

Position Description

Position	Prevocational Educational Supervisor (General Practitioner) – NZREX
Service	RMO Unit
Directorate	Hospital Operations
District	Capital, Coast & Hutt Valley
Location	This position is expected to work multiple locations across the district
Responsible to	Director of Clinical Training
Children’s Act 2014	This position is not children’s worker, requiring a safety check with Ministry of Justice vetting before commencing

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

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:

[TeWhatuOra.govt.nz](https://www.TeWhatuOra.govt.nz)

Capital, Coast | Private Bag 7902, Newtown, Wellington 6342 | 04 385 5999
Hutt Valley | Private Bag 31907, Lower Hutt 5010 | 04 566 6999

Te Kāwanatanga o Aotearoa
New Zealand Government

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

Section 1: 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.

RMO Unit Perspective

The RMO Unit facilitates linkages between and provides support for all those involved in RMO management functions within CCHV district to ensure consistency of management practices, provision of employment agreement compliance, and administration of employment issues relating to RMOs. It also undertakes sourcing and selection of RMOs for the sub-regional district hospitals.

The RMO Unit provides a strategic overview of and input to RMO workforce, Single Employer Collective Agreement (SECA) and management issues. The RMO Unit promotes open communication between clinical and operational management, NZ Resident Doctor's Association (NZRDA), Specialty Trainees of New Zealand (STONZ) and RMOs. The unit works collaboratively with the SMO/RMO Unit for Wairarapa and also participates in National RMO Groups.

Section 2: Purpose of the role

The Prevocational Educational Supervisor (PES) is appointed to provide support and supervision to up to 10 interns. The Prevocational Educational Supervisor General Practitioner works across primary care supported by the Director of Clinical Training, to provide professional, educational, and pastoral supervision for doctors participating in the NZREX Primary Care Pathway programme. These doctors hold provisional registration with the Medical Council of New Zealand (MCNZ) and are undertaking a structured programme of hospital and community based training in order to progress toward general registration.

The purpose of the role is to oversee, coordinate, and ensure the provision of high-quality supervision, education, and support for NZREX doctors during their community based training. This includes supporting their development of the clinical, cultural, and professional competencies required for safe and effective medical practice in Aotearoa New Zealand, in accordance with MCNZ requirements and Te Whatu Ora expectations.

The PES works collaboratively with the Director of Clinical Training, primary care, and programme stakeholders to ensure appropriate learning environments, supervision arrangements, assessment processes, and pastoral support are in place. The role also acts as a key point of liaison and advocacy for NZREX doctors, supporting wellbeing, performance, and successful transition into the New Zealand medical workforce.

Section 3: Key Accountabilities

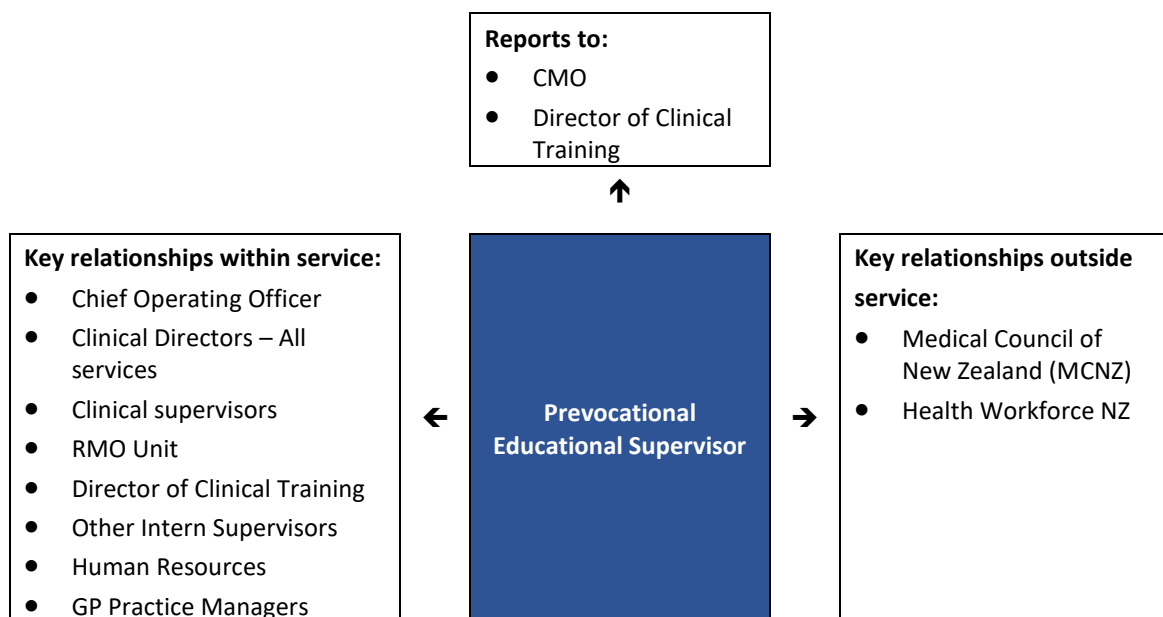
Key Accountability	Deliverables / Outcomes	Key Performance Indicators
Leadership	<ul style="list-style-type: none"> • Be a good role model, display good knowledge of and interest in education, skill in clinical medicine, management and interpersonal relations 	<ul style="list-style-type: none"> • Doctor registered within a vocational scope of practice; in good standing with the Medical Council (i.e. eligible for Certificate of Good Standing); good collegial relations with CCHV • Comply with the MCNZ Prevocational Educational Supervisor key responsibilities (Schedule 1) • Attend quarterly regional RMO Unit meetings
Communication	<ul style="list-style-type: none"> • Liaise closely with the Director of Clinical Training, CMO and GDO, on education, training and supervision of NZREX doctors. • Ensure that community based attachments are aware of the training objectives and procedures to ensure that the NZREX's clinical experience meets registration requirements • Encourage clinical supervisors discuss assessment reports with NZREX doctors and provide timely feedback to any NZREX doctors experiencing difficulty in the clinical area • Meet with the NZREX doctors as a group to provide support and hear any concerns, and at the end of the 	<ul style="list-style-type: none"> • NZREX doctors recognize you as a PES, know what the role entails and what it means to them – this may be measured by an annual satisfaction survey of NZREX doctors • Be available, approachable and supportive • Ensure a suitable learning environment • Issues pertaining to the clinical education, training and supervision of NZREX doctors are monitored and discussed at regular meetings with the Director of Clinical Training. Liaison with clinical, administrative and management staff as appropriate

	<p>year, to review the overall programmes</p> <ul style="list-style-type: none"> • Be available as required for NZREX doctors experiencing problems, particularly to those overseas trained NZREX doctors having difficulty acclimatising to New Zealand 	<ul style="list-style-type: none"> • General Practitioners are aware of MCNZ obligations for attachment documentation within the e-port system which ensure the NZREX doctors clinical experience meets registration requirements • General Practitioners discuss performance feedback with the NZREX doctor at the middle and end of a run • Evaluate feedback for trainees against objectives and program delivered at the conclusion of the community based attachment. • Group meetