

## Position Description

<b>Position</b>	<b>Clinical Physiologist (Respiratory)</b>
<b>Service / Directorate</b>	Respiratory Medicine
<b>Directorate</b>	Sub-Speciality Medicine
<b>District</b>	Capital, Coast & Hutt Valley
<b>Responsible to</b>	Service Leader – Respiratory & Immunology
<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's main area of work is Wellington Hospital. You may be required to work at Hutt Hospital, Kenepuru Hospital and Community.

## Te Whatu Ora

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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

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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

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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:

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|------------------------|--|
| <b>Mana whakahaere</b> | 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.

## Te Mauri o Rongo

Te Mauri o Rongo recognises our connection to this work, to each other, to the people we serve and to our whakapapa. It speaks to specific behaviours that we will expect from each other guided by the pou of Te Mauri o Rongo:

### Wairuatanga

Working with heart, the strong sense of purpose and commitment to service that health workers bring to their mahi.

### Rangatiratanga

As organisations we support our people to lead. We know our people; we will grow those around us and be accountable with them in contributing to Pae Ora for all.

### Whanaungatanga

We are a team, and together a team of teams. Regardless of our role, we work together for a common purpose. We look out for each other and keep each other safe. “Whiria te tangāta” – we will weave our people together.

### Te Korowai Āhuru

A cloak which seeks to provide safety and comfort to the workforce.

## 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

<b>Vision:</b>	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
<b>Mission:</b>	Working together for health and wellbeing
<b>Ō mātou uara - Values:</b>	Mahi Pai ‘Can do’: Mahi Tahi in Partnership: Mahi Tahi Te Atawhai Tonu Always caring and Mahi Rangatira being our Best

### Capital and Coast:

<b>Vision:</b>	Keeping our community healthy and well
<b>Mission:</b>	Together, Improve the Health and Independence of the People of the District
<b>Values:</b>	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.

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.

## Group Perspective

The Sub-Specialty Medicine Group consists of a range of services across Wellington, Hutt and Kenepuru Hospitals:

- Cardiology, includes Wellington Hospital Ward 6 South and Hutt Hospital CCU
- Clinical Measurements Unit
- Interventional Radiology Unit
- Gastroenterology
- **Respiratory Medicine**
- Diabetes and Endocrine
- Rheumatology
- Dermatology
- Infectious Diseases & Infection Prevention and Control
- Medical Day Stay Unit
- Renal
- Immunology
- Neurology

The services and specialties are split across three Sub-Specialty Operational Manager roles. The Respiratory Service is part of the Dermatology, Gastroenterology, Immunology, Medical Day Stay Unit (Hutt), and Respiratory and Rheumatology Operation Managers team.

## Service Perspective

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The Respiratory Service is a secondary and tertiary service provided for Capital, Coast and Hutt Valley with respiratory, sleep related breathing disorders and immunology health conditions. Patients treated by the department on a secondary level are domiciled in the Wellington and Hutt Region, Porirua basin and Kapiti Coast. Tertiary referrals are accepted from Hutt Valley, Manawatu, Wairarapa, Whanganui, Hawke's Bay and Nelson-Marlborough districts.

## Role Perspective

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Respiratory Physiology is a team of Respiratory Scientists who work closely with physicians, nursing, administration and support staff to provide a high quality, efficient and patient-focused service for both inpatients and outpatients.

The role of a Respiratory Physiologist is to perform and help interpret diagnostic tests on patients referred for testing and assessment. Inherent in the practice of this role is being patient focused and maintaining professional standards. On-going education and training is essential to gain and maintain a level of knowledge, training and expertise to meet the required competency standards.

## Role Purpose

The Respiratory Physiologist performs a range of core and complex diagnostic tests, carries out assessment of patients with sleep related breathing disorders using CPAP or NIV and works as part of the respiratory multi-disciplinary team to improve the health outcomes of our clients and their family/whanau. The Physiologist also provide support/assistance in Bronchoscopy procedure.

The Clinical Physiologist performs to a high standard, to ensure the needs of patients accessing the Services are met.

The Clinical Physiologist achieves an in-depth knowledge and understanding of all technical and support tasks and participates in training as required.

The role is based at Wellington Hospital, but expected to support other sites across Hutt, Porirua and Kapiti region as well as Community-based clinics.

