

Position Description

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| Position | Clinical Leader Genetics (SMO) |
| Team / Service | Genetic Health Service NZ (South Island Hub) |
| Directorate | Women & Children's |
| District | Capital, Coast & Hutt Valley |
| Responsible to | Operations Manager, Children's Health Service Clinical Director Children's Health |
| 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 | Christchurch Hospital |

Te Whatu Ora

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 and surgical 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, addictions and intellectual disability service for the Wairarapa District and Capital, Coast & Hutt Valley District, with multiple specialist facilities. 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:

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| 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.

The Vision, Mission and Values from our District

We bring forward and join our values within our district. These will change as we become a team of teams within Te Whatu Ora.

Hutt Valley

Vision

Whanau Ora ki te Awakairangi: Healthy people, healthy families and healthy communities are so interlinked that it is impossible to identify which one comes first and then leads to another.

Mission

Working together for health and wellbeing.

Capital and Coast

Vision

Keeping our community healthy and well

Mission

Together, Improve the Health and Independence of the People of the District

Hutt Valley

Ō mātou uara – Values

Mahi Pai 'Can do': Mahi Tahi in Partnership: Mahi Tahi Te Atawhai Tonu Always caring and Mahi Rangatira being our Best

Capital and Coast

Value

Manaakitanga – Respect, caring, kindness
Kotahitanga – Connection, unity, equity
Rangatiratanga – Autonomy, integrity, excellence

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.

Directorate Perspective

The Hospital Operations Group is one of six within CCHV district provider services. Specialties within the Directorate are at secondary and tertiary level with service provision for the district, the central Region and wider Regions. Surgical operating provision is largely across 3 hospitals (Wellington, Hutt, and Kenepuru) and a district outsourcing plan with private providers. Outpatient clinics are held at Wellington, Hutt Valley, Kenepuru, Paraparaumu, contracted at private provider sites, Marae and through hub and spoke arrangements at other regional hospitals.

Service Perspective

Genetic Health ServiceNZ (GHSNZ) is a multidisciplinary national service with clinical diagnostic, genetic counselling and genetic laboratory components.

The clinical service is delivered by out of 3 service hubs, Northern Hub (Auckland Hospital) and Central Hub (Wellington Hospital) and South Island Hub (Christchurch Hospital) The 3 hubs deliver clinical services by way of an extensive Outreach Program to all regions of Aotearoa/NZ.

Purpose of the role

Building and maintaining effective working relationships between management and clinicians is key to achieving quality outcomes for patients and efficient functioning of services. For the Clinical Leader this means having close communication, good understanding and solid support from the National Clinical Director, fellow Clinical Leaders, Service Leader and Team Leaders / Senior Genetic Counsellors (across all GHSNZ sites).

Providing leadership for continuing organisational change and day-to-day issues without overlooking important longer term matters is important in this role. Fulfilling day-to-day people management and service management responsibilities need to be balanced with issues of service development and sustainability. Making good use of forums (e.g. monthly Department meetings, and weekly Intake Meetings), clearer authorities and more visibility could facilitate quicker issue resolution and decision making.

Recruiting and retaining Senior Medical Officers is an area requiring sustained effort and attention. Recruiting experienced physicians is difficult and takes a long time.

To provide consultant geneticist services to facilitate the provision of high-quality, equitable and responsive specialist Clinical Genetics healthcare to patients and families/whanau.

There are 4 non-clinical hours per week (in addition to normal SMO non-clinical time) allocated for Clinical Leader responsibilities in this role.

This role would also involve participation in the GHSNZ Clinical and Operational Leadership Team.

This Role Description should be considered in conjunction with the Position Description for a Clinical Geneticist.

