

## Position Description

<b>Position</b>	<b>Section Head – EP and Pacing</b>
<b>Service</b>	Cardiology
<b>Directorate</b>	Cancer, Specialist Medicine and Community
<b>District</b>	Capital, Coast & Hutt Valley
<b>Responsible to</b>	Cardiology Service Manager
<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 [list the campus(es), hospital(s), or description such as, "multiple locations across the 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 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

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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

**Values:** 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.

## Unit Perspective

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The Cardiology Service is a secondary and tertiary service provided for Te Whatu Ora, Capital and Coast and those of the central region of New Zealand.

Cardiology at Te Whatu Ora, Capital and Coast includes:

- Outpatient Clinics
- Cardiac Diagnostic Testing
- The Heart and Lung Unit
- Cardiac interventional Suite, providing the following procedures:
  - Coronary Angiograms
  - Coronary intervention and CTO
  - Balloon Valvuloplasty and TAVI
  - PFO/ASD/LAA Closure

- Pacing, ICD and CRT implants
- Electrophysiology
- Cardiac Physiology Service includes:
  - Pacing/ICD follow-up service
  - Echocardiography
  - Catheter, Pacing & Lab. Monitoring
  - Exercise Tolerance Testing
  - Non-invasive monitoring- Holter-ECG, Events & Ambulatory BP
  - Electrocardiography
  - Training of provisional Cardiac Physiologists

Clinical Physiology provides a full range of diagnostic testing as an integral part of the Cardiology Service

Te Whatu Ora, Capital and Coast and Hutt Valley Cardiology Service accredited as an SCT training facility.

### **Purpose of the role**

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The Clinical Physiology Service is a team who works closely with physicians, nurses, Medical Radiation Technologists, sonographers, administrators and support staff to provide a high quality, efficient and patient focused service to inpatients and outpatients.

The role of Section Head- EP and Pacing is a mixed clinical and management role within the Cardiac Physiology team managing workflow and staff. The management time allocation designated for this position is approximately 0.2 FTE, with the remaining balance being clinical work, however this may vary depending on need. The Section Head will be based at Wellington Regional Hospital though may be required to work at other Central Region District Health Boards of Hutt Valley, Wairarapa, Whanganui, Mid-Central, Hawkes Bay, and Nelson Marlborough.

This role includes participation in the on-call roster and covering their share of clinical overtime when required.

The Section Head will:

- Maintain senior Clinical Physiology Practitioner skills, to work at a high standard, ensuring patient needs are met when accessing Clinical Physiology services
- Manage the day-to-day workings of the team including leave and roster management
- Develop an understanding of all technical and support tasks required to oversee a service
- Support local and regional trainee Clinical Cardiac Physiologists enrolled in the existing national Clinical Physiology training programme.
- Facilitate and co-ordinate Clinical Physiologists training in sub-specialties to access the training support they need
- Expand and use knowledge of the other cardiac diagnostic services to identify quality improvements to service delivery locally and where applicable across the Central Region.

The role holder will be expected to be registered with the Clinical Physiology Registration Board and hold a current Annual Practising Certificate, and have a current advanced resuscitation certificate.

### Purpose of the Role

To lead a patient focused service and providing leadership for service delivering a high professional standard.

- To manage the work of the service, co-ordinating and facilitating training and professional development.
- Support the goals of the Clinical Physiology team through their work and leadership.

### 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. Leadership	<ul style="list-style-type: none"><li>▪ Articulates and drives the direction and goals for the service</li><li>▪ Organisational Advocacy</li><li>▪ Establish effective working relationships and credibility with members of multi-disciplinary teams across the service continuum</li><li>▪ Coordination/visibility</li><li>▪ HR/Performance Management</li></ul>
2. Patient Care	<ul style="list-style-type: none"><li>▪ Complies with CCDHB policy and procedures, including Code of Ethics</li><li>▪ Demonstrates respect for patients' rights, comfort and confidentiality</li><li>▪ Ensures informed consent is adhered to where appropriate</li><li>▪ Encourages patient participation in procedures as appropriate</li><li>▪ Demonstrates cultural sensitivity in dealings with patients and their families/significant others</li><li>▪ Promotes customer satisfaction</li></ul>

