the specialty.</p>	
<p>Workforce Leadership</p>	<p>Ensure the specialty complies with organisational and collective agreement requirements in terms of Resident Medical Officer (RMO) professional development.</p> <p>Ensure RMO supervisory and performance reporting systems are implemented.</p> <p>Chair the team working on development of medical rosters for the service to maintain continuity of medical cover.</p> <p>Approve leave and Continuing Medical Education (CME) Leave for all medical staff within Mental Health and Addiction Services, ensuring leave is managed to maintain continuity of medical cover.</p> <p>Partner with the medical recruitment office on the recruitment and selection process for SMOs, ensuring compliance with SMO appointment procedures.</p> <p>Ensure medical staff receive appropriate orientation.</p> <p>Ensure individual credentialing and recredentialing of all SMOs in the service in accordance with policy.</p> <p>Director annual SMO performance development reviews.</p> <p>Ensure that all SMOs participate and commit to peer review type activities and document the outcomes of these activities such as system improvement recommendations.</p> <p>Work in partnership with relevant cluster Leadership in resolving performance issues. Assists in setting criteria and supporting staff members to improve performance where necessary.</p>	<p>RMO professional development and training requirements are met.</p> <p>Effective rostering and leave management practices are in place.</p> <p>Recruitment and on-boarding of SMOs in undertaken effectively.</p> <p>Effective performance management, credentialing and professional development practices are in place for medical staff.</p>



<p>Workforce Development</p>	<p>Supports a shared understanding of medical workforces contribution to service & strategy delivery, advocating for the profession.</p> <p>Contributes to the development of a workforce development plan for the specialty that aligns to service and organizational goals.</p> <p>In partnership with cluster leaders, promotes interdisciplinary approaches designed to best meet the needs of patients and optimise the patient journey</p> <p>Works in partnership with cluster Leadership to identify clinical coaching and professional development needs for individuals.</p>	<p>Takes a system /district wide view of medical workforces to support an integrated service model and delivery of MDHB Strategy.</p> <p>Proactively scans and seeks knowledge of health trends to ensure MDHB remains relevant.</p>
<p>Quality & Risk</p>	<p>Maintains oversight of the specialty's quality and effectiveness of service delivery.</p> <p>Works to develop and monitor quality indicators that demonstrate contribution to patient care and patient outcomes.</p> <p>Under the direction of the MDHB, Directors or supports clinical and quality audit programmes for the discipline.</p> <p>Alerts cluster Leadership of professional risk and assists with risk minimisation across the organisation.</p> <p>Acts on medically focused patient/client complaints as delegated ensuring feedback mechanisms are in place.</p> <p>Works in partnership with cluster Leadership to review clinical incidents and complaints.</p>	<p>A culture of safety and continuous quality improvement is promoted.</p> <p>Risks are appropriately identified and strategies for mitigation in place.</p> <p>Patient/client complaints are effectively managed.</p>
<p>Health & Safety</p>	<p>As a senior leader of the organisation, exercises Leadership and due diligence in health and safety matters and ensures the successful and effective implementation of health and safety strategy and initiatives.</p> <p>Exercise the care, diligence and skill that a reasonable senior leader would exercise, taking into account the nature of the DHB's business, and your position and responsibilities;</p> <p>Take reasonable steps to understand your health and safety obligations and the risks associated with the areas that you Director and are responsible for, and for the DHB more broadly;</p>	<p>Ensure that the areas you Director and are responsible for are represented in health and safety activities through worker participation.</p> <p>Ensure your direct reports and other leaders/managers within the team are clear about and accountable for their health and safety responsibilities and that this is incorporated into the performance management process.</p> <p>All new staff in the team undergo a relevant and compliant Health & Safety induction, in line with company policy.</p> <p>Health & Safety is an agenda item for</p>



