

Position Description

Position	Registered Health Professional (Pathway Co-Ordinator)
Team / Service	Central Region Forensics Inpatient & Rehabilitation Services
Directorate	MHAIDS Services - Mental Health Addiction and Intellectual Disability
District	Capital, Coast, Hutt Valley & Wairarapa districts
Responsible to	Operations manager
Children's Act 2014	This position is classified as a children's worker, requiring a safety check including police vetting before commencing and every three years
Location	This position is expected to work from Ratonga Rua o Porirua Campus

Health NZ

The Health System in Aotearoa is entering a period of transformation as we implement the Pae Ora/Healthy Futures vision of a reformed system where people live longer in good health, have improved quality of life, and there is equity between all groups.

We want to build a healthcare system that works collectively and cohesively around a shared set of values and a culture that enables everyone to bring their best to work and feel proud when they go home to their whānau, friends and community. The reforms are expected to achieve five system shifts. These are:

1. The health system will reinforce Te Tiriti principles and obligations
2. All people will be able to access a comprehensive range of support in their local communities to help them stay well
3. Everyone will have equal access to high quality emergency and specialist care when they need it
4. Digital services will provide more people the care they need in their homes and communities
5. Health and care workers will be valued and well-trained for the future health system

Context

Capital, Coast & Hutt Valley district provides hospital and health services in primary, secondary and tertiary healthcare to a total population base of approximately 445,000 citizens.

We are accountable for meeting the needs of and improving health outcomes for all the constituent populations of our district, and the region more broadly. Together we:

- provide secondary and tertiary, medical, surgery and mental health and intellectual disability hospital services alongside community based health care
- fund local health providers and work collaboratively with the community to create and support multiple health education initiatives and projects within the region
- deliver health services directly as well as contracting external providers
- provide local, sub-regional, regional and national health services as well as community-based health, rehabilitation and support services.

The majority of the district's population live in Wellington and Lower Hutt. The Māori and Pacific populations of Lower Hutt and Wellington are proportionally similar, with the largest Pacific population in the region in Porirua. Kapiti and Upper Hutt have similar numbers of Māori and Pacific people. Most people are enrolled with a GP near their place of residence, so the increasing focus on community-based healthcare is expected to lead to better health outcomes for these population groups. Hutt Hospital provides secondary and some tertiary, medical and surgical hospital services alongside community based health care from its main facility in Lower Hutt City. In addition to funding local health providers and working collaboratively with the community to create and support multiple health education initiatives and projects, Hutt Hospital is the centre for five tertiary regional and sub-regional services - Plastics, Maxillofacial and Burns Services; Rheumatology; Dental Services; Regional Public Health; and Regional (Breast and Cervical) Screening Services.

Wellington Regional Hospital in Newtown is the region's main tertiary hospital with services such as complex specialist and acute procedures, intensive care, cardiac surgery, cancer care, neurosurgery and renal care. The hospital is the key tertiary referral centre for the lower half of the North Island and the upper half of the South Island.

Kenepuru Community Hospital and Kapiti Health Centre provide secondary and community services based in Porirua and the Kapiti Coast

MHAIDS is the mental health, addiction and intellectual disability service for the Wairarapa District and Capital, Coast & Hutt Valley District, with multiple specialist facilities. The service holds national contracts some of which are delivered in other district localities. Ratonga Rua-o- Porirua is our forensic, rehabilitation and intellectual disability inpatient unit.

