

## Position Description

<b>Position</b>	<b>Senior Medical Officer, Clinical Immunology</b>
<b>Team / Service</b>	Immunology
<b>Directorate</b>	Sub Specialty Medicine
<b>District</b>	Capital, Coast & Hutt Valley and Wairarapa Districts
<b>Responsible to</b>	Clinical Leader, Clinical Immunology  Operationally - Operations Manager Sub Speciality Medicine
<b>Children's Act 2014</b>	This position is classified as a children's worker, requiring a safety check including police vetting before commencing and every three years
<b>Location</b>	This position is expected to work from multiple sites across the Capital, Coast & Hutt Valley District, and Wairarapa District

## 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 Whatu Ora Wairarapa provides secondary services for a population of approximately 48,800, providing 24-hour acute and elective care in general and orthopaedic surgery, medicine, obstetrics and gynaecology, ophthalmology, psychiatry, and paediatrics. The hospital operates both Public & Private theatre sessions covering General Surgery, Orthopaedics, Urology, Endoscopy, Gynaecology, and Obstetrics, as well as Ophthalmic and ENT.

## Te Tiriti o Waitangi and Māori Health Outcomes

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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.

<b>Mana motuhake</b>	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.
<b>Mana tāngata</b>	Achieving equity in health and disability outcomes for Māori across the life course and contributing to Māori wellness.
<b>Mana Māori</b>	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

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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.

#### 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

#### Vision

Keeping our community healthy and well

#### Mission

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

#### Value

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

## District Responsibility

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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.

## Team/Service Perspective

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The Clinical Immunology Services is based within Wellington Regional Hospital and provides treatment and advice for a variety of clinical conditions, including connective tissue vasculitis, immunoglobulin deficiency, HIV and allergy. Clinical Immunology is a critical component of the multidisciplinary

management of severe and debilitating chronic diseases, and the Clinical Immunologist plays a key role in the choice and coordination of specialty input for these complex patients.

The Clinical Immunology service works closely with other service providers in the region. This includes Awanui Labs Immunopathology Department based in Wellington Regional Hospital, and other clinical services such as Wellington Regional Rheumatology Unit (WWRU) based at Hutt Hospital and 2DHB Infectious Disease.

The Immunology Service is also planning a regional service for the diagnosis and management of patients with inborn errors of immunity which will cover the lower half of the North Island.

The role holder will provide clinical immunology services to the patients of Capital, Coast & Hutt Valley and Wairarapa Districts. The role holder will be expected to work with the clinical team and assist in the development and maintenance of relationships with key stakeholders and health providers. The role holder will need advanced knowledge and expertise related to the specialty, and have the ability to provide advice to multidisciplinary team members in relation to clinical matters. S/he will be expected to demonstrate the skill to apply theory and trends to own practice and to provide demonstrable commitment to the provision of a quality, patient/client focused service in clinical practice.

S/he will be sought out by peers for advice in relation to clinical skills/practice and be able to demonstrate the ability to overview the clinical practice of others and effectively address issues which may affect clinical outcomes.

For a candidate with relevant track record and expertise, there is opportunity to lead the IEI regional service.

## Purpose of the role

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The medical practitioner is required to undertake their clinical responsibilities and to conduct themselves in all matters relating to their employment in accordance with best practise and relevant ethical and professional standards and guidelines as determined from time to time by:

- The NZ Medical association's code of ethics;
- The practitioner's relevant medical college(s) and / or professional associations(s);
- The NZ medical or Dental Council;
- The Health and Disability Commissioner; and
- The employer's policies and procedure except to the extent that they may be inconsistent with any other provision of this agreement.

The appointee will:

- Accept role model and reinforce Te Whatu Ora's values in all aspects of his or her work.
- Accept and develop the culture of open disclosure as a basis for creating a safe environment for patients and staff including promoting a systems focused learning environment.
- Show personal and professional respect for all other Te Whatu Ora staff and our community.
- Adhere to the principles of the Te Whatu Ora Code of Conduct