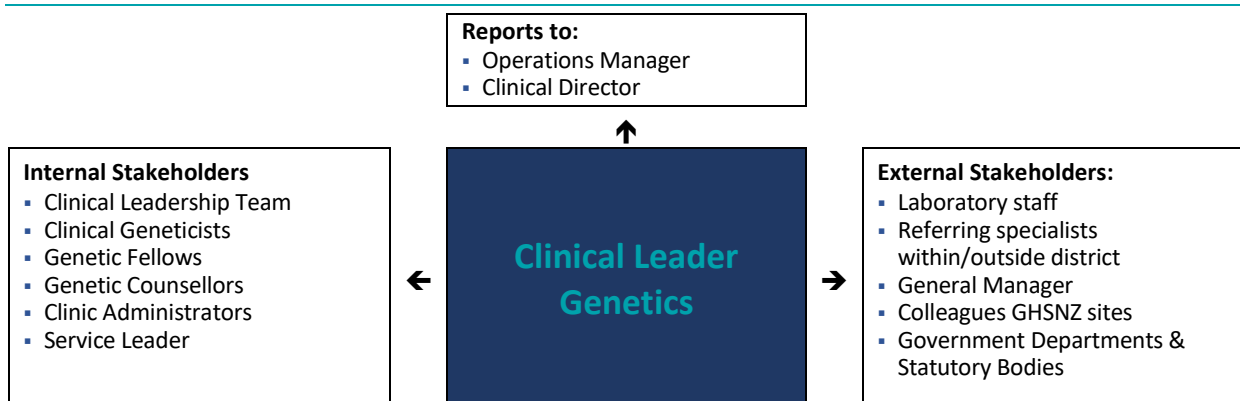
Key Accountabilities

The following role accountabilities may evolve with organisational change and there may be additional duties, relevant to this position that will be required to be performed from time to time.

| KEY ACCOUNTABILITIES | DELIVERABLES / OUTCOME |
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| Leadership <ul style="list-style-type: none">Clinical engagement in Service.Clinicians understand context in which Service operates, their role, what is expected and have individual development plans.Support the Team Leader Genetic Counsellor in the provision of Genetic Counselling servicesRecruitment and performance management of medical staff.Partner the Service Leader, in the provision of leadership and strategic direction, promote and co-ordinate its priorities, and effectively engage key stakeholders involved in planning, developing and providing genetic health services.Implementation of a comprehensive audit and review process.Develops a framework that facilitates teaching, education and research. | <ul style="list-style-type: none">All disciplines have been engaged in development of models of careDevelops and meets service key performance indicatorsData to be collected within national framework and benchmarked against national KPI's.Audit and review processes are implemented and documented.Clinical audits occur and are documented.Evidence of forums that should lead to engagement and involvement of clinicians in solving problems.Evidence of developmental conversations with all medical staff.Feedback from staff within the service |
| Resource and Activity Management <ul style="list-style-type: none">Delivers activity targets (supported by Service Leader and Team Leader)Supports Service Leader and Team Leader Genetic Counsellor to effectively manage resources | <ul style="list-style-type: none">Delivers activity targets (supported by Service Leader and Team Leader)Supports Service Leader and Team Leader Genetic Counsellor to effectively manage resources |
| Strategic Planning <ul style="list-style-type: none">Contribution to the Service's strategic plan.Work with the national service Clinical leadership team planning and delivering national service | <ul style="list-style-type: none">National Clinical Director feedback.Operational plan demonstrates an understanding of long term view. |
| Quality / Risk Management <ul style="list-style-type: none">Establishment of quality systems within Service and a cycle of monitoring, reporting and improvement.Oversight of service specific guidelines, policies and protocols | <ul style="list-style-type: none">Evidence of quality activities for:<ul style="list-style-type: none">Reportable eventsComplaintsM&M reviewsClinical indicatorsAccreditation standards.Clinical audit recordsUp-to-date risk registerService specific guidelines, policies and protocols registered with quality committee. |

| KEY ACCOUNTABILITIES | DELIVERABLES / OUTCOME |
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| Teamwork <ul style="list-style-type: none"> Constructively engages as a member of the Clinical Leadership Team. | <ul style="list-style-type: none"> Feedback from the National Clinical Director |
| Professional Development <ul style="list-style-type: none"> Clinical Geneticists \ Team Leader Genetic Counsellors have agreed development plans. Networks developed to learn from beyond the Service and the learning is applied. Maintains a close link with the University of Otago to develop research opportunities and \ or shared appointments. | <ul style="list-style-type: none"> Examples of innovation imported from elsewhere. Examples of benefits from the relationship with the University of Otago School of Medicine, Wellington Campus. |
| Te Tiriti o Waitangi | <ul style="list-style-type: none"> Work in partnership with stakeholders to achieve our equity goals for Māori and ensure Te Tiriti o Waitangi obligations are adhered to Equity outcomes are front and centre in goals, performance monitoring and plans for service and team performance Cultural competence is grown across the team, supporting inclusion and partnership. |
| Health & Safety | <ul style="list-style-type: none"> Ensure all Health & Safety obligations under the legislation are applied and managed to and that a culture of safe practice is second nature Actively support and ensure compliance with Health & Safety policy and procedures; ensuring staff also support and comply. Maintain a proactive culture of Health & Safety supported by systems. Ensure providers are aware of and have processes to comply with their health and safety responsibilities |