		<p>team meetings.</p> <p>Ensure that the areas you Director and are responsible for are represented in health and safety activities through worker participation.</p> <p>Any Health & Safety representatives within the team are supported to attend committee meetings regularly and to undertake appropriate Health & Safety activities.</p> <p>Hazard identification, reporting and monitoring measures are completed appropriately.</p> <p>Incident reviews and corrective action plans are completed appropriately and within timeframes.</p> <p>Proactively engages in, monitors and supports appropriate injury management processes for staff e.g. return to work plans</p>
<p>Equity and the Treaty of Waitangi</p>	<p>Develops and/or maintains up to date knowledge and appreciation of te Tiriti o Waitangi and its application in Health in terms of the articles and principles.</p> <p>Demonstrates a depth of knowledge and commitment to equity in Leadership and service delivery, and ensures practices and approaches apply an equity lens.</p>	<p>Ensures services are planned and delivered in line with Treaty obligations.</p> <p>Actively implements strategies, measures and improvements to address health inequities and to achieve Maori health gains within the cluster.</p> <p>Ensures staff within the cluster deliver services in a culturally competent manner and supports the roll-out of cultural competence training within the cluster.</p> <p>Partners with Pae Ora, Manawhenua Hauora, Whanau and Iwi/Maori in the delivery of fit for purpose, culturally responsive services within the cluster.</p> <p>Contributes to increasing cultural competence and responsiveness in service delivery across the cluster and organisation.</p>



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Role Specifications

Essential

- Registration with the Medical Council of New Zealand within the vocational scope of practice in their specialty
- Has advanced body of knowledge and expertise related to the speciality and an extensive body of experience
- Demonstrate previous experience in a Leadership role as part of a wider Leadership team
- Demonstrate evidence of continuing professional development through, for example, attendance at relevant courses/ seminars/conferences; reading relevant literature; and maintenance of professional standards
- Demonstrate evidence in leading and managing change (process enhancements)
- Demonstrate awareness of equity issues across the sector including, but not limited to Maori Health
- Demonstrate a thorough understanding of the function of the cluster and their challenges
- Possess advanced verbal and written communication skills

Desirable

- Sound understanding of relevant legislation
- Experience in managing projects across complex stakeholder groups
- Experience leading programmes/projects of integration of health services

Capability	Description	Skill level Required
Leadership	<ul style="list-style-type: none"> • *Resilient: Shows composure, grit, and a sense of perspective when the going gets tough; to help others maintain optimism and focus. • *Honest and courageous: Delivers the hard messages, and makes unpopular decisions in a timely manner; to advance the longer-term best interests of the service, cluster and organisation. • *Self-aware and agile: Leverages self-awareness to improve skills and adapt approach; to strengthen personal capability over time and optimise effectiveness with different situations and people. • Encourages feedback on own performance, self-assesses, adapts approach and shows commitment to development. • *Engaging others: Connect with people; to build trust and become a Director that people want to work for and with • *Curious: Show curiosity, flexibility, and openness in analysing and integrating ideas, information, and differing perspectives; to make fit-for-purpose decisions. • Thinks analytically and critically, gets to the heart of issues 	Expert

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	<p>and uncovers underlying causes; and clearly describes their analytical process and the rationale for decisions.</p> <ul style="list-style-type: none"> • Mitigates analytical and decision-making biases (i.e. insightful about the strengths and weaknesses of their analysis and decision-making approach, so that they mitigate potential decision-making biases). • *Achieving ambitious goals: Is committed and tenacious. Demonstrates achievement drive, ambition, optimism and delivery focus; to make things happen and achieve ambitious outcomes. 	
<p>Stakeholder Management and Relationship Building</p>	<p>Ability to establish and maintain positive working relationships with others including:</p> <ul style="list-style-type: none"> • * Leading with Influence: leads and communicates in a clear, persuasive, impactful, and inspiring way; to convince others to embrace change and take action. • Partnering: Develops networks and builds alliances; collaborates across boundaries to build strategic relationships and achieve common goals. Develops constructive multi-level relationships and communication channels with key partners and stakeholders. • Politically Savvy: Identifies the internal and external politics that impact the work of the organisations they deal with. Perceives organisational and political reality and acts accordingly. • Influencing/Negotiating: Persuades others; builds consensus through negotiation; gains cooperation from others to obtain information and accomplish goals. 	<p>Expert</p>
<p>Teamwork</p>	<p>Ability to develop and lead a high performing team including:</p> <ul style="list-style-type: none"> • Respecting Diversity: Recognises team diversity and utilises other team members for their strengths to build relationships, create a shared vision, manage change, and evaluate outcomes. • Developing Others: Develops others by providing on-going feedback and opportunities to learn through formal and informal methods. • Team Building: Inspires and fosters team commitment, spirit, pride, and trust. Facilitates cooperation and motivates team members to accomplish group goals. • *Enhancing team performance: Build cohesive and high performing teams; to deliver collective results that are more than the sum of individual efforts. • Communication: Delivers written and verbal messages in a clear and succinct manner that connects with hearts and 	<p>Proficient</p>