## 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.

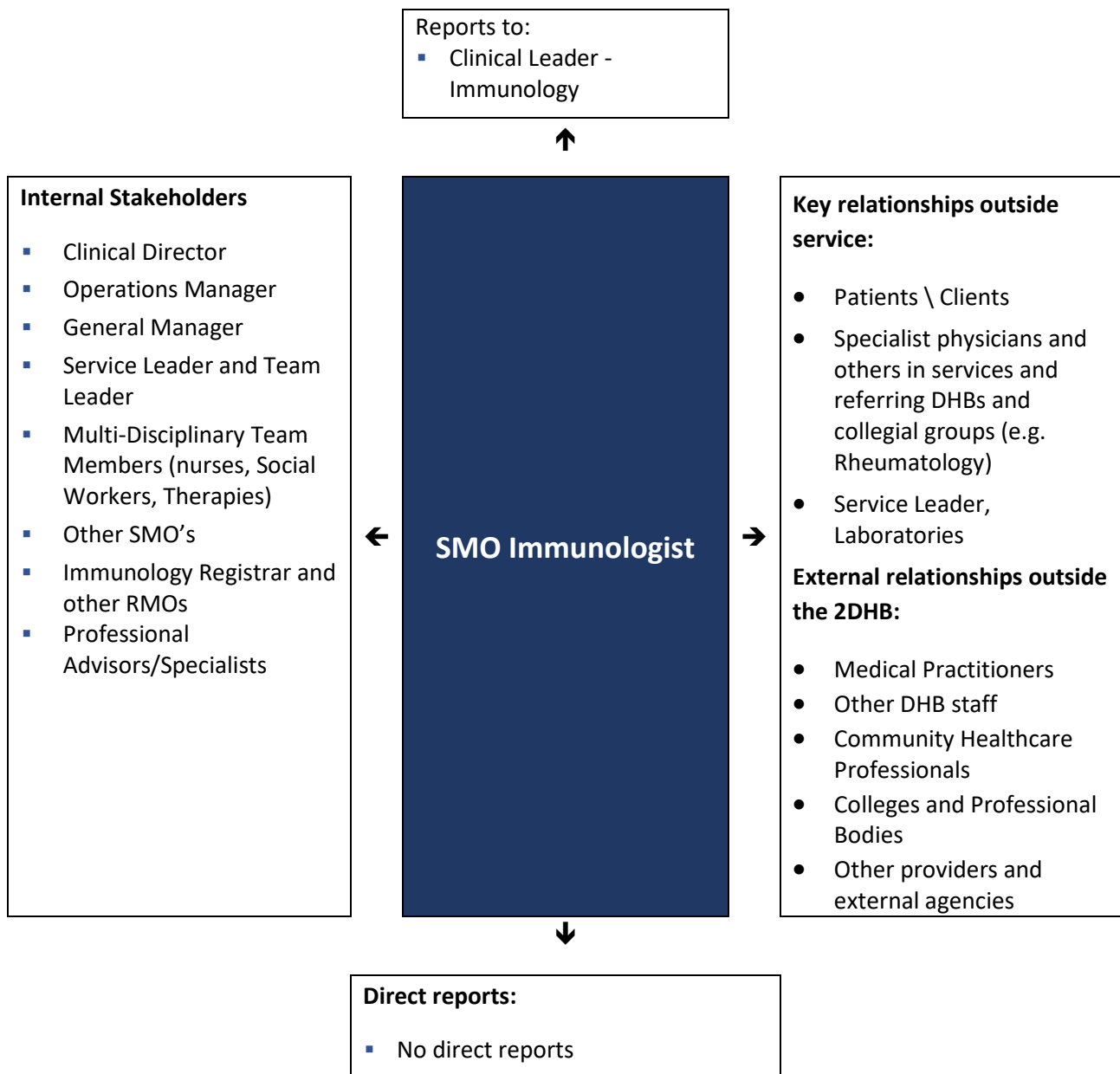
Key accountabilities	Deliverables / Outcomes
1. To ensure provision of a high standard of medical care to patients in an inpatient, outpatient, virtual and community setting	<ul style="list-style-type: none"> <li>Assessment and treatments are instigated based on best practice outcomes for the patient.</li> <li>Assessment and management plans are appropriate, clearly documented and auditable.</li> <li>All observations, designated tests, results and treatments are documented, follow established guidelines and are actioned and signed off as per our policies and procedures.</li> <li>Referrals to other specialists, departments and hospitals are as appropriate and timely as per our policy and procedures.</li> <li>Documentation is appropriate, timely, accurate and legible.</li> <li>Patient handover processes between medical teams is safe, effective and documented.</li> <li>Patient assessments and treatments meet expected best practice guidelines.</li> </ul>
2. Service provision – provide the highest standard of patient focused, evidence based care	<ul style="list-style-type: none"> <li>To participate in audit and other activities relating to the maintenance and improvement of clinical standards.</li> <li>Links with tertiary services are productive; improve service delivery, patient outcomes and own knowledge.</li> <li>Provides clinical care in a manner consistent with established ethical standards as defined by the Medical Council of New Zealand.</li> <li>Identifies risk factors as they pertain to services and implements and maintains strategies to manage and minimise risk.</li> <li>Discussions and meetings with caregivers and patient families are held where necessary.</li> <li>Actively promotes health to patients and their families to achieve positive health outcomes.</li> <li>Procedure lists, pre procedure assessment and post procedure recovery are managed to best practice standards.</li> <li>Preparation of Police, Coroner, ACC reports, event reporting, patient care reviews etc are completed within given timeframes.</li> <li>Research and study related to treatment of specific patient is undertaken where necessary</li> </ul>
3. Deliver Clinics	<ul style="list-style-type: none"> <li>General clinics to be determined. This would include oversight of registrar and specialist nurses.</li> <li>Provide advice and support to clinical teams as appropriate.</li> <li>Work with sub-regional partners to support the delivery of secondary care across the sub region.</li> <li>Referrals are accepted and prioritised based on the specialty waiting times guidelines.</li> <li>Agree contract volumes are targeted, monitored and achieved.</li> </ul>
4. Participate in acute on call rotational specialist roster	<ul style="list-style-type: none"> <li>Provide acute call cover for other physicians as appropriate and agreed.</li> </ul>

