

Role Description

Nau mai, haere mai ki Ūpoko ki te uru hauora

Position: Team Leader Advancing Wellness at Home Initiative (AWHI)

Service / Directorate: ORA Services

Responsible to: Professional Leader of the persons respective profession

Our Mission:

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

Our Vision

Keeping our community healthy and well.

Our Values:

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

Context

Organisational perspective

Capital & Coast District Health Board receives funding to improve, promote and protect the health of the people within Wellington, Porirua and Kapiti region.

We're a tertiary facility operating Wellington Regional Hospital, Kenepuru Community Hospital, Kapiti Health Centre and Ratonga Rua-o- Porirua Mental Health Campus, a Forensic, Rehabilitation and Intellectual Disability service. MHAIDS is the mental health, addictions and intellectual disability service for the Wairarapa, Hutt Valley and Capital & Coast District Health Boards. We have an annual budget of more than \$1 billion which we use to deliver health services directly as well as contracting external providers.

We provide local, sub-regional, regional and national health services as well as community-based health, rehabilitation and support services. Approximately 6,000 staff work at Capital & Coast District Health Board.

Unit Perspective and Position Purpose

Service description

Older Adult, Rehabilitation and Allied Health (ORA) Services are provided to people of all ages' across inpatient, outpatient and community settings. The service works in an integrated way with their medical, nursing and other supporting colleagues to support patients to live well in their communities.

Wellington Regional Hospital is one of 5 major tertiary hospitals in New Zealand and provides a comprehensive range of specialist secondary and tertiary services. Kenepuru Hospital provides health of the older person, rehabilitation and some elective surgical services.

The outpatient and community clinicians work across the three sites at CCDHB: Wellington (including off site at the Ewart Building), Kenepuru Campus and Kapiti Health Centre. All three areas have distinct geographical catchments and unique populations that they work with.

The clinical teams have strong relationships with other areas of the District Health Board including primary care, NGO providers and NASC agencies

Clinical specialty/area

AWHI (Advancing Wellness at Home Initiative) is our Early Supported Discharge (ESD) team at CCDHB. The team has two geographical bases, North (based at Kenepuru in Porirua) and South (based at Ewart in Wellington). These two groups work together across the two ESD streams (Medical/Health of the Older Person and Stroke) to provide an in-reaching pull service from Wellington and Kenepuru Hospital into the community. This role is one of 12 allied health leadership roles based in the ORA service. It provides day to day leadership and management of an interdisciplinary team.

A range of Allied Health, Nursing and Allied Health Assistants working together in an interdisciplinary way to meet the needs of the population. This team works in a rostered and rotating manner to ensure extended hour coverage, 6 days a week.

The team has a mix of new graduates and more experienced clinicians working together providing an in-reach service to the acute setting.

The role works alongside the Professional Leaders for the various professions on matters relating to clinical practice or governance, and as the team straddles the inpatient and community you will have close working relationships with the various team leader and charge nurse managers in the different disciplines and practice areas.

This role has a clinical component as well as the leadership and management role within the team.