Te Tiriti o Waitangi and Māori Health Outcomes

Māori are the indigenous peoples of Aotearoa. We have particular responsibilities and accountabilities through this founding document of Aotearoa. We value Te Tiriti and have adopted the following four goals, developed by the Ministry of Health, each expressed in terms of mana and the principles of:

- Mana whakahaere** Effective and appropriate stewardship or kaitiakitanga over the health and disability system. This goes beyond the management of assets or resources.
- Mana motuhake** Enabling the right for Māori to be Māori (Māori self-determination); to exercise their authority over their lives, and to live on Māori terms and according to Māori philosophies, values and practices including tikanga Māori.
- Mana tāngata** Achieving equity in health and disability outcomes for Māori across the life course and contributing to Māori wellness.
- Mana Māori** Enabling Ritenga Māori (Māori customary rituals) which are framed by Te Aō Māori (the Māori world), enacted through tikanga Māori (Māori philosophy & customary practices) and encapsulated within mātauranga Māori (Māori knowledge).

We will target, plan and drive our health services to create equity of health care for Māori to attain good health and well-being, while developing partnerships with the wider social sector to support whole of system change.

Te Mauri o Rongo

Te Mauri o Rongo recognises our connection to this work, to each other, to the people we serve and to our whakapapa. It speaks to specific behaviours that we will expect from each other guided by the pou of Te Mauri o Rongo:

Wairuatanga

Working with heart, the strong sense of purpose and commitment to service that health workers bring to their mahi.

Rangatiratanga

As organisations we support our people to lead. We know our people; we will grow those around us and be accountable with them in contributing to Pae Ora for all.

Whanaungatanga

We are a team, and together a team of teams. Regardless of our role, we work together for a common purpose. We look out for each other and keep each other safe. “Whiria te tangāta” – we will weave our people together.

Te Korowai Āhuru

A cloak which seeks to provide safety and comfort to the workforce.

District Responsibility

The district leadership have collective accountability for leading with integrity and transparency a progressive, high performing organisation, aimed at improving the health and independence of the community we serve and achieving equitable outcomes for all. The leadership team are responsible for achieving this aim, aligned with our Region, within the available resources, through a skilled, empowered, motivated and supported workforce in line with government and HNZ policy.

Te Whatu Ora is committed to Te Tiriti o Waitangi principles of Tino Rangatiratanga, Partnership, Equity, Active Protection and Options by ensuring that guidelines for employment policies and procedures are implemented in a way that recognises Māori cultural practices.

We are committed to supporting the principles of Equal Employment Opportunities (EEO) through the provision and practice of equal access, consideration, and encouragement in the areas of employment, training, career development and promotion for all its employees.

Service Perspective

The hospital and health services of the Districts provide a range of services, one such group of services includes Mental Health, Addiction and Intellectual Disability (MHAID) Service. The Service has over 1400 employees and annual revenue of \$135m.

MHAIDS spans two districts - Wairarapa, Capital, Coast and Hutt Valley and includes local, regional, and national services. The local MHAID services are provided from multiple sites within the sub-region – greater Wellington, Hutt Valley and Wairarapa. Te Korowai Whāriki services include regional forensic and rehabilitation services covering the Central region while the intellectual disability services extend the length and breadth of the country from six bases located in Whangarei, Auckland, Cambridge, Wellington, Christchurch, and Dunedin.

The core business of the Service is the provision of quality specialist services, integrated with primary and secondary providers in the communities we serve.

The Service is committed to the underlying principles of:

- Te Tiriti o Waitangi as the founding document of Aotearoa/New Zealand
- He Ara Oranga
- Mental Wellbeing Long Term Pathway
- Whakamaua – Māori Health Action Plan 2020-2025
- The New Zealand Disability Strategy: Making a World of Difference – Whakanui Oranga
- Intellectual Disability High and Complex Framework

The Service has access to business support services including People and Culture, and Finance. In addition, management and delivery of clinical services across the Service is underpinned by consultation, advice, and support from a range of cultural, consumer, and family advisors, and business, quality and organisational development personnel.

Team Perspective

Te Korowai Whariki (TKW) is an operational group of regional and national services that has staff based in various locations in the Central Region, from Gisborne to Wanganui through to Wellington. Te Korowai Whariki services are both inpatient and community based. Te Korowai Whariki consists primarily of two arms - Central Regional Services and the Intellectual Disability (ID) Services. The regional arm includes the Central Regional Forensic Mental Health Service, Youth Forensic Service, Rehabilitation, and Extended Care inpatient Service.

