

Position Description

Position	Allied Health Coordinator
Team / Service	Kenepuru Inpatients Allied Health
Group	Community Allied Health Older Adult
District	Capital, Coast & Hutt Valley District
Responsible to	Team Leader, Kenepuru Inpatients Allied 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	This position is expected to work from Kenepuru hospitals

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.

Te Wao Nui, the Child Health Service for the Wellington Region and Central New Zealand based in the new purpose built children's hospital on the Wellington Regional Hospital campus, supports babies to adolescents with medical conditions or who may need paediatric surgery. It provides both hospital and outpatient services.

Women's Health Services provide tertiary level maternity care in Wellington and Hutt Regional Hospitals and a Primary Birthing Unit in Kenepuru. The provision of services from Women's Health encompass community-based primary LMC care and breastfeeding support, and tertiary level obstetrics, gynaecology, and other specialist services.

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:

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.

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

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 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.

Team/Service Perspective

The Kenepuru Inpatient Allied Health team is a close-knit team of Allied Health, who work closely with our nursing and medical colleagues. Our team loves to learn and upskill, and we regularly encourage service-improvements that help our patients, their whānau, and our team. Our team strives to work using an Inter-Professional-Practice model.

We work closely with our colleagues to provide a service of high standard to patients and their families and whanau. We are a very supportive team who provide training and learning opportunities, supervision, encourage professional development and have fun and laughter along the way.

Purpose of the role

The Allied Health Coordinator must have a current registration/APC and clinical experience working in an inpatient setting. They are a key link between the Allied Health Team and the Allied Health Team Leader, maintaining strong relationships through excellent communication and ensuring that operational guidelines and KPI's are met by the service. The Coordinator often represents the Kenepuru Allied Health Team to other services both within and external to the wider district and provides education about the service where appropriate.

The Allied Health Coordinator is expected to be flexible in supporting the team clinically when appropriate.

The Allied Health Coordinator is expected to be team-focused and to support the Team Leader as we continue to expand and develop our services. The person in this role must be approachable, level-headed under pressure, an effective communicator, and a team-player.

The Allied Health Coordinator Role is based at Kenepuru Hospital and supports the Allied Health staff based across the following three service areas: Wards 4 and 5 Health of Older Persons (HOP), Ward 6 Neuro-Rehabilitation, and Ward 7 Orthopaedics/Surgical.

The team has two Allied Health Coordinator roles, one based in the Health of Older Persons wards on level 1, and the other based in the Rehabilitation and Ortho/Surgical wards on level 2, although there will be times that Coordinators will flex to support outside their usual wards. The Coordinators and Team Leader meet regularly to ensure the team are well supported, and to support each other as people holding leadership responsibilities.

The role will involve overseeing and supporting the team with prioritisation of clinical workloads on a daily basis as well as a variety of non-clinical tasks such as supporting with rosters, performance reviews, recruitment and service development. There will also be an expectation to support with clinical workload when needed. Ideally, this role would be combined with a clinical role within the team. The ability to support timely decision making and complex discharge planning as part of a team is crucial for this role.

Key Accountabilities

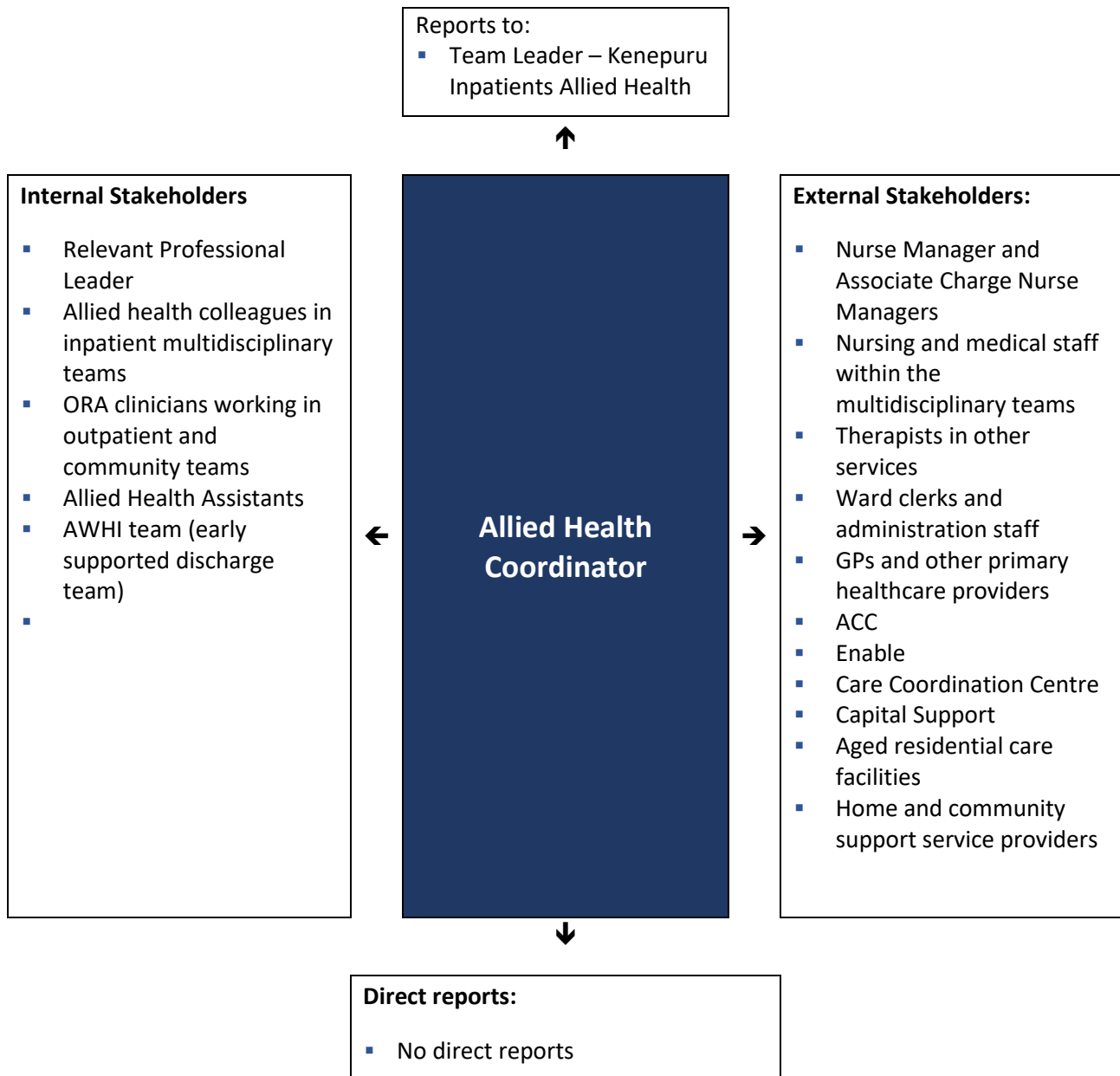
The following role accountabilities may evolve with organisational change and there may be additional duties, relevant to this position that will be required to be performed from time to time.