Purpose of the role

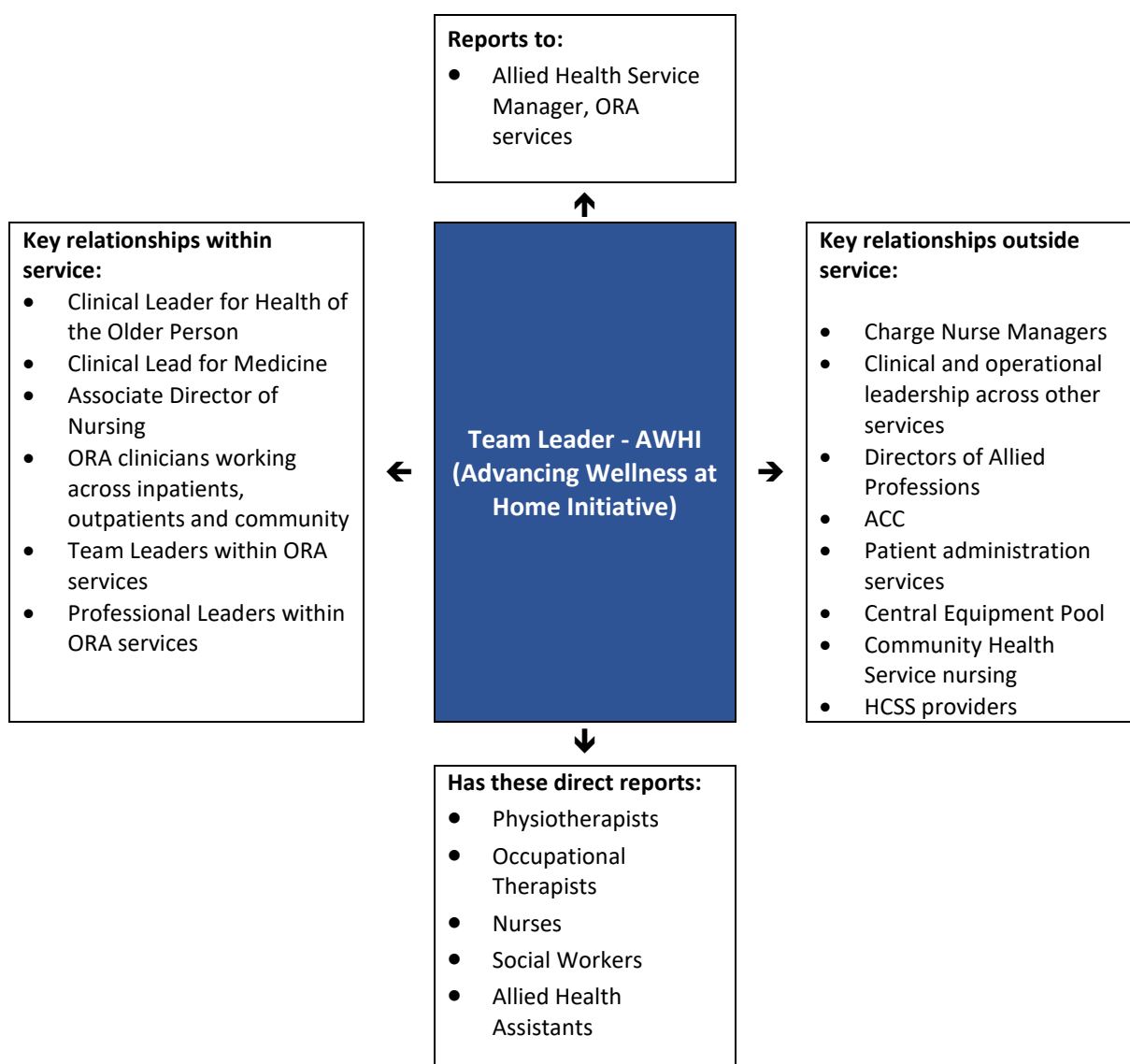
The **team leader** provides day to day leadership, operational management and planning for the team in order to deliver a sustainable, high quality service that contributes to the achievement of organisational goals.

Key Accountabilities

Key Accountability	Deliverables / Outcomes
1. Clinical Practice	• Takes legal and professional responsibility for managing own caseload of patients / clients with increasing complexity and be able to independently adapt and make decisions regarding intervention. • Utilises information available to prioritise patients/clients to enable appropriate allocation of referrals and workload with staff in the team. • Carries out comprehensive assessments with patients (and whānau where appropriate) This may include use of standardised assessments to assist in assessment and intervention planning. • Formulates and delivers individualised intervention using comprehensive clinical reasoning skills and in depth knowledge of treatment approaches. This should, take into account the patient's own goals and those of the wider multidisciplinary team (MDT). • Demonstrates effective communication, to establish a therapeutic relationship and set expectations with patients / clients, whānau and the MDT, inclusive of the wider health team and external agencies as appropriate. This includes relaying complex, sensitive and contentious information. • Assesses the patient's understanding of assessment, interventions and goals and gain informed consent for intervention, taking into account those who lack capacity (e.g. those with cognitive difficulties). • Regularly reassess and evaluate the patient / client's progress against identified goals and adjust intervention as situations change. • Refers on to other services to work with the patient/client towards achievement of longer term goals. • Develops comprehensive discharge / transfer plans as appropriate. • Carries out regular clinical risk assessments for patients/ clients on own caseload
2. Teaching & Learning	• Maintains competency to practice through identification of learning needs and Continuing Competency (CPD) activities. This should comply with professional registration requirements. • Contributes to training within the team/service. • Supervises, educates and assesses the performance of students. • Provides interdisciplinary education in direct clinical area, or discipline specific teaching across teams. • Demonstrates the ability to critically evaluate research and apply to practice. • Maintains an awareness of current developments in the clinical areas being worked in and make recommendations to changes in practice. • Involved in the induction and training of newly appointed staff as required. • Completes mandatory training as applicable for the role. • Participates in an annual performance review and associated clinical assurance activities. • Participates in regular professional supervision in line with the organisations requirements and/or professional body. • Provides mentoring and clinical support and / or professional supervision where required.
3. Leadership & Management	• Attends and contributes to relevant department, clinical and team meetings, leading and facilitating such meetings as requested. • Assists team leaders and professional leaders in clinical assurance activities of staff as requested. • Directs and delegates work to allied health assistants and support staff as required in the role, ensuring that delegated tasks, documentation and communication is carried out.

