

Position Description

Position	Local Mortality Review Group (MRG) Coordinator – Child & Youth
Team / Service	Child and Family Safety Service
Group	Women and Children's Health Service
District	Capital, Coast & Hutt Valley
Responsible to	Team Leader ACNM Child and Family Safety Service Capital, Coast
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	Wellington Regional 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.

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 Perspective

The Child and Family Safety Service is a co-located, interprofessional team comprising of professionals from multiple disciplines who work collaboratively across dedicated work streams. The service shares a common focus on promoting safety and wellbeing through a person-centred, integrated approach to care.

The service:

- Provides education, structure, and resources to staff to enable an effective and consistent response that promotes wellbeing and safety.
- Takes an interprofessional, person-centred approach that strengthens relationships across the health and social sector and contributes to population wellbeing.
- Establishes and maintains strong referral pathways with community and interagency partners.
- Demonstrates the key role of the health sector in addressing family violence through leadership, collaboration, and continuous quality improvement.
- Coordinates activities and initiatives that enable and support the health workforce to respond effectively to all forms of family violence.

The team:

Is supported by a dedicated team coordinating specialist services, including:

- **Gateway Assessment Service Coordinator** – manages an interagency process addressing the health and education needs of tamariki and rangatahi entering or already in Oranga Tamariki care.
- **Child Protection Clinic Registered Nurse**– provides specialist assessment where abuse or neglect is suspected
- **Local Mortality Review Group Coordinator** – facilitates a multi-agency review process to identify learning and improve system improvements following child and youth deaths.
- **Oranga Tamariki Hospital Liaison Practice Lead** – acts as a key link between the hospital and Oranga Tamariki to support effective child protection processes and collaboration.
- **VIP coordinators** focusing on intimate partner violence, child abuse and neglect, and safeguarding safeguarding adults.

Purpose of the role

The purpose of the Local Mortality Review Group Coordinator (Child & Youth) is to support a local child and youth quality assurance programme to reduce inequities and preventable morbidity and mortality. The Coordinator facilitates local mortality reviews and identifies cross agency recommendations to improve systems and practices to reduce morbidity and mortality of pēpi, tamariki, rangatahi (children and youth) between the ages of 28 days to 24 years.

Moving towards responsive action, this will inform, validate and strengthen the foundation for quality improvement initiatives within health, disability, social and community services in localities reaching across Aotearoa New Zealand.

Context

The National Mortality review committees are appointed under the statutory authority set out in Section 82 of the Pae Ora (Healthy Futures) Act 2022 to review and report to the Health Quality & Safety Commission on specified categories of deaths with a view to reducing further deaths among the child and youth population.

Key Accountabilities

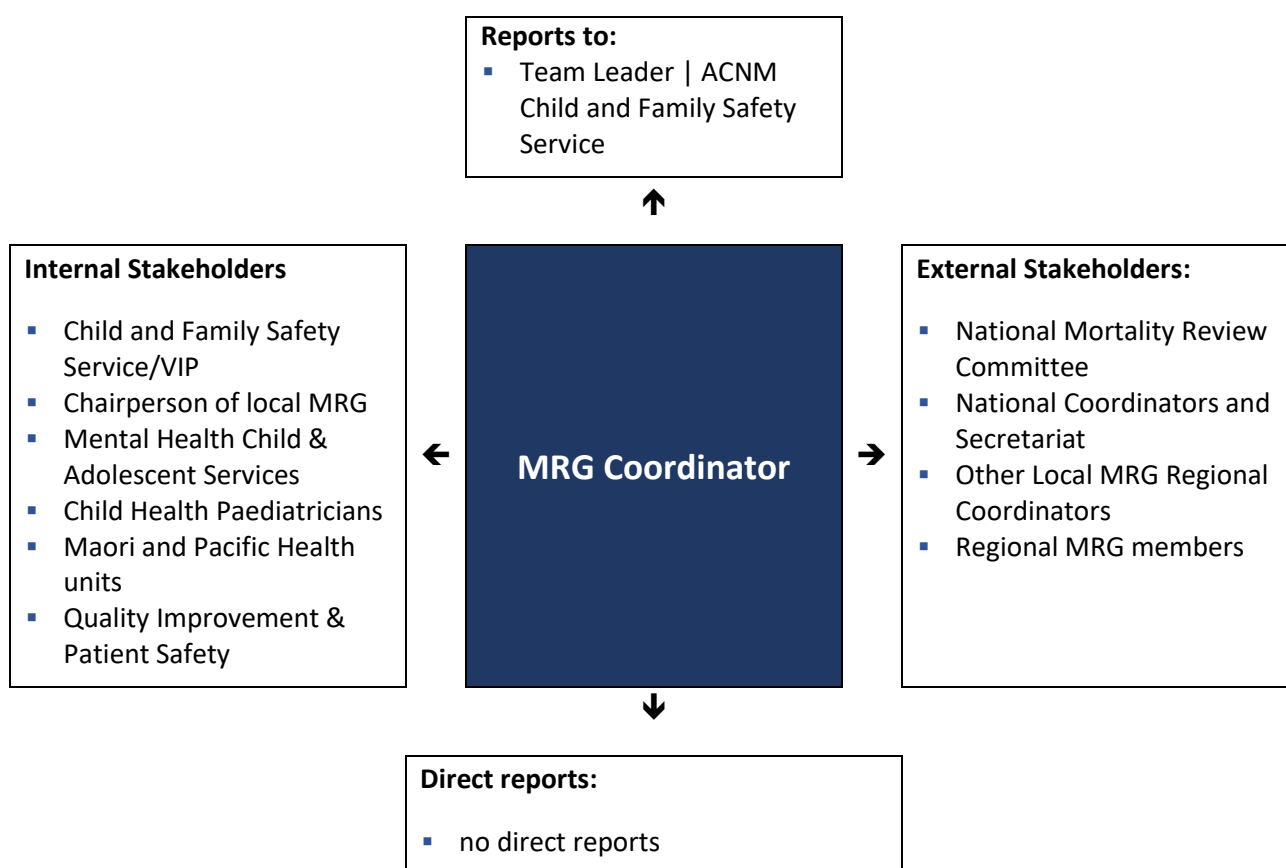
The following role accountabilities may evolve with organisational change and there may be additional duties, relevant to this position that will be required to be performed from time to time.