The regional arm includes the Central Regional Forensic Mental Health Service, Youth Forensic Service and Rehabilitation and Extended Care inpatient Service. This position is located in the regional arm of Te Korowai-Whāriki which includes the Central Regional Forensic Mental Health Service. The Forensic Mental Health Service operates at the interface between Mental Health Services and the Justice System and works within the following settings – prisons, courts, community, and inpatient. The Service offers assessment and rehabilitation services to:

- Mentally disordered defendants charged with criminal offences
- Offenders who have psychiatric illness

The Central Regional Forensic Mental Health Service provides the acute medium secure inpatient service which consists of Pūrehurehu (male only 15-bed unit) and Rangipapa (mixed gender 13 bed unit). Pukeko House and Saunders House are attached to Rangipapa unit. Both facilities provide rehabilitation/recovery step-down services for Tangata Whaiora/service users within the inpatient forensic system. The service also has access to low secure and open beds as well as longer stay beds in the Rehabilitation Inpatient Service and there is a close interface between the two services.

The RRS comprises of two inpatient units: Tawhirimatea and Tane Mahuta. Tangaroa is a recovery focussed resource centre situated within the hub of the rehabilitation campus. Tawhirimatea focuses on extended care rehabilitation, whereas Tane Mahuta specialises in intensive rehabilitation, and has seven self-contained cottages to support its intensive rehabilitation emphasis.

Stanford House is part of the forensic suite of services and is provided to the Central region by Whanganui District Health Board.

Purpose of the Role

The primary purpose of the Pathways project coordinator is to effectively manage and coordinate multiple clinical pathways and multiple agencies for those clients within the regional forensic and rehabilitation services. The pathway coordinator will also assist the group manager and clinical Director with the development and implementation of Regional Forensic and Rehabilitation Inpatient service improvement Projects