	<ul style="list-style-type: none"> <li>Attendance to acutely ill patients is timely and appropriate.</li> </ul>
5. Support the care of patients within an interdisciplinary team	<ul style="list-style-type: none"> <li>Actively supports multidisciplinary models of care including specialist nurses, allied health staff and others as required.</li> <li>Actively supports the specialist nurse activities and community based clinics. Participates in multidisciplinary team meetings.</li> <li>Liaises with general practitioners and other health care professionals as required</li> </ul>
6. Adherence to hospital policies and procedures to ensure ethical care to actively contribute to regular meetings and demonstrate a commitment to business processes and policies ensuring ethical care	<ul style="list-style-type: none"> <li>Attend and contribute to regular departmental, academic and managerial meetings.</li> <li>Participate and deliver on quality assurance requirements.</li> <li>Adhere to organisational policies and procedures ensuring ethical care.</li> <li>Provide cover for absences for colleagues taking annual/study leave in accordance with the MECA.</li> </ul>
7. Rostered acute duties and call-back activities	<ul style="list-style-type: none"> <li>Supervision and guidance of RMO's for clinical procedures.</li> <li>Telephone consults should be documented as best practice</li> </ul>
8. Participation in Multi-Disciplinary Meetings	<ul style="list-style-type: none"> <li>Participates in the care of patients in accordance with outcomes defined through the MDM process.</li> <li>Participates on a local, regional and national level as required</li> </ul>
9. Professional development Fulfil Maintenance of Professional Standards requirements. Take part in research projects and postgraduate teaching	<ul style="list-style-type: none"> <li>Attend and contribute to post-graduate medical education.</li> <li>Take part in research projects.</li> <li>Demonstrate a commitment to continuing medical education.</li> <li>Participate in activities that contribute to ongoing personal and professional development.</li> </ul>
10. Departmental activities	<ul style="list-style-type: none"> <li>Participates in annual service planning processes.</li> <li>Take part in departmental credentialing activities.</li> <li>Attend and/or participates in Grand rounds as relevant</li> </ul>
11. Clinical Leadership Responsibilities	<ul style="list-style-type: none"> <li>Teach postgraduate students as required.</li> <li>Supervise/teach junior medical and nursing staff.</li> <li>Is immediately available for advice and urgent acute problems to junior medical staff when on call and during normal business hours.</li> <li>Leads and supports registrars in acute patient care and designated ambulatory clinics</li> </ul>
12. Te Tiriti o Waitangi	<ul style="list-style-type: none"> <li>Service activity, development and implementation is undertaken in accordance with the provisions of the Treaty of Waitangi – partnership, protection and participation.</li> <li>Consultation is undertaken with appropriate Maori communities.</li> <li>Meets expectations of the Medical Council and organisation for cultural competency.</li> <li>Is actively involved in reducing inequity of health delivery.</li> </ul>

13. Health & Safety	<ul style="list-style-type: none"> <li>▪ Is aware of own medical and dental status including, TB, HIV, Hepatitis etc. Ensures actively takes care of own health.</li> <li>▪ Has completed vaccination for COVID, Hep B and MMR and any other expected vaccines and has provided evidence of same.</li> <li>▪ Displays commitment through actively supporting all health and safety initiatives.</li> <li>▪ Ensures all staff maintain adequate safety standards on the job through consultation, training and supervision.</li> <li>▪ Ensures own and others safety at all times.</li> <li>▪ Complies with policies, procedures and safe systems of work, Reports all incidents/accidents, including near misses in a timely fashion.</li> <li>▪ Is involved in health and safety through participation and consultation</li> </ul>
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## Key Relationships & Authorities