Key Relationships & Authorities



**Direct reports:**

- Nil

Capability Profile

Solid performance in the role requires demonstration of the following competencies. These competencies provide a framework for selection and development.

| Competency | Behaviours |
|------------------------------------|---|
| Strategic Agility | <ul style="list-style-type: none">▪ Sees ahead clearly▪ Can anticipate future consequences and trends accurately▪ Has broad knowledge and perspective▪ Is future oriented▪ Can articulately paint credible pictures and visions of possibilities and likelihoods▪ Can create competitive and breakthrough strategies and plans |
| Total Work Systems | <ul style="list-style-type: none">▪ Is dedicated to providing organisation or enterprise-wide common systems for designing and measuring work processes▪ Seeks to reduce variances in organisation processes▪ Delivers the highest quality products and services which meet the needs and requirements of internal and external customers▪ Is committed to continuous improvement through empowerment and management by data▪ Leverages technology to positively impact quality▪ Is willing to re-engineer processes from scratch▪ Is open to suggestions and experimentation▪ Creates a learning environment leading to the most efficient and effective work processes |
| Motivating Others | <ul style="list-style-type: none">▪ Creates a climate in which people want to do their best▪ Can motivate many kinds of direct reports and team or project members▪ Can assess each person's hot button and use it to get the best out of him/her▪ Pushes tasks and decisions down▪ Empowers others▪ Invites input from each person and shares ownership and visibility▪ Makes each individual feel his/her work is important▪ Is someone people like working for |
| Managing Vision and Purpose | <ul style="list-style-type: none">▪ Communicates a compelling and inspired vision or sense of core purpose▪ Talks beyond today▪ Talks about possibilities▪ Is optimistic▪ Creates mileposts and symbols to rally support behind vision▪ Makes the vision sharable by everyone▪ Can inspire and motivate entire units or organisations |
| Interpersonal Savvy | <ul style="list-style-type: none">▪ Relates well to all kinds of people – up, down, and sideways, inside and outside the organisation▪ Builds appropriate rapport▪ Builds constructive and effective relationships▪ Uses diplomacy and tact▪ Can diffuse even high-tension situations comfortably |
| Integrity and Trust | <ul style="list-style-type: none">▪ Is widely trusted▪ Is seen as a direct, truthful individual |

| Competency | Behaviours |
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| | <ul style="list-style-type: none"> ▪ Can present the unvarnished truth in an appropriate and helpful manner ▪ Keeps confidences ▪ Admits mistakes ▪ Doesn't misrepresent her/himself for personal gain ▪ |
| Building Effective Teams | <ul style="list-style-type: none"> ▪ Blends people into teams when needed ▪ Creates strong morale and spirit in her/his team ▪ Shares wins and successes ▪ Fosters open dialogue ▪ Lets people finish and be responsible for their work ▪ Defines success in terms of the whole team ▪ Creates a feeling of belonging in the team |

Experience and Capability

Essential qualifications, skills and experience

A. Knowledge, Skills & Experience:

- Experience in the delivery of Clinical Genetics services to comply with all regulations (NZ) and International Best Practise (HGSA)
- Knowledge of training requirements for Clinical Genetics (RACP) and Genetic Counselling (HGSA)
- Experience in genomic medicine and current involvement in genomic MDM/MDT is essential.

B. Essential Professional Qualifications / Accreditations / Registrations:

- Appropriate qualifications to practice in the speciality of Clinical Genetics.
- Registration (or eligibility for registration) with the Medical Council of New Zealand, in the vocational category of Clinical Genetics, is mandatory.
- At least 5 years experience in Clinical Genetics practice
- Attendance at a Clinical Leadership Programme

C. Someone well-suited to the role will place a high value on the following:

- Motivation to achieve high quality, effective and safe services
- Proven ability to participate in a multi-disciplinary team environment
- Communication at all levels
- Honesty and integrity
- Professional standards
- Commitment to the provision of an integrated national genetics service

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.