	<p>minds.</p> <ul style="list-style-type: none"> • *Identifying and Developing talent: Coach and develop diverse talent; to build the people capability required to deliver outcomes. • Conflict Management: Anticipates and takes steps to prevent counter-productive confrontations. Manages and resolves conflicts and disagreements in a constructive and timely manner. 	
Flexible and Change Savvy	<p>Ability to perceive, communicate, manage and navigate through change including:</p> <ul style="list-style-type: none"> • Creativity and Innovation: Develops new insights into situations; questions conventional approaches; encourages new ideas and innovations; designs and implements new or cutting edge programmes/processes. • External Awareness: Keeps up-to-date on local, national, and international best practice; is aware of the organisation's impact on the external environment. • Flexibility: Is open to change and new information; rapidly adapts to new information, changing conditions, or unexpected obstacles. • Resilience: Deals effectively with pressure; remains calm under adversity. Recovers quickly from setbacks. • Addresses Disparity: Develops new approaches to successfully reach and empower vulnerable populations. 	Proficient
Strategic Thinking	<ul style="list-style-type: none"> • * leading strategically: Thinks, plans, and acts strategically; engages others in the vision. • Vision: Takes a long-term view and builds a shared vision with others; acts as a catalyst for organisational change. Influences others to translate vision into action. • Strategic Thinking: Formulates objectives and priorities, and implements plans consistent with the long-term interests of the organisation. Capitalises on opportunities and manages risks. • Data analytics and insights: Ability to use data to predict and make informed decisions and measure outcomes. • Technology Management: Keeps up-to-date on technological developments. Makes effective use of technology to achieve results. Ensures access to and security of systems. 	Proficient
Results-Oriented	<p>Ability to execute and see a job or project through to completion including:</p> <ul style="list-style-type: none"> • *Enhancing organisational performance: Drives 	Proficient



	<p>innovation and continuous improvement; to sustainably strengthen long-term organisational performance and improve outcomes.</p> <ul style="list-style-type: none"> • Accountability: Holds self and others accountable for measurable high-quality, timely, and cost-effective clinical results. Determines objectives, sets priorities, and delegates work. Accepts responsibility for mistakes. • Reporting: Provides detailed reports as required on the progress towards defined objectives, including the performance of the workforce against the strategic plans, contracted performance indicators, and relevant issues. • Continuous improvement: Supports the delivery of high-quality, culturally appropriate services; is committed to continuous improvement with a focus on equity in health outcomes. • Decisiveness: Makes well-informed, effective, and timely decisions; perceives the impact and implications of decisions. • *Managing work priorities: Plan, prioritise, and organise work; to deliver on short and long-term objectives across the breadth of their role. • Innovation: Positions the cluster and organisation for future success by identifying new opportunities; • Problem Solving: Identifies and analyses problems; weighs relevance and accuracy of information; is cognisant of cultural influences and opportunity; generates and evaluates alternative solutions; makes recommendations. 	
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* State Services Commission Leadership Success Profile (LSP) Capabilities



Role Description: General Adult

Reports to:	<p>Clinical Executive, Mental Health & Addiction Service Operations Executive, Mental Health & Addiction Service</p>
Role Relationships:	<p>Internal Senior medical staff, registrars and house officers Nursing staff in the medical wards and clinics Other health care team members, eg General Practitioners Ward Assistants, Allied Health Professionals</p> <p>External Patients and relatives</p>
Level of Authority	<p>The position is at the level of Senior Medical Officer as defined in the “New Zealand District Health Boards’ Senior Medical and Dental Officers’ Collective Agreement”</p>

Future Direction:

MidCentral District Health Board (MDHB) is embarking upon a transformational change programme to firmly establish itself as a high performing health system that meets the current and future demands of its communities, that provides improved patient experiences for service users, and that achieves improved patient and community health and wellbeing.

MDHB will build on its significant achievements to date, in particular its investment in developing primary and community care services and relationships. It will work to further reduce service duplication and fragmentation, to move care into and closer to people’s homes, and to achieve an integrated and community focused high performing health system.

MDHB will continue to transform its specialist and hospital services, improving patient experience, decreasing length of stay, improving productivity in theatres, and managing demand. Quality improvement, patient and consumer engagement, evidence based decision making, integration with primary and community services and clinical Leadership will be key areas of focus.

MDHB will increasingly look to work with intersectoral partners to improve the health and wellbeing of its community, with particular reference to vulnerable and high needs population groups.