## Key Accountabilities

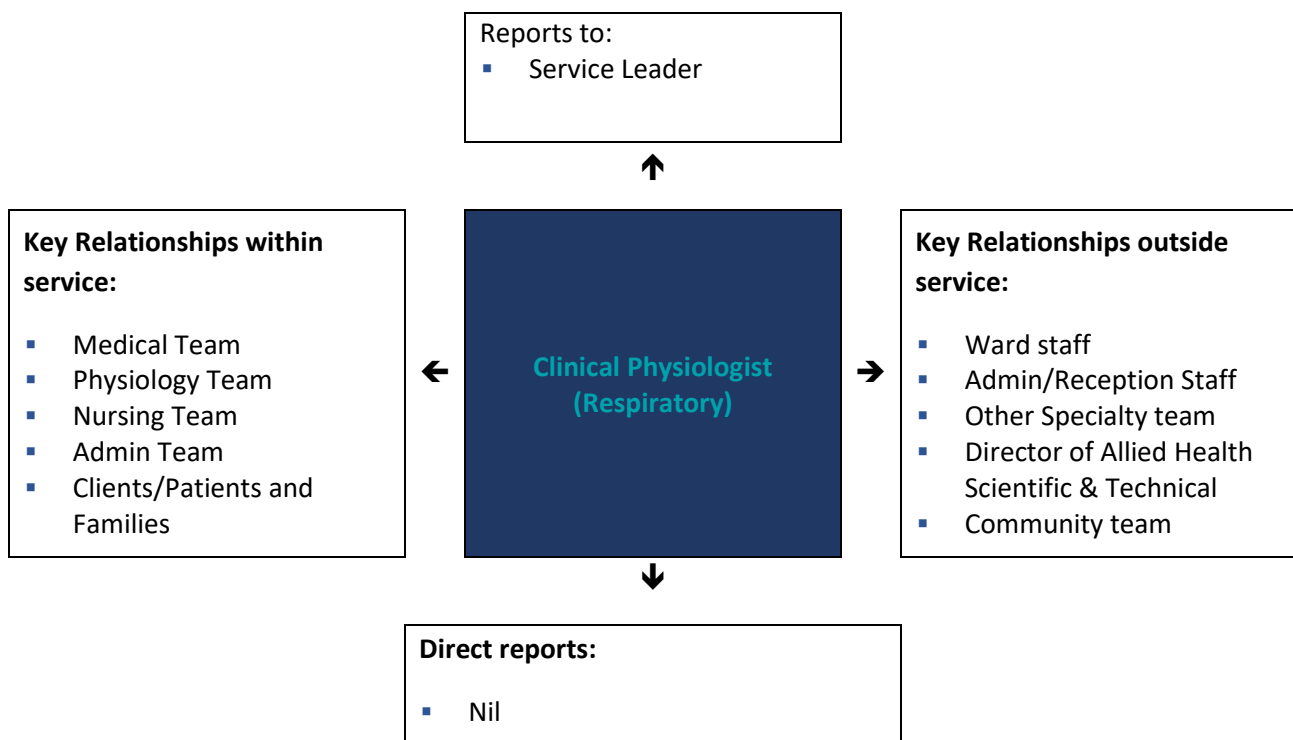
The following role accountabilities may evolve with organisational change and there may be additional duties, relevant to this position that will be required to be performed from time to time.

Key Accountability	Deliverables / Outcomes	Key Performance Indicators
1. Patient Care	<ul style="list-style-type: none"><li>Complies with Te Whatu Ora policy and procedures, including Code of Conduct</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>	<ul style="list-style-type: none"><li>Has positive patient feedback</li><li>Minimal number of complaints directly relating to an individual's activities</li><li>Observation by other team members describes an ability to relate well to patients and staff</li><li>Follows processes for handling patient results and information</li></ul>