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## Capability Profile

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

Competency	Behaviours
<b>Interpersonal Savvy</b>	<ul style="list-style-type: none"><li>▪ Relates well to all kinds of people – up, down, and sideways, inside and outside the organisation</li><li>▪ Builds appropriate rapport</li><li>▪ Builds constructive and effective relationships</li><li>▪ Uses diplomacy and tact</li><li>▪ Can diffuse even high-tension situations comfortably</li></ul>
<b>Organising</b>	<ul style="list-style-type: none"><li>▪ Can marshal resources (people, funding, material, support) to get things done</li><li>▪ Can orchestrate multiple activities at once to accomplish a goal</li><li>▪ Uses resources effectively and efficiently</li><li>▪ Arranges information and files in a useful manner</li></ul>
<b>Planning</b>	<ul style="list-style-type: none"><li>▪ Accurately scopes out length and difficulty of tasks and projects</li><li>▪ Sets objectives and goals</li><li>▪ Breaks down work into the process steps</li><li>▪ Develops schedules and task/people assignments</li><li>▪ Anticipates and adjusts for problems and roadblocks</li><li>▪ Measures performance against goals</li><li>▪ Evaluates results</li></ul>
<b>Decision Quality</b>	<ul style="list-style-type: none"><li>▪ Makes good decisions (without considering how much time it takes) based upon a mixture of analysis, wisdom, experience, and judgement</li><li>▪ Most of his/her solutions and suggestions turn out to be correct and accurate when judged over time</li><li>▪ Sought out by others for advice and solutions</li></ul>
<b>Problem Solving</b>	<ul style="list-style-type: none"><li>▪ Uses rigorous logic and methods to solve difficult problems with effective solutions</li><li>▪ Probes all fruitful sources for answers</li><li>▪ Can see hidden problems</li><li>▪ Is excellent at honest analysis</li><li>▪ Looks beyond the obvious and doesn't stop at the first answer</li></ul>
<b>Quality &amp; Innovation</b>	<ul style="list-style-type: none"><li>▪ Provides quality service to those who rely on one's work.</li><li>▪ Looks for ways to improve work processes - suggests new ideas and approaches.</li><li>▪ Explores and trials ideas and suggestions for improvement made by others.</li><li>▪ Shows commitment to continuous learning and performance development.</li></ul>
<b>Negotiating</b>	<ul style="list-style-type: none"><li>▪ Can negotiate skilfully in tough situations with both internal and external groups;</li><li>▪ Can settle differences with minimum noise;</li><li>▪ Can win concessions without damaging relationships;</li><li>▪ Can be both direct and forceful as well as diplomatic;</li><li>▪ Gains trust quickly of other parties to the negotiations;</li><li>▪ Has a good sense of timing</li></ul>

## Experience and Capability

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Essential qualifications, skills and experience

### A. Knowledge & Experience:

- The individual is required to undertake 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 Council
  - The Health & Disability Commissioner
- Have extensive experience in clinical immunology.
- Will have demonstrated generic and clinical leadership skills and the ability to work effectively within, and provide clinical leadership to, the multi-disciplinary team.
- Has strong project management skills and has an understanding of project management disciplines.
- Exercise effective control and oversight over project activity
- Must be eligible for registration on the Specialist Register of the Medical Council of NZ.
- Must have been trained in the specialty through the Royal Australasian College of Physicians programme or an accepted equivalent.
- Qualification equivalent to Fellowship of the Royal College of Pathologists of Australasia is required for the laboratory component.

### B. Essential Professional Qualifications/Accreditations/Registrations:

- Must be eligible for registration on the Specialist Register of the Medical Council of NZ
- Must have been trained in the specialty through the Royal Australasian College of Physicians programme or an accepted equivalent.
- Qualification equivalent to Fellowship of the Royal College of Pathologists of Australasia is required for the laboratory component.

### C. Valuing the work:

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

- Having a commitment to Health and Independence Improvement goals, the value and goals of CCHV and to continuous learning and performance development and personal development.
- Having the motivation to achieve high quality results
- Proven ability to participate in a multi-disciplinary team environment
- Encouraging the development of all team members
- Having a customer and service orientated approach
- Effective written, verbal and non-verbal communication skills including effective listening skills
- Good organisational ability
- Having a flexible approach and be willing to consider alternative viewpoints and new ideas
- Being able to work in pressure situations and prioritise work appropriately to meet deadlines
- Being able to develop new and/or more effective work processes and systems through lateral thinking and creativity in work and process design.
- Being able to persevere with a task, and to display the required energy to achieve the objectives, despite
- Obstacles
- Is articulate and able to influence and persuade.
- Being able to express ideas spontaneously, logically and convincingly in simple, clear language and to listen with preparedness to understand.
- Facilitate groups to be a shared or an agreed way.

- Providing strong leadership by:
- Role modelling and communicating CCHV's vision and values
  - Inspiring and motivating others to commit to and work towards goals.
  - Shows respect for people, focusing on employee involvement, and allowing others to take ownership
  - Building confidence and resilience in the team
  - Holding staff accountable for the delivery of outcomes and acting promptly to rectify performance issues
  - Making timely decisions.
- Being able to chair a meeting and be skilled at leading discussions and providing clear direction.
- Taking ownership of the budget and optimising the use of resources by continually reviewing the effectiveness of current resource deployment.

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**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.