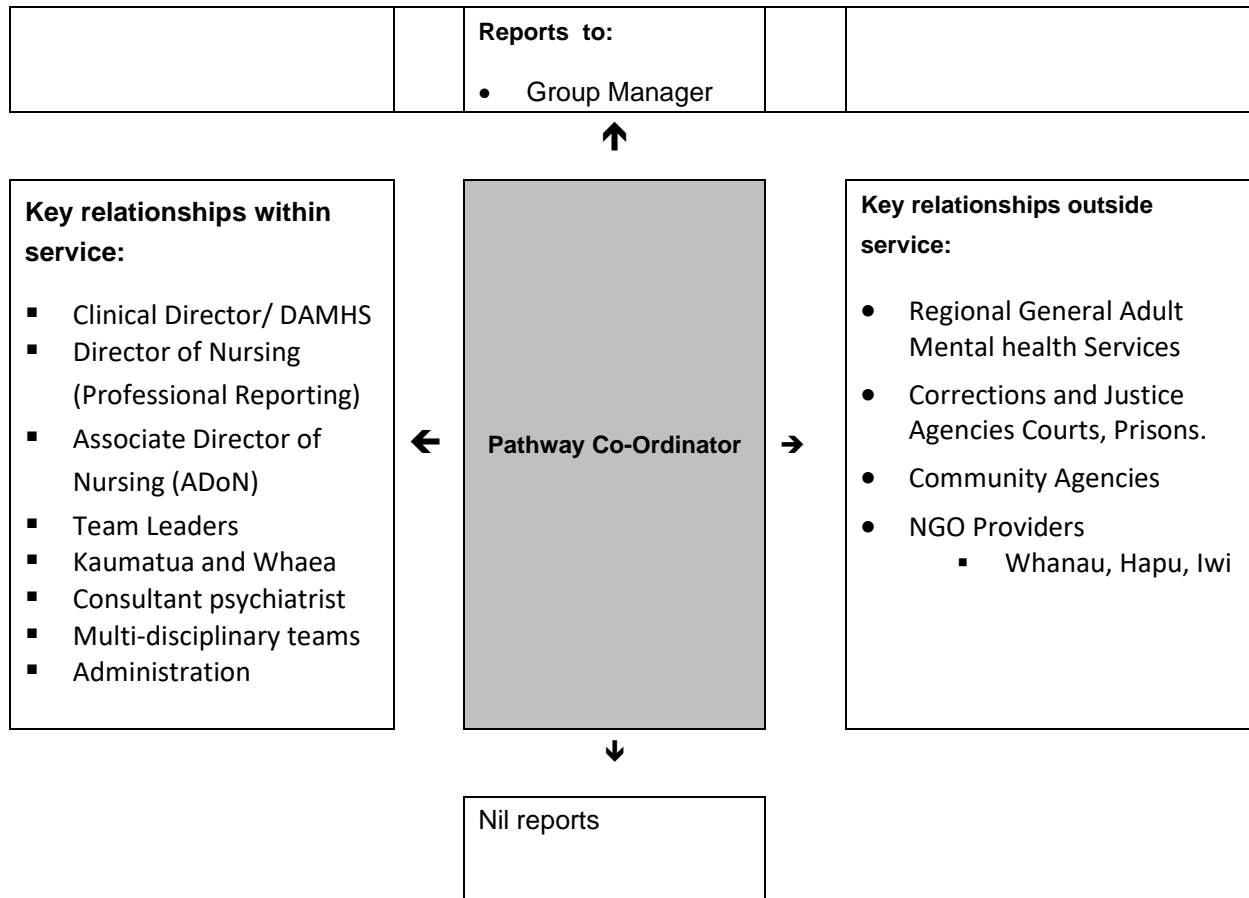
- The role includes liaising, facilitating, coordinating, management, oversight and entry to and discharge from the regional forensic and rehabilitation services. The role will also contribute to quality improvement initiatives/projects.
- The pathway coordinator will work closely collaboratively with the mental health & addiction DHB service providers, DHB service coordination/ liaison throughout the central region and all other providers' e.g NGO in order to promote positive working relationships with all stake holders across the services.
- The pathway coordinator needs a good understanding and awareness of the current demands on the national and regional resources of Forensic and General adult mental health services.

Key Accountability	Deliverables / Outcomes	Key Performance Indicators / Measures
Clinical practice	<p>Effectively manage and coordinate multiple clinical pathways and multiple agencies for those clients within the regional forensic and rehabilitation services.</p> <p>Provide a quality triage/intake service for the Regional Rehabilitation and Forensic Mental health inpatient service.</p> <p>Ensures treatment progress is systemically monitored and goals and interventions approaches are revised where appropriate.</p> <p>Have oversight of the facilitation and coordination of the discharge and transfer of Central regional Forensic and Rehabilitation inpatients Tangat a whai ora / clients by care teams.</p>	<ul style="list-style-type: none"> • The role will liaise facilitate, coordinate, manage, and have oversight of entry to and discharge of Tangata Whaiora/ clients from the regional forensic and rehabilitation services. • Liaison and consultation with internal and external regional MH Services coordinators. • Attends weekly Forensic and RRS intake meetings. • Screening and processing of referral information to ensure the right resource is matched to the right client at the time. • To present new referrals to the RRS intake meetings. • Ensure assessments are completed in a timely manner and according to team procedures. • Consults and Liaise and contributes to team conferences, teleconferences and meetings. • Identifies risks in clinical situations and acts to minimise these.

