

Position Description

Position	Clerical Assistant
Team / Service	Clinical Typing, Patient Administration Services
Directorate	Hospital Flow
District	Capital, Coast & Hutt Valley
Responsible to	Team Leader, Clinical Transcription Service
Children's Act 2014	This position is not children's worker, requiring a safety check with Ministry of Justice vetting before commencing
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.

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:

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|------------------------|--|
| 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.

Team/Service Perspective

The Patient Administration Service (PAS) is a group of five services which work together to support the patient journey from referral, to a C&CDHB treatment provider, right through to discharge. PAS goals are to provide high quality, efficient and effective administration support to enable clinical staff to concentrate on patient care.

There are several different services in PAS and each area has a Team Leader to provide one point of contact across the group. These are:

- Outpatient Booking Centre, Call Centre and Atrium
- Clinical Typing & MDM Coordination
- Ward Administration & Elective booking
- Outpatient Reception and Administration Support
- Emergency Department and Radiology

Purpose of the role

To provide high quality administrative assistance to the typing team to enable them to provide an equally high standard of clinical typing service to health professionals within the DHB and to general practitioners who are referring patients.

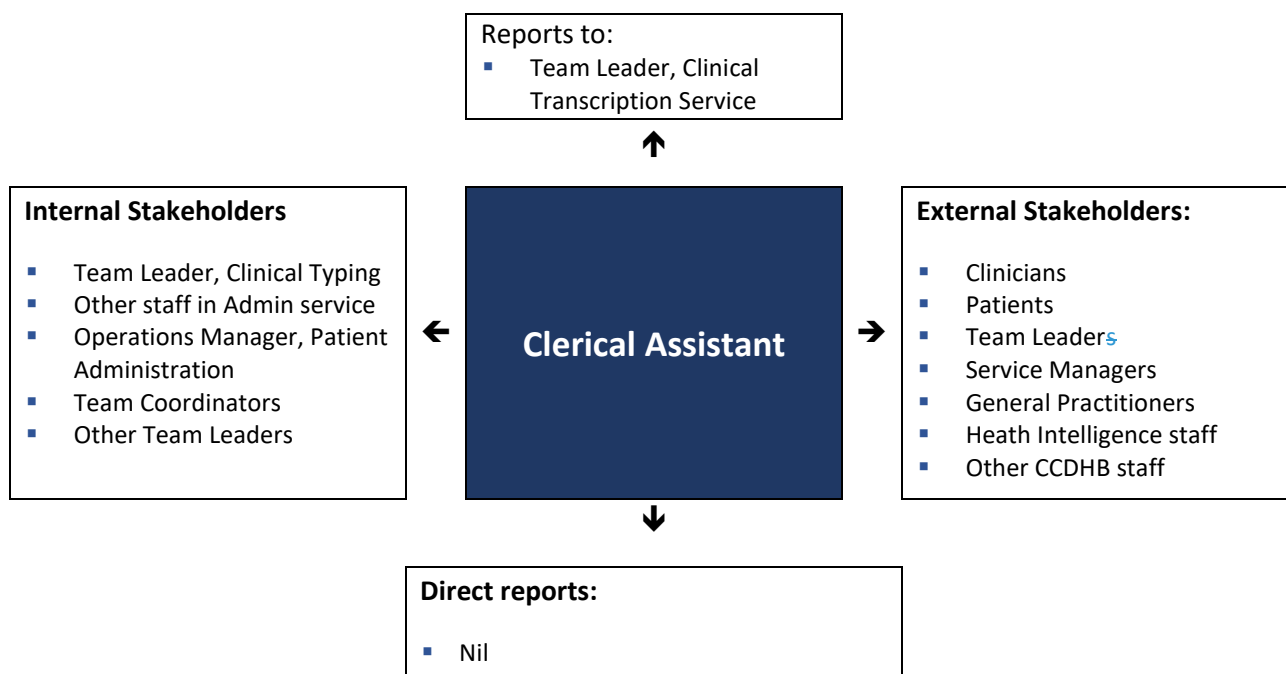
Key Accountabilities

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

Key accountabilities	Deliverables / Outcomes
1. Administration Functions	<ul style="list-style-type: none"> ▪ Assist Clinical Typists with approving clinic letters and meeting deadlines ▪ Check DSU spreadsheet for Meddocs approved referrals ▪ Support the printing of clinic letters produced by Clinical Typists and Outsourcing team ▪ Assist with Clinical Typing in-box ▪ Checking and dealing with returned mail for Clinical Typists ▪ Replenish office supplies in typing area for Clinical Typing team ▪ Other clerical/administrative duties as requested by Team Leader, Clinical Typing ▪ Ensures that information is collected and stored in a confidential manner incorporating privacy requirements
2. Maintains Accurate records	<ul style="list-style-type: none"> ▪ Maintains up to date and accurate desk files ▪ Ensures that information is collected and stored in a confidential manner incorporating privacy and data protection requirements
3. Information Systems	<ul style="list-style-type: none"> ▪ Maintains up to date knowledge of CCDHB relevant to the duties undertaken and attends training as required ▪ Reports any faults immediately to IT Service desk via the portal
4. Professional Development	<ul style="list-style-type: none"> ▪ Participates in appropriate training and development.
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.

6. Continuous Quality Improvement	<ul style="list-style-type: none"> Identifies improvement opportunities and takes part in initiatives that will improve Customer Satisfaction.
7. Customer Service	<ul style="list-style-type: none"> Displays a courteous and friendly demeanour at all times when dealing with internal and external contacts
8. Risk Minimisation	<ul style="list-style-type: none"> Identifies risks and notifies Coordinator / Team leader of these Participates in the service's risk minimisation activities Complies with policies and procedures including (but not limited to) CCDHB Reportable Events Policy Participates in audits