Key accountabilities	Deliverables / Outcomes
1. Coordinate local mortality reviews on behalf of the National Mortality Review Committee (NMRC)	▪ Support the Chairperson and members of the local mortality review group members. ▪ Support processes and foster best practice across local review. ▪ Prepare and research cases using information from across sector members and applying a life-course method that explores individual lives within a structural, social, and cultural context. ▪ Disseminate information for local reviews securely to group members. ▪ Facilitate in-depth review of cases, and evidence-based findings, and recommendations to improve systems and practices to reduce preventable morbidity and mortality and inequitable outcomes for Māori. In addition improve equitable outcomes for other population groups. ▪ Complete NMRC electronic reporting requirements and upload information to the NMRC database. ▪ Actively promote and disseminate the NMRC reports, briefings, and findings. ▪ Advocate community-led initiatives that improve systems and resources, and facilitate Māori led initiatives to improve the health of whānau, hapu, and iwi. ▪ Inform and contribute to improvements in, organisational culture, processes, facilities, equipment, infrastructure, standards and systems, and outcomes of care. ▪ Progress provisional sudden unexplained death in infancy (SUDI) notifications and after-death care pathway
2. Monitor and improve the performance of local review systems, in terms of processes and outcomes	▪ Prepare regular local mortality review group meetings with high-quality information and the facilitation of inter-agency review. ▪ Ensure confidentiality of all personal information and compliance of members is consistent with Pae Ora (Health Futures) Act

Key accountabilities	Deliverables / Outcomes
	confidentially requirements (schedule 4). ▪ Compile minutes, actions and outcomes from each meeting and circulate to members. ▪ Collaborate in local review group coordinator online video meetings to share learnings. ▪ Participate in National NMRC workshops to upskill on mortality review best practice.
3. Establish and maintain effective relationships with key inter-sectoral agencies	▪ Establish and maintain effective professional relationships with the Chairperson and the members of the local mortality review group. ▪ Establish and maintain effective working relationships and partnerships with contributors across the sector, including community-based ones. ▪ Participate in other relevant forums to ensure information is shared where possible and presentations given to increase knowledge and prevention strategies.
4. Ensures understanding and commitment Te Tiriti o Waitangi.	▪ Ensure Te Tiriti o Waitangi is instilled into the way of working and demonstrates a commitment to upholding the four articles: kāwanatanga, rangatiratanga, ōritetanga - equity, and wairuatanga. ▪ Work in partnership with stakeholders to achieve our equity goals for Māori and ensure Te Tiriti o Waitangi obligations are adhered to ▪ Applies an equity lens to recommendations as well as advocacy to influence system improvement that contributes towards reducing health inequities. ▪ Cultural competence is grown across the team, supporting inclusion and partnership
5. Teaching & Learning	▪ Maintains competency to practice through identification of learning needs and continuing professional development activities. This should comply with professional body requirements (if relevant) . ▪ Leads and fosters a learning environment for staff including teaching process and quality improvement ▪ 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 (if relevant)

Key accountabilities	Deliverables / Outcomes
6. Health & Safety	- 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	▪ 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
Organising	▪ 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	▪ 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	▪ 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	▪ 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	▪ 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	▪ 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:

- Upholds confidentiality requirements under Section 82 and Schedule 5.1 of the *Pae Ora (Healthy Futures) Act 2022*.
- Demonstrated ability to give effect to *Te Tiriti o Waitangi* and work in partnership with Māori.
- Understanding of mātauranga Māori principles, Māori and Pacific models of health, and commitment to health equity.
- Awareness of the needs of LGBTQIA+ communities and people with disabilities.
- Skilled in facilitation, change management, project management, and relationship management.
- Experienced in establishing and leading working groups.
- Proficient in IT systems and data entry.
- Knowledge of quality improvement and system-thinking approaches within complex health environments.
- Understanding of qualitative research methods and current NZ health sector context.
- Excellent written and verbal communication skills.

B. Essential Professional Qualifications / Accreditations / Registrations:

- A tertiary qualification with a current Aotearoa New Zealand practicing registration in health, social work, or the education sector and/or significant work experience in a related field
- Knowledge of health systems

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

- Continuous improvement and critical analysis
- Ensuring accuracy
- Systemic relationship management
- Facilitation skills and collaborative processes
- Promotion of best practice and innovation

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