Key accountabilities	Deliverables / Outcomes
1. Technical outcomes / accountabilities	<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▪ Provides day to day coordination of the Allied Health team, Kenepuru Inpatients. This includes effective and equitable allocation of resources, referral management and provision of clinical advice, support and guidance to others.▪ Works in partnership with referrers to clearly communicate the role of the team/service and set expectations and boundaries from first referral.▪ Completes tasks delegated by their line manager such as recruitment & induction, staff performance reviews, performance management and clinical assurance.▪ Directs and delegates day to day deployment of staff as required in the role, ensuring that delegated tasks, documentation and communication are carried out.▪ Represents the service at relevant department, clinical and team meetings, leading and facilitating such meetings as required.▪ Carries out or support others with assessment and management of risks for example, clinical, reputational etc.▪ Provides reports to managers in relation to team/service area.▪ Fosters and develops an environment of team work with positive working relationships and dynamics.

2. Leadership	<ul style="list-style-type: none"> ▪ Can marshal resources (people, funding, material, support) to get things done ▪ Can orchestrate multiple activities at once to accomplish a goal ▪ Uses resources effectively and efficiently ▪ Arranges information and files in a useful manner ▪ Demonstrates negotiation and conflict management skills within the workplace. ▪ Maintains competency to practice through identification of learning needs and continuing professional development activities. This should comply with professional body requirements ▪ Promotes awareness of current developments in the service area. ▪ Develops clinical and leadership skills of others by supporting and providing learning opportunities. ▪ Completes core training as applicable for the role. ▪ Participates in an annual performance review and associated clinical assurance activities. ▪ Contributes to the training needs analysis for the team / service / profession. ▪ Participates in professional supervision in line with the organisations requirements and/or professional body. ▪ Provides mentoring and clinical support and / or professional supervision
3.Stakeholder engagement	<ul style="list-style-type: none"> ▪ Establishes and maintains active working partnerships with local services and organisations to promote integrated working that improves the outcomes and experience of patient/clients. ▪
4. Continuous improvement and innovation	<ul style="list-style-type: none"> ▪ Establish a culture of continuous improvement, ensuring linked and cohesive 2DHB view of the support services function that identifies opportunities and co-designs innovative solutions to meet the changing needs, from local customers through to district services or whole sector. ▪ Promotes professional practice that is based on best practice and research that supports organisational strategic aims. ▪ Contributes to local audit and research projects as required. ▪ Contributes to the development of quality improvement activities for service delivery. This may include referral pathways, care pathways / treatment protocols, standards of practice etc. ▪ Promotes and supports shared learning across services and sub regionally, where shared learning and standardisation in systems / processes would be beneficial for patients / clients. ▪ Actively participates in working groups / clinical networks beyond the team, to identify and implement service improvements as appropriate. ▪ Practises in a way that utilises resources (including staffing) in the most sustainable and cost effective manner. ▪ Awareness of and complies with all legislative, contractual and employment requirements as applicable to the role (e.g. Privacy Act

	1993, Vulnerable Children’s Act 2014, Health & Safety at Work Act 2015, ACC service specifications etc.)
5. 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. ▪ Applies an understanding of local, sub-regional, regional and national context in relation to provision of health and social care and the impact on service provision.
6. 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



Capability Profile

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

Competency	Behaviours
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

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

Experience and Capability

Essential qualifications, skills and experience

A. Knowledge, Skills & Experience:

- Strong and successful experience in leading and delivering service improvements and education to a wide variety of learner types
- Record of working successfully in a team and in an inpatient ward setting.
- Working knowledge of Inter-Professional-Practice model
- Strong understanding of Allied Health roles within the team
- Experience as a supervisor and mentor
- Desirable – experience working in neuro-rehabilitation, orthopaedics, amputee, and older adult wards

B. Essential Professional Qualifications / Accreditations / Registrations:

- A tertiary qualification and/or significant work experience in a related field
- Minimum 5 years clinical practice
- Full drivers licence

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

- Whakawhanaungatanga and Whanaungatanga
- Building and developing a positive team culture
- Reflective practice as a tool for personal and team growth and development
- Delivering high quality care for the patients/whānau.
- Self motivated in developing clinical and professional practice.

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