3. High Quality Diagnostic Testing	<ul style="list-style-type: none"> <li>Consistently meets competency standards within scope of practice</li> <li>Follows current service processes and guidelines for practice</li> <li>Efficient service delivery</li> <li>Patient focussed</li> <li>Coordinates service audits.</li> <li>Maintains high standard of service provision</li> </ul>
4. Maintaining Equipment, Supplies and Service	<ul style="list-style-type: none"> <li>Contributes to strategic service direction and facilitate implementation of projects that pertain to the service</li> <li>Manage the day-to-day service workflow and service provision</li> <li>Maintains current knowledge of correct technical operation of equipment, working within written operation guidelines/procedures</li> <li>Ensures equipment is maintained in good working order</li> <li>Matches staff to service requirements</li> </ul>
5. Communication	<ul style="list-style-type: none"> <li>Effective &amp; professional communication with staff, patients, and others regarding clinical care, in accordance with policies and procedures</li> <li>Attends and participates in regular Clinical Physiology team meetings</li> <li>Leads regular service team meetings with both administrative and educational components</li> <li>Recognises and uses communication systems appropriately, e.g. electronic processes, paper processes, interpreter services</li> <li>Ensures information given to others is accurate, up-to-date and recognises ethical, cultural, professional and statutory requirements</li> <li>Seeks clarification from appropriate others if uncertain of intent of meaning of communications</li> <li>Written and oral communications are concise and clear</li> </ul>
6. Education	<ul style="list-style-type: none"> <li>Maintains education standard of a Clinical Physiologist in their chosen speciality</li> <li>Ensures the local and regional Clinical Physiology trainees have access to training support</li> <li>Participates in ongoing professional development</li> <li>Maintains Advanced CPR Skills</li> <li>Active involvement in departmental &amp; relevant external education and equipment training sessions</li> <li>Provides clinical supervision to Clinical Physiology trainees and other colleagues</li> <li>Training plans for all staff</li> <li>Co-ordinates training programmes and professional development for new and existing staff;</li> <li>Co-ordinates liaison with unit managers and supervisors of trainees to identify and plan together how to meet local training needs</li> </ul>