9. Occupational Health & Safety	<ul style="list-style-type: none"> Read and understood the Health & Safety policy and procedures. Actively support and comply with Health & Safety policy and procedures. Evidence of support and compliance with health and safety policy and procedures including use of protective clothing and equipment as required, active participation in hazard management and identification process, and proactive reporting and remedying of any unsafe work condition, accident or injury.

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
Dealing with Ambiguity	<ul style="list-style-type: none"> Can effectively cope with change Can shift gears comfortably Can decide and act without having the total picture Isn't upset when things are up in the air Doesn't have to finish things before moving on Can comfortably handle risk & uncertainty
Process Management	<ul style="list-style-type: none"> Good at figuring out the processes necessary to get things done Knows how to organise 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
Priority Setting	<ul style="list-style-type: none"> Spends his/her time and the time of others on what's important Quickly zeroes in on the critical few and puts the trivial many aside Can quickly sense what will help or hinder in accomplishing a goal Eliminates roadblocks Creates focus
Conflict Management	<ul style="list-style-type: none"> Steps up to conflicts, seeing them as opportunities Reads situations quickly Good at focused listening Can hammer out tough agreements and settle disputes equitably Can find common ground and get cooperation with minimum noise
Political Savvy	<ul style="list-style-type: none"> Can manoeuvre through complex political situations effectively and quietly Is sensitive to how people and organisations function Anticipates where the land mines are and plans his/her approach accordingly Views corporate politics as a necessary part of organisational life and works to adjust that reality Is a maze-bright person
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
Integrity and Trust	<ul style="list-style-type: none"> 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

Competency	Behaviours
Composure	<ul style="list-style-type: none"> Is cool under pressure Does not become defensive or irritated when times are tough Is considered mature Can be counted on to hold things together during tough times Can handle stress Is not knocked off balance by the unexpected Doesn't show frustration when resisted or blocked Is a settling influence in a crisis

Experience and Capability

Essential qualifications, skills and experience

A. Knowledge, Skills & Experience:

- Previous experience in an administration role.
- Previous experience in working in an environment that requires dealing with several disciplines.
- Ability to take ownership, accountability and responsibility for the role.
- Ability to maintain patient and office confidentiality in line with the Privacy Act 1993

B. Essential Professional Qualifications / Accreditations / Registrations:

- NCEA Level 2 or equivalent qualification

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

- Integrity and trust
- Works extremely well under pressure
- Excellent communication skills
- Demonstrates an eye for detail, accuracy and confidentiality

D. Other

- Can think outside the square and use their initiative
- Some lifting and carrying e.g. boxes of documents, stationery
- Able to multitask and work in a fast paced environment

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.