Key Accountability	Deliverables / Outcomes	Key Performance Indicators / Measures
		<ul style="list-style-type: none"> • Communication of reports forwarded as necessary to the appropriate receiving agency • Regular reports are submitted where required to keep key people informed
'Treatment Planning	<ul style="list-style-type: none"> • Actively participate in the treatment planning for the RRS/forensic Tangata Whai ora/ clients. 	<ul style="list-style-type: none"> • Provide advice and guidance to MDT and key workers as required. Utilising teleconferencing when necessary. • Ensure that all parties are kept informed of any changes surrounding the Tangata Whai ora/ client. • Helps to facilitate multi agency meetings as required to discuss any issues of concerns related to discharge date and recovery pathway for identified high and complex needs Tangata Whai ora/ clients.
Professional Practice	<ul style="list-style-type: none"> • Maintains a high level of professional practice • Displays a courteous and friendly demeanour at all times when dealing with internal and external contacts 	<ul style="list-style-type: none"> • Meets standards of practice and code of ethics relevant to their profession discipline • Apply and adhere to all relevant legislative requirements, national and local standards. • Professional supervision is arranged and attended • Continuing education and professional development are maintained as resources allow • Performance appraisals are carried out regularly and competence assessed
Administration	<ul style="list-style-type: none"> • Works to Te Whatu Ora and C 7C and Hutt District standards and complies with policies 	<ul style="list-style-type: none"> • All clinical records are current and comply with Client Pathway expectations • Is familiar with the relevant Acts relating to the position, e.g. Mental

Key Accountability	Deliverables / Outcomes	Key Performance Indicators / Measures
		<p>Health Act, Criminal Procedure (Mentally Impaired Persons) Act, and Intellectual Disability (CCR) Act. CYF Act,</p> <ul style="list-style-type: none"> • Statistics are returned weekly
Professional Development	<ul style="list-style-type: none"> • Maintenance of annual practising certificate • Achievement and maintenance of Senior PDRP • Minimum monthly supervision attendance 	<ul style="list-style-type: none"> • Current APC • CCDHB PDRP certificate of achievement • Evidence of study • Attends regular professional supervision • Engage in local networks to extend knowledge and build collegial relationships
Relationships	<ul style="list-style-type: none"> • Establishes and maintains effective working relationships with internal and external contacts. 	<ul style="list-style-type: none"> • Liaise and consult with internal services within CCDHB. • Evidence of effective communications, consultations and relationships building with stakeholders and project team members. • Evidence of effective communications, consultations and relationships building with stakeholders and project team members. • Feedback from internal and external clients are positive • Facilitate multi agency meetings that may include, NGO, Corrections, NZ Police, GP,
Continuous Quality Improvement	<ul style="list-style-type: none"> • Actively contributes to any changes in process and Continuous Quality Improvement activities within the service. • Assists Group manager in the development and implementation of new project and functionality • Ensures that the project is carried out in a manner that it meets quality and 	<ul style="list-style-type: none"> • Evidence of contribution to quality improvement. • Take an active part in the project issue/risk management process, by contributing to the identification and prioritisation of existing and potential issues and risks, and helping to develop strategies and controls to mitigate these. • Project deadlines consistently met, and any issues resolved or escalated as appropriate.

Key Accountability	Deliverables / Outcomes	Key Performance Indicators / Measures
	<p>regulatory standards and delivers the best value.</p> <ul style="list-style-type: none"> • Monitors project work to ensure that progress is within expected guidelines and is completed on time. 	
Occupational Health & Safety	<ul style="list-style-type: none"> • Complies with responsibilities under the Health & Safety in Employment Act 1992 • Contributes to development of practices/policies that address H&S issues 	<ul style="list-style-type: none"> • Has read and understood the Health & Safety policy and procedures. • Actively supports and complies with Health & Safety policy and procedures. • Evidence of support and compliance with health and safety policy and procedures including use of protective clothing and equipment as required, active participation in hazard management and identification process, and proactive reporting and remedying of any unsafe work condition, accident or injury.