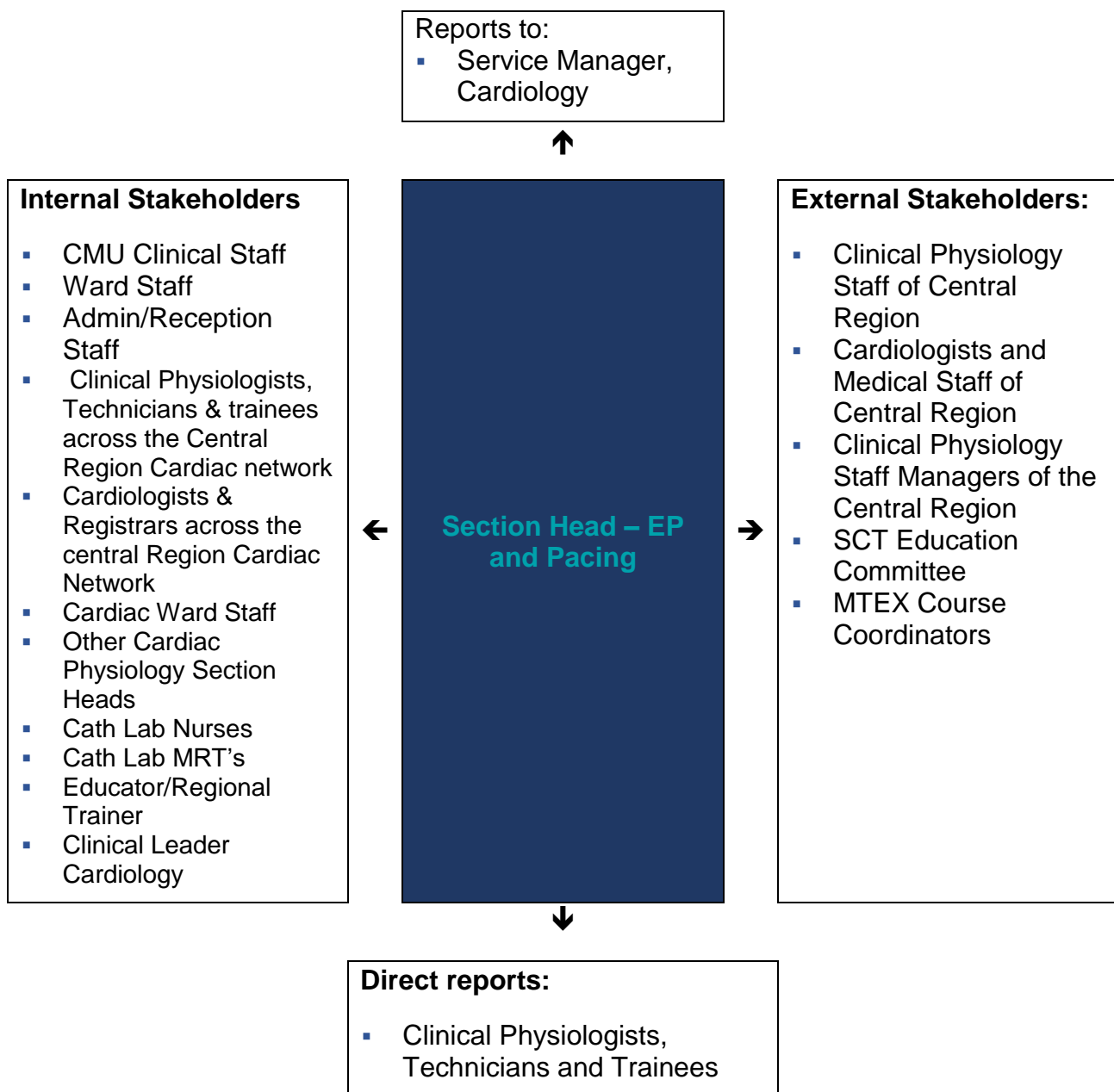


	<ul style="list-style-type: none"> <li>Assist with staff skills assessment</li> </ul>
7. Maintaining Professional Standards	<ul style="list-style-type: none"> <li>Complies with the Clinical Physiology Board Code of Conduct</li> <li>Participates as a responsible, professional member of the Cardiology Services in the Central Region</li> <li>Participates in research where relevant</li> <li>Performance management</li> </ul>
8. Leading the Team	<ul style="list-style-type: none"> <li>Reports' roles are clear, performance is managed and development plans are in place in conjunction with Operations Manager/or delegate</li> </ul>
9. Stakeholder engagement	<ul style="list-style-type: none"> <li>Actively work in partnership with other directorates and key stakeholders in the value for money design and delivery of effective project management services.</li> <li>Constructive strategic and tactical relationships and partnerships are developed with a range of groups and individuals both internal and external to the DHBs that supports and enables problem solving and the implementation of solutions</li> <li>A partnering approach is implemented to the delivery of services to the DHBs in a way that facilitates and supports shared agenda and objectives.</li> </ul>
10. Continuous improvement and innovation	<ul style="list-style-type: none"> <li>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.</li> </ul>
11. Te Tiriti o Waitangi	<ul style="list-style-type: none"> <li>Work in partnership with stakeholders to achieve our equity goals for Māori and ensure Te Tiriti o Waitangi obligations are adhered to</li> <li>Equity outcomes are front and centre in goals, performance monitoring and plans for service and team performance</li> <li>Cultural competence is grown across the team, supporting inclusion and partnership.</li> </ul>
12. Health & Safety	<ul style="list-style-type: none"> <li>Ensure all Health &amp; Safety obligations under the legislation are applied and managed to and that a culture of safe practice is second nature</li> <li>Actively support and ensure compliance with Health &amp; Safety policy and procedures; ensuring staff also support and comply.</li> <li>Maintain a proactive culture of Health &amp; Safety supported by systems.</li> <li>Ensure providers are aware of and have processes to comply with their health and safety responsibilities</li> </ul>



## Key Relationships & Authorities

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## Capability Profile

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> </ul>

Competency	Behaviours
	<ul style="list-style-type: none"> <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

Essential qualifications, skills and experience

### A. Knowledge, Skills & Experience:

- Minimum of 5 years post registration experience in a Clinical Cardiac Physiology role
- Wide range of experience and expertise in Cardiac investigations
- Experience in peer-teaching, mentoring and assessment
- Experience in Leadership
- Proficiency in use of computer/ teaching technologies e.g. Word, Power Point, Xcel, teaching equipment e.g. data shows, projectors

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

- IBHRE or CEPIA
- NZ Registration with CPRB as CCP with a current APC
- Maintains current membership of SCT
- Has an advanced Resuscitation certificate.

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

- Self-led Learning
- Participating in and contributing to regular relevant meetings across the region
- Maintaining competency and growing current knowledge base through participating in ongoing personal professional development
- Maintaining clinical skills
- Presentations at suitable local, regional and national forums
- Contribution or involvement in ongoing research and/or education and training of self and colleagues

### D. Other:

- Good working knowledge of the New Zealand Health System and working within a multi-disciplinary team environment
- Experience with change management is desirable
- Clean and current full NZ driver's license

**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.