To achieve this transformational change, MDHB needs to support clinicians and provider agencies to develop new ways of working together. This will require MDHB to develop new relationships, new systems and new capabilities. This will be achieved while continuing to meet the expectations of external stakeholders such as the Minister and Ministry with regards to priorities and performance.



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PRIMARY OBJECTIVES:

To provide a high standard of clinical practice and clinical expertise and effective psychiatry services to the community and region served by the Organisation.

To provide advice to as required to managers within the Mental Health & Addiction Service, on service management matters and professional standards of practice.

To provide supervision and instruction for Resident Medical Officers rostered to the Mental Health & Addiction Service.

At all times the employee is required to undertake their clinical responsibilities and to conduct themselves in all matters relating to their employment, in accordance with best practice and relevant ethical and professional standards and guidelines as determined from time to time by:

- the New Zealand Medical Association’s code of ethics;
- the practitioner’s relevant medical college/s and/or professional associations/s;
- the Medical Council of New Zealand;
- the Health and Disability Commissioner; and

the employer’s policies and procedures except to the extent that they may be inconsistent with any other provision of this Agreement.

Responsibilities

Areas of Responsibilities/Key Tasks		Measures of Performance
<ul style="list-style-type: none"> • Clinical 		
1.1	Delivery of clinical care to patients requiring Mental Health & Addiction services and assisting with delivery of clinical care to patients requiring Mental Health & Addiction services.	<ul style="list-style-type: none"> • Maintains a high standard of professional care in accordance with the NZMA Code of Ethics, statutory and regulatory requirements and Organisation policies, and any subsequent amendments thereto. • Is aware of and complies with statutory requirements. • Takes professional care of and undertakes delegated clinical responsibilities for mental health patients. • Conducts outpatient clinics and ward rounds, and other duties, using the allocated time efficiently and effectively towards achieving the goals of the Annual Plan. • When necessary, assists in the management of patients with emergencies. • Sees and advises promptly on patients

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		<p>referred for a specialist opinion; provides and/or supervises clinical care including the assessment, investigation, treatment and appropriate referral of patients who present to the Service.</p> <ul style="list-style-type: none"> • Provides services in accordance with MDHB clinical protocols, guidelines and policies. • Fulfils scheduled commitments as per the work schedule
1.2	Assisting with the provision of acute specialist care for mental health patients.	<ul style="list-style-type: none"> • Shares on-call duty periods, providing 24 hour cover for the acute mental health service. • When “on-call” is available to respond immediately to requests for telephone advice, and to attend to patients requiring care within 60 minutes.
1.3	Patient Centred Care	<ul style="list-style-type: none"> • Treats patients with respect, and shows consideration for their personal privacy, maintenance of dignity and independence, social and cultural needs, religious values and beliefs. • Maintains effective interpersonal relationships with patients and their family/whanau/significant others. • Provides patients with fair treatment without discrimination or pressure. • Gives patients a full explanation of all procedures and treatments • Obtains informed consent for all patients in accordance with the Organisation’s policy for undertaking any operation, test or procedure • Facilitates the provision of an environment which encourages them as part of the informed consent process, where practicable, to participate in decision-making about their treatment. • Responds to patient complaints promptly and sensitively. • Patient satisfaction, measured by both formal



Areas of Responsibilities/Key Tasks		Measures of Performance
		<p>and informal feedback, is positive in terms of the medical care provided, including informed consent, provision of information and professional relationship with the patient.</p> <ul style="list-style-type: none"> • Practises in a culturally safe manner. • Ensures that family/whanau/significant others are informed and involved.
1.4	Health Promotion and Disease Prevention	<ul style="list-style-type: none"> • Advises patients about the advantages of healthy lifestyles and specific measures that may prevent recurrences of ill health • Participates in health promotion awareness campaigns relevant to her/his speciality and the goals of MDHB. Participates in community health education activities relevant to specialty. • Educates patients about the advantages of maintaining a healthy lifestyle, referring them for appropriate support as necessary.
1.5	Interpersonal Relations.	<ul style="list-style-type: none"> • Maintains effective interpersonal relationships with all members of staff. • Communicates openly, honestly and effectively. • Participates co-operatively and positively as a health team member, contributing to the maintenance of harmonious interpersonal relationships. • Role models professional standards of behaviour, maintains professional relationships and demonstrates a high standard of personal and professional integrity. • Participates positively in team development and change management. • Maintains a loyal and confidential relationship with the management and staff of MDHB. • Develops and maintains a positive partnership with the Clinical Executive and Operations