<i>Key Accountability</i>	<i>Deliverables / Outcomes</i>	<i>Key Performance Indicators</i>
<b>2. High Quality Diagnostic Testing</b>	<ul style="list-style-type: none"> <li>Consistently meets national and international competency standards</li> <li>Performs a wide range of core and complex pulmonary function diagnostic tests</li> <li>Follows all internal processes and guidelines for practice</li> <li>Assesses and educates patients with sleep related breathing disorders in the use and maintenance of CPAP or NIV treatment</li> <li>Efficient service delivery</li> <li>Patient focused</li> </ul>	<ul style="list-style-type: none"> <li>Completes and passes educational and certification requirements as specified from time to time for the role</li> <li>Demonstrates required competencies for the performance of required diagnostic tests</li> <li>All diagnostic tests are performed to the requirements of the department policies and procedures and meet national/international standards as documented from time to time</li> <li>Obtains clinical data that is accurate and reliable and reports this data in line with appropriate standards</li> <li>Patients on CPAP and NIV treatment are provided with appropriate equipment and interface systems and provided education and support to ensure maximum compliance with prescribed treatment</li> <li>Analysis of CPAP and NIV compliance data is completed for all patients</li> <li>CPAP/NIV usage data and assessment is recorded in patient records</li> </ul>
<b>3. Maintaining Equipment &amp; Supplies &amp; Service</b>	<ul style="list-style-type: none"> <li>Equipment, supplies and testing rooms and team areas are maintained and stocked</li> <li>Maintains current knowledge of correct technical operation of equipment, working within written operational guidelines/procedures</li> <li>Contributes positively to equipment maintenance &amp; cleaning programmes</li> <li>Ensures equipment is maintained in good working order</li> </ul>	<ul style="list-style-type: none"> <li>Machines and testing rooms are left clean &amp; ready for their next users</li> <li>Recordings are technically correct</li> <li>Equipment failures are immediately reported</li> <li>Performs equipment-user testing &amp; calibration when required</li> <li>Only uses equipment that meets electrical safety test standard</li> <li>Stock exhaustion does not occur</li> </ul>

<i>Key Accountability</i>	<i>Deliverables / Outcomes</i>	<i>Key Performance Indicators</i>
<b>4. Communication</b>	<ul style="list-style-type: none"> <li>• Effective &amp; professional communication with all staff, patients, families and others regarding clinical care, in accordance with policies and procedures</li> <li>• Attends and participates in regular team meetings</li> <li>• Recognises and uses communication systems appropriately, e.g. 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 work-related communications are clear, with essential information conveyed</li> </ul>	<ul style="list-style-type: none"> <li>• Other staff and/or patients know what is happening and what they are required to do</li> <li>• Tasks are expedited</li> <li>• Is aware of dynamic processes, improvements, activities within the service</li> <li>• Achieves satisfactory rating in customer satisfaction surveys</li> <li>• Minimal number of complaints directly relating to an individual's activities</li> <li>• Paperwork is accurate and ends up in the correct places</li> <li>• Deals with differences of opinion in a timely, positive and non-confrontational manner</li> <li>• Conflicts are quickly and effectively resolved</li> <li>• Sound working relationships are established and maintained</li> <li>• Reports convey essential information without unnecessary complexity and are succinct</li> </ul>
<b>5. Quality Improvement</b>	<ul style="list-style-type: none"> <li>• Actively participates in quality improvement activities</li> <li>• Understands and uses Reportable Event system</li> <li>• Participates in audit activities when required</li> </ul>	<ul style="list-style-type: none"> <li>• Provides input toward development of new processes</li> <li>• Reportable Events are completed where appropriate</li> <li>• Audit work is evident</li> </ul>
<b>6. Hazard &amp; Risk Management / Minimisation</b>	<ul style="list-style-type: none"> <li>• Complies with responsibilities under the Health &amp; Safety in Employment Act 1992</li> <li>• Actively contributes to risk minimisation activities within the service</li> <li>• Actively participates in hazard identification and management processes</li> <li>• Actively supports and complies with health and safety policy and procedures</li> <li>• Proactively reports and remedies any unsafe work conditions, accidents &amp; injury</li> </ul>	<ul style="list-style-type: none"> <li>• Has read and understood health and safety policy and procedures</li> <li>• Practices role safely</li> <li>• Practices within Infection Control guidelines</li> <li>• Is aware of risks relevant to the service</li> <li>• Service Leader is made aware of new risks and updated with risk management initiatives in practice</li> </ul>
<b>7. Education</b>	<ul style="list-style-type: none"> <li>• Maintains the education standard of a Respiratory Physiologist</li> <li>• Participates in ongoing professional development</li> <li>• Maintains CPR Core Skills</li> <li>• Active involvement in departmental &amp; relevant external education and equipment training sessions</li> <li>• Provides clinical supervision to junior colleagues</li> </ul>	<ul style="list-style-type: none"> <li>• Attendance at education/training is recorded for Annual Practising Certificate (APC) folder</li> <li>• Meets requirements of APC</li> <li>• Has knowledge of core Respiratory Physiology competencies and other testing within scope of practice</li> <li>• Passes CPR Core skills training and completes the refresher workshop every 2 years</li> <li>• Is up-to-date with professional standards</li> </ul>