Key Accountability	Deliverables / Outcomes
4. Service Improvement and Research	- Broadens research and development skills through participation in local audit and research projects as identified by team leaders, professional leaders or Advanced or Expert AH professionals. - Participates in quality improvement activities to develop and improve service delivery, clinical practice or professional standards. This may include care pathways / treatment protocols, standards of practice etc. - Develops and /or participates in regional / sub regional professional networks as appropriate to area of work. - Establishes working partnerships with external organisations to promote integrated working. - Contributes to annual planning process, including identifying gaps in service and participating in work / projects that may result from the planning process. - Practises in a way that utilises resources (including staffing) in the most cost effective manner - Awareness of and complies with all legislative and contractual requirements as applicable to the role (e.g. Health and Safety at Work Act 2015, Privacy Act 1993, Children's Act 2014, Privacy Act, ACC service specifications etc.)
Works in other areas as identified or following a reasonable request in order to support the organisation in managing safe patient care and maintaining service delivery.	

Key Relationships & Authorities



Capability Profile

Competencies

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

Competency	Behaviours
Integrity and Trust	• Is widely trusted • Is seen as a direct, truthful individual • Can present the unvarnished truth in an appropriate and helpful manner • Keeps confidences • Admits mistakes • Doesn't misrepresent her/himself for personal gain
Quality and Innovation	• 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
Motivating Others	• 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
Interpersonal Savvy	• 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
Taking Responsibility	• Is results focussed and committed to making a difference • Plans and organises work, allocating time to priority issues, meeting deadlines and coping with the unexpected • Adjusts work style and approach to fit in with requirements • Perseveres with tasks and achieves objectives despite obstacles • Is reliable - does what one says one will • Consistently performs tasks correctly - following set procedures and protocols
Decision Quality	• Makes good decisions (without considering how much time it takes) based upon a mixture of analysis, wisdom, experience, and judgment • Most of his/her decisions and suggestions turn out to be correct and accurate when judged over time • Sought out by others for advice and solutions

Competency	Behaviours
Process Management	• Good at figuring out the processes necessary to get things done • Knows how to organize people and activities • Understands how to separate and combine tasks into efficient work flow • Knows what to measure and how to measure it • Can see opportunities for synergy and integration where others can't • Can simplify complex processes • Gets more out of fewer resources
Partnership with Maori	• Understands the principles of Te Tiriti o Waitangi and how these apply within the context of health service provision • Applies the notion of partnership and participation with Maori within the workplace and the wider community • Promotes and participates in targeting Maori health initiatives by which Maori health gains can be achieved • Implements strategies that are responsive to the health needs of Maori

Essential Experience and Capability

Knowledge and Experience:

- Expectation of at least 6 years practice working in a health or other relevant setting.
- Advanced clinical experience and knowledge.
- Demonstrated leadership skills or potential.
- Experience of leading, motivating and developing others
- Demonstrated commitment to quality, safety and clinical governance.
- Experience in collaborative inter-professional practice.
- Evidence of on-going professional development.
- Knowledge of, and familiarity with, other health services including the differing paradigms in which they deliver health services.
- Demonstration of research and practice development.
- Experience of working in an interprofessional practice model
- Ability to form, grow and establish a successful team culture

Professional Qualifications / Accreditations / Registrations:

- Relevant qualification in the profession (essential).
- Registered Allied Health practitioner with current annual practicing certificate, or certification/membership of professional association if registration not applicable (essential).
- Member of Professional Association (desirable) for professions with annual practicing certificates.
- Relevant post graduate qualification(s) or working towards this (desirable).

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

- Focused on delivering high quality care for the patient/client/whānau.
- Well coordinated, effective, efficient and planned service provision.
- A commitment and understanding of the Treaty of Waitangi (and application to health) and a willingness to work positively in improving health outcomes for Maori.
- Continual improvement focus.

Other:

- Current full NZ driver's license with ability to drive a manual and automatic car (required for roles based in the community or where the role may be required to work across multiple sites).
- Proficiency in using technology within the workplace.
- A high standard of written and spoken English.

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

Capital and Coast District Health Board (CCDHB) is 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.

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