Areas of Responsibilities/Key Tasks		Measures of Performance
		<p>Executive and other managers.</p> <ul style="list-style-type: none"> • Displays respect and tolerance towards others, recognising and acknowledging their contributions. • Addresses issues of concern with those involved, taking appropriate responsibility for identifying and implementing solutions. • Is able to receive and give feedback in a constructive and supporting manner. • Handles problems and complaints sensitively. • Understands the principles of equal employment opportunity and complies with MDHB's human resources policies.
<ul style="list-style-type: none"> • Teaching 		
2.1	In-service education of Resident Medical Officers.	<ul style="list-style-type: none"> • Provides clinical supervision and teaching for House Surgeons and Psychiatry Registrars. • Provides education for Medical Officers, resident medical officers, and other staff as appropriate, both formally and informally.
2.1	Formal teaching activities for other health professionals.	<ul style="list-style-type: none"> • Provides teaching or educational presentations for nurses, resource nurse and other health professionals or groups with a mental health interest. • As negotiated/agreed with the Clinical Executive/Operations Executive, provides education for primary providers such as GP's and practice nurses.
2.2	Formal teaching activities for other health professionals.	<ul style="list-style-type: none"> • Provides teaching or educational presentations for nurses, resource nurse and other health professionals or groups with a mental health interest. • As negotiated/agreed with the Clinical Executive/Operations Executive/Manager, provides education for primary providers such as GP's and practice nurses.
2.3	Attends relevant training/supervision programmes	<ul style="list-style-type: none"> • Within a year of commencement with MDHB, attends an approved training/supervision programme. Prior learning will be recognised, ie if the SMO has attended a programme through the Medical Council of NZ, or through their vocational college within



Areas of Responsibilities/Key Tasks		Measures of Performance
		the past year.
<ul style="list-style-type: none"> Management/Administration 		
3.1	Management within the Service.	<ul style="list-style-type: none"> Ensures that patients are assessed and treated immediately on the basis of their priority, promoting the flow of patients by identifying those who could be fast tracked and mobilising resources to achieve this. If (specialty) has reached a state of overload, works in close liaison and co-operation with the nursing staff, organising a response to workloads. Consistently reviews efficiency of own practices and participates in activities related to organisational effectiveness, eg adherence to preferred medicines list. Achieves or exceeds agreed levels of performance measured against quality performance indicators, eg length of stay, unplanned readmission. Participates in the development and maintenance of fair, consistent systems for managing waiting times, appointment scheduling and referrals. Participates in monitoring resource allocation and decision making within the service. Utilises staff, technological, pharmaceutical and other publicly funded resources prudently and efficiently for cost effective patient care. Provides reports and information as required by Operations Executive, Mental Health & Addictions. Participates in the development and updating of clinical management guidelines, including integrated clinical pathways. Provides services in accordance with the defined range as per the MidCentral DHB Annual Plan, and as purchased. Meets agreed contribution towards achieving the service contract, including meeting



Areas of Responsibilities/Key Tasks		Measures of Performance
		<p>quality standards, access or exit criteria, legal requirements and all components of service specifications, volumes, and other defined outputs.</p> <ul style="list-style-type: none"> • Participates in service planning activities related to meeting contract requirements. • Works positively and co-operatively towards achieving service goals and contract requirements related to changes in location of service provision such as increased ambulatory care, increased community home-based care, visiting services to rural areas and reduced emphasis on inpatient services. • Actively works towards maximising co-operation between services and with other providers. • Recognises linkages between services and takes these into account when considering initiatives within own service. • Supports and encourages others in the achievement of MDHB's objectives. • Participates in service planning activities which are consistent with MDHB's objectives. • Clinical decisions and decisions with financial implications reflect an understanding of the necessity for MDHB to maintain clinical and financial viability. • Actively pursues and implements ways in which expenditure can be contained.
3.2	Management of Resident Medical Officers.	<ul style="list-style-type: none"> • Assists with the supervision of, and provision of feedback on performance to, resident medical officers within the Mental Health & Addictions Service. • Ensures that Medical Officers and resident medical officers are managed within the terms of their Collective Agreements or Individual Employment Agreements and MDHB's human resources policies. • Performance issues of resident medical officers are addressed in a timely and supportive manner, in conjunction with the Prevocational Educational Supervisor or Executive of Medical Training as appropriate; performance issues of Medical Officers are addressed in a timely and supportive manner, in conjunction with the Clinical Executive.



Areas of Responsibilities/Key Tasks		Measures of Performance
		<ul style="list-style-type: none"> Provides clinical Leadership for medical officers, resident medical officers, and other staff as appropriate.
3.3	Maintenance of adequate records and reports to referring doctors.	<ul style="list-style-type: none"> Comprehensive, accurate and up-to-date medical records are maintained for all patients under the Senior Medical Officer's care. Medical reports and discharge letters on inpatients as well as outpatient letters on patients seen by the Senior Medical Officer are completed and dispatched in a timely manner. Ensures patient treatment is documented and discharge planning and referral processes are appropriate, timely and comprehensive.
<ul style="list-style-type: none"> Personal Education and Research 		
4.1	Knowledge and practice updated and maintained.	<ul style="list-style-type: none"> Demonstrates evidence of continuing self-education through, for example, attendance at relevant courses/ seminars/conferences; reading relevant literature. Utilises annual Continuing Medical Education Leave entitlement to maintain and develop own skills and knowledge. Attends and actively participates in local post-graduate medical education activities. Participates in appropriate College MOPS programme or equivalent. Achieves maintenance of professional standards requirements (or equivalent) set by the appropriate College and maintains professional standards of conduct. Achieves and maintains MDHB credentialing. Develops or acquires new skills, procedures or qualifications which contribute positively towards the quality of service provision and achievement of contracted obligations. Participates in an annual Professional Development Review and as part of this, in consultation with the Clinical Executive/Operations Executive/ Manager, sets annual KPI's, identifies professional development needs and develops a plan to meet these. Maintains professional contacts through



Areas of Responsibilities/Key Tasks		Measures of Performance
		membership of local, regional or national professional groups or advisory bodies.
4.2	Research activities relevant to psychiatry	<ul style="list-style-type: none"> - Projects are approved by the Organisation's Ethics Committee, ethical guidelines are followed and research is published. - Carries out reviews of drugs, equipment and methods of clinical management as time permits. • Research complies with ethical guidelines and organisational policy
<ul style="list-style-type: none"> • Quality Assurance/Peer Review 		
5.1	Participates in quality assurance programmes.	<ul style="list-style-type: none"> • Attends and participates in regular departmental audit/peer review activities, including morbidity/mortality reports. • Attends and participates in Mental Health and Addictions Service Quality Assurance activities. • Quality of written records meets specified standards. • Patient satisfaction is positive. • Peer review is favourable. • Meets with colleagues to discuss and record performance issues and professional/personal development, at least annually. • Clinical outcomes are measured through clinical audit and peer review, and are satisfactory; takes appropriate action where unsatisfactory outcomes are identified. • Develops, documents and practices in accordance with best practice guidelines relevant to specialty. • Initiates and participates in quality assurance and process improvement activities relevant to area of practice. • Participates in achievement of New Zealand Council on Healthcare Standards accreditation in area of specialty or organisational-wide.
<ul style="list-style-type: none"> • Organisational - Wide Projects 		
6.1	Participates in and contributes to organisational-wide projects and initiatives	<ul style="list-style-type: none"> • Contributes to organisation-wide projects and initiatives as required • Attends and participates in meetings as required • In contributing to the organisation and provision of quality health services,



Areas of Responsibilities/Key Tasks		Measures of Performance
		<p>demonstrates an awareness of own and other's accountabilities, responsibilities and obligations, both within MDHB and externally.</p> <ul style="list-style-type: none"> • Represents MDHB positively in relationships with other providers, purchasers, sectors and authorities. • Complies with written agreements, both with internal services and external agencies. • Provides information and reports which are required to fulfil reporting requirements, both internally and for external agencies. • As negotiated/agreed with the Clinical Executive/Operations Executive, participates in activities with external agencies which involve the sharing of information, expertise and/or resources. • Uses time and resources effectively, efficiently and productively towards achievement of MDHB's objectives and own KPI's. • Seeks out alternative revenue sources/identifies new initiatives, and participates, together with the Clinical Executive and Operations Executive, in pursuing these. • Participates, as appropriate, in activities related to the advancement of MDHB's service provision, eg new health technology, information technology. • If required to represent MDHB in an official capacity in community or consultation activities, promotes the interests of MDHB in a positive manner.
<ul style="list-style-type: none"> • Health and Safety 		
7.1	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	<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 affects of hazards. • Is able to apply MidCentral District Health Board's emergency procedures, including use of safety equipment and materials.



Areas of Responsibilities/Key Tasks		Measures of Performance
		<ul style="list-style-type: none"> 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.
<ul style="list-style-type: none"> Risk Management 		
8.1	Aware of and manages risk appropriately	<ul style="list-style-type: none"> Minimises organisational risk through compliance with statutory and regulatory requirements and maintenance of own competence/safe practice. Is familiar with and complies with MDHB policies, procedures and protocols. Reports critical incidents and potentially compensatable events.
<ul style="list-style-type: none"> Treaty of Waitangi 		
9.1	Has Treaty of Waitangi knowledge and application	<ul style="list-style-type: none"> Has knowledge and understanding of the Treaty of Waitangi and its application in Health in terms of the articles and principles. Attends the MDHB Treaty of Waitangi education. Complies with MDHB's Treaty of Waitangi Policy.



Work Schedule

This work schedule specifies the expected weekly requirements subject to the exigencies of the service. Any significant amendment will require the agreement of both parties to this agreement.

The total hours are average hours only, and specific times rostered below will need to be varied from time to time to adequately staff the service, e.g. to cover leave, sickness and continuing medical education.

The duties and responsibilities as a General Adult Psychiatrist employed by MidCentral District Health Board include participating with colleagues on the roster for Psychiatrists at Palmerston North Hospital.

1. WEEKLY TIMETABLE

The final make up of these duties will be discussed between yourself and the Clinical Executive, Mental Health & Addictions.

This work schedule specifies the expected weekly requirements subject to the exigencies of the service. Any significant amendment will require the agreement of both parties to this contract.

The total hours are average hours only, and specific times will need to be agreed and may be varied from time to time to adequately staff the service, eg to cover leave, sickness and conferences.

Number of Hours	Activity
	General Adult Psychiatrist Made up of: Clinics Supporting Activities (teaching, audit, service improvement, CME, clinical meetings, peer review)
Total 40	
40 ord plus on call paid @\$28 per hour for all hours on call	

ROSTERED HOURS OF WORK

Rostered hours per week shall be made up of call for General Adult Psychiatry.

These shall normally be shared with 7 other specialists.



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Person Specification

- Registered as a Medical Practitioner with the Medical Council of New Zealand or eligible for registration with the Medical Council to enable practice within the Organisation's area.
- Holds a higher qualification appropriate to the speciality, which is recognised by the Medical Council of New Zealand for Vocational Registration in Psychiatry.
- Commitment to auditing standards of practice.
- Proven knowledge of modern skills and techniques within general adult psychiatry.
- Has demonstrated a high standard of clinical care, management and time management skills.
- Is committed to continually updating skills and treatment methods.
- Has demonstrated teaching skills in respect of junior medical staff, other staff, patients and their families.
- Awareness of and sensitivity to cultural differences.
- Ability to work effectively within a multidisciplinary team.
- Ability to work effectively within a service and organisation committed to continuous quality improvement and to achieving accreditation.
- Meets the statutory and organisational requirements for working with children, as per the Children's Act 2014 and MidCentral District Health Board policy, including a satisfactory police check and other safety checking processes.

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Physical Attributes

Sedentary

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 Control Team.

- Ability to move about and undertake necessary duties in Palmerston North Hospital and within MDHB.
- Ability to sit and move sufficiently to drive, counsel and undertake repetitive activities as part of documentation, by hand or by computer.
- Manual dexterity sufficient to drive, use computer with associated repetitive activity.
- Visual ability sufficient to drive, read, observe, write/record, use computer, undertake counselling enabling accurate performance of essential job duties.
- Hearing and speech sufficient to communicate with clients/caregivers and co-workers, facilitating understanding and sensitive in-depth communication personally in group meetings and by telephone (including cell phone).
- A high degree of mental concentration is required.
- Skin condition should allow contact with water sufficient for normal hygiene purposes.
- Freedom from infection or colonisation with MRSA.
- The appointee's health condition should not result in undue hazard to the appointees, client or others.
- Must be able to function under rapidly changing and demanding conditions.

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Conditions of Appointment

EMPLOYMENT AGREEMENT

The Collective Agreement which covers the work of this position is the New Zealand District Health Boards Senior Medical and Dental Officers Collective Agreement (Collective Agreement) which applies to employees appointed to roles that are covered by the Collective Agreement and who are members of the Association of Salaried Medical Specialists (ASMS).

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 but may be terminated by three months' 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 commencing salary for this appointment will be within the salary scale, as specified in the Collective Agreement that applies at the time the position is taken up, with movement through the salary steps being by annual increment, subject to agreed performance criteria and as per the Collective Agreement.

Part-time (less than 40 hours) salary is pro-rata the full-time rate in the Collective Agreement.

The position's "job size" is the average weekly number of hours the appointee is required to undertake:

- Routine duties and responsibilities, including scheduled activities such as clinics, departmental meetings, etc;
- Non-clinical duties and responsibilities; and
- Duties at locations other than the usual workplace.

There is an expectation that this position will include rostered after hours' on-call work, including telephone consultations and other relevant discussions. The baseline frequency of on-call is not more frequent than one in five. This is organised as on-call once per week (Monday, Tuesday, Wednesday, Thursday, Weekend), with these on-call duties paid in addition to the "job size" components listed above. Increased frequency of on-call attracts additional payment and is organised by negotiation.

The on-call arrangement for Senior Medical Officers in Mental Health & Addiction Services is based on being second on-call (ie with a registrar being the first point of contact), and the remuneration schedule reflects that. In the event there is not a full complement of registrars to cover first on-call, we have paid an additional rate for Senior Medical Officers when undertaking first on-call without a registrar, in accordance with the Collective Agreement. That arrangement will continue, however it is

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MidCentral District Health Board's intention that there the full complement of Registrars is recruited to so the likelihood of Senior Medical Officers having to undertake first on-call is minimized. Details of the work schedule and hours required will be detailed in the appointee's offer of employment and remuneration schedule.

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).

INSURANCE

The appointee must take out and maintain in force professional indemnity protection (e.g. through Medical Protection Society) in respect of alleged professional negligence or unskilful treatment of patients and it is recommended that advantage be taken of the unlimited indemnity which is available. The cost of this will be reimbursed by MidCentral District Health Board, subject to it not having been reimbursed by a previous employer.

HOURS OF WORK

Hours of work will be 40 per week.

ANNUAL LEAVE

The annual leave entitlement is 30 working days per annum (pro-rata for part-time employees), in addition to 11 Public Holidays as per the Holidays Act 2003.

SICK LEAVE

Sick leave will be granted as and when such circumstances arise. If sickness exceeds three months, MidCentral District Health Board may seek a medical review in respect of the employee's ability to return to work. The Organisation offers an Employee Assistance Programme for employees whose work performance is being adversely affected by personal problems. Such assistance is provided on a strictly confidential basis and receiving such assistance is in no way detrimental to an employee's career.

CONTINUING MEDICAL EDUCATION

The appointee will be entitled to the Continuing Medical Education leave provisions as set out in the Collective Agreement applicable at the time of employment. In addition, the appointee may claim reimbursement of professional development costs as per the Collective Agreement. Provisions for accumulation of both leave and reimbursement allocations are set out in the Collective Agreement.

This provision does not apply to an appointment of six months or less duration.

HEALTH DECLARATION

Applicants are required to complete a Health Declaration Form and return this with their application. This and the other forms noted below are supplied.

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DECLARATION OF CRIMINAL CONVICTIONS

Applicants are required to complete a Declaration of Criminal Conduct and Other Information Convictions & Charges Pending Form and return this with their application.

DECLARATION OF MEDICAL LICENCE, LOSS OR SURRENDER

Applicants are required to complete a Declaration of Any Loss or Surrender of Medical Licence to Practise or Hospital Suspensions Form and return this with their application.

RELEASE OF LIABILITY

Applicants are required to complete a Release of Liability Form and return this with their application.

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.

POLICE CLEARANCE/ CHECK(S)

This appointment is 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.

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.

VULNERABLE 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 Vulnerable Children Act 2014 before any offer of employment is made. These checks are required periodically for existing employees in accordance with the relevant legislation.

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.

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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.

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:

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- 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.

APPLICATIONS

Applicants are required to complete an official form of application and return it with the names and addresses of three confidential referees* and any other information considered pertinent to the position being applied for.

You can choose to submit your application via our online process or in writing.

To apply online, please visit the “Vacancies” page under “Working at MDHB” on our website: www.midcentraldhb.govt.nz/WorkingMDHB/Vacancies

Alternatively, applications can be submitted to the **Medical Recruitment Consultant, Human Resource Department, Palmerston North Hospital, Private Bag 11036, Palmerston North 4442, New Zealand.**
Fax: +64 6 350 8982 or email: smo.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.*

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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 whānau.

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- 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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