## 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
<b>Composure</b>	<i>Stays calm in spite of difficulties</i> <ul style="list-style-type: none"><li>• Is cool under pressure</li><li>• Does not become defensive or irritated when times are tough</li><li>• Is considered mature</li><li>• Can handle stressful situations</li></ul>
<b>Customer Focus</b>	<i>Demonstrates commitment to understanding and providing what customers want.</i> <ul style="list-style-type: none"><li>• Is dedicated to meeting the expectations and requirements of internal and external customers</li><li>• Acts with service users in mind</li><li>• Establishes and maintains effective relationships with customers and gains their trust and respect</li></ul>
<b>Integrity &amp; Trust</b>	<i>Is seen as a direct, truthful individual.</i> <ul style="list-style-type: none"><li>• Is widely trusted</li><li>• Is seen as a direct, truthful individual</li><li>• Can present the unvarnished truth in an appropriate and helpful manner</li><li>• Keeps confidences</li><li>• Admits mistakes</li><li>• Doesn't misrepresent her/himself for personal gain</li></ul>
<b>Teamwork</b>	<ul style="list-style-type: none"><li>• Develops constructive working relationships with other team members.</li><li>• Has a friendly manner and a positive sense of humour.</li></ul>



Competency	Behaviours
	<ul style="list-style-type: none"> <li>• Works cooperatively - willingly sharing knowledge and expertise with colleagues.</li> <li>• Shows flexibility - is willing to change work arrangements or take on extra tasks in the short term to help the service or team meet its commitments.</li> <li>• Supports in word and action decisions that have been made by the Team &amp; or Team Leader</li> </ul>
<b>Quality and 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>Taking Responsibility</b>	<ul style="list-style-type: none"> <li>• Is results focussed and committed to making a difference</li> <li>• Plans and organises work, allocating time to priority issues, meeting deadlines and coping with the unexpected.</li> <li>• Adjusts work style and approach to fit in with requirements</li> <li>• Perseveres with tasks and achieves objectives despite obstacles</li> <li>• Is reliable - does what one says one will</li> <li>• Consistently performs tasks correctly - following set procedures and protocols</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Practises active and attentive listening</li> <li>• Willingly answers questions and concerns raised by others</li> <li>• Responds in a non-defensive way when asked about errors or oversights, or when own position is challenged</li> <li>• Is confident and appropriately assertive in dealing with others</li> <li>• Deals effectively with conflict</li> <li>• Explains information and gives instructions in clear and simple terms</li> </ul>
<b>Cultural Skills</b>	<ul style="list-style-type: none"> <li>• Words and actions show an understanding of the implications for one's work of Te Tiriti o Waitangi principles and Maori perspective as tangata whenua</li> <li>• Values and celebrates diversity - showing respect for other cultures and people's different needs and ways of living</li> <li>• Shows an awareness of gaps in, and a desire to increase, cultural knowledge and inter-cultural practice relevant to one's work</li> <li>• Accesses resources to make sure culturally appropriate and language appropriate services are provided</li> <li>• Draws on a client's own cultural resources and support frameworks</li> </ul>

## Experience and Capability

### a. Knowledge and experience:

- Postgraduate qualification in relevant subject and Certified Respiratory Scientist Certification OR willingness to undertake further study
- Registration with the Clinical Physiologists Registration Board NZ
- Ideally, experience in pulmonary function diagnostic testing and set up of CPAP and Bi-level devices

or

- A relevant tertiary qualification in a science related subject with a major in physiology

### b. Skills

- Operate and maintain equipment within the lab according to laboratory manufacturer's procedures. This includes Calibration, quality control, preventative maintenance, basic trouble shooting and infection control / cleaning prior to and after each patient.
- Work in accordance within the laboratory procedures manual and international guidelines.
- Achieve accurate, reliable and repeatable measurements of a patient's respiratory function.
- Analyse, calculate and present the results for reporting.

- Writes factual reports based on acceptability and reproducibility of patient test performance including detailed clinical history and test data interpretation.
- Full NZ driver's license
- Responds to customer questions and actions appropriately
- High level of written and spoken English
- Ability to work autonomously and as part of a team
- Attention to detail

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

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