Experience & Capability

Capability Profile

All nurses employed by the MHAID Services will have registration with the Nursing Council of New Zealand and maintain a current annual practising certificate as a Registered Nurse. Nurses must practise in accordance with standards established through legislation and professional nursing standards. It is expected that all nurses are familiar with relevant documents and will, at all times, adhere to these. This also includes the DHB Code of Conduct. It is the nurse's responsibility to access policy and procedures through the DHB Intranet.

Application onto the Professional Development and Recognition Programme (PDRP) to demonstrate senior level of practice is required. The PDRP is integral in assessing and monitoring the nursing competence and skill levels in services.

It is the nurse's responsibility to attend the generic orientation, initial and update core skill requirements, maintain area-specific competency requirements and access regular supervision.

Other aspects of capability not covered by the above competencies

a) Knowledge and Experience:

- Able to demonstrate a sound knowledge of evidenced based practice.
- Has the skill to assess, plan, implement, review and evaluate strategies to ensure quality provision of service delivery.
- Knowledge and understanding of obligations to Te Tiriti o Waitangi and implications in nursing practice.
- Proven experience in facilitating and managing change at a local level
- Knowledge of quality improvement processes and principles including managing concurrent projects.
-

b) Essential Professional Qualifications / Accreditations / Registrations:

- NZ Nursing Registration
- Current APC
- Minimum of postgraduate certificate in specialty nursing practice (or undergraduate mental health/learning disability nursing programme)
- Knowledge and understanding of the relevant legislation, standards and guidelines.

These include but are not limited to:

- Standards of Practice for Mental Health Nursing in Aotearoa New Zealand <http://www.nzcmhn.org.nz/Publications/Standards-of-Practice-for-Mental-Health-Nursing>
- Health and Disability Services Consumers' Code of Rights <http://www.hdc.org.nz/the-act--code/the-code-of-rights> New Zealand Nursing Council's (NCNZ) Nurse Practitioner/Registered Nurse/Enrolled Nurse Competencies <http://nursingcouncil.org.nz/Nurses/Scopes-of-practice>
- NCNZ Code of Conduct for Nurses (2012) <http://nursingcouncil.org.nz/Nurses/Code-of-Conduct>
- NCNZ Guideline: Responsibilities for direction and delegation of care to enrolled nurses (2011)
- NCNZ Guideline: Responsibilities for direction and delegation of care to Health Care Assistants (2011)
- NCNZ's Guidelines: Professional Boundaries (2012) <http://www.nursingcouncil.org.nz/>
- New Zealand Nurses Organisation (NZNO) Guideline – Code of Ethics (2019)
- <https://www.nzno.org.nz/Portals/0/publications/Guideline%20-%20Code%20of%20Ethics%202019.pdf?ver=19LQpYx8wspprjbTnt9pWw%3d%3d>

- NZNO Social Media and the nursing profession: A guide to online professionalism for nurses and nursing students (2012)
- The Health and Disability Commission's Code of Health & Disability Services Consumers Rights <http://www.hdc.org.nz>

c) Someone well-suited to the role will place a high value on the following:

- Effective working relationships with staff, management and allied stake holders
- Following process (also discerning when a situation may require a slightly different process within policy and procedural confines)
- Accuracy and confidentiality
- Integrity and trust

d) Other:

- Have excellent communication skills, written, verbal, non-verbal and listening skills
- Be enthusiastic, motivated, aware of own skills and limitations, have strategies for dealing with stress and know when to seek advice.
- Have a current drivers licence.

Date effective:

Ma tini, ma mano, ka rapa te whai
By joining together we will succeed

Te Whatu Ora is committed to Te Tiriti o Waitangi principles of partnership, participation, equity and protection by ensuring that guidelines for employment policies and procedures are implemented in a way that recognises Māori cultural practices.

We are committed to supporting the principles of Equal Employment Opportunities (EEO) through the provision and practice of equal access, consideration, and encouragement in the areas of employment, training, career development and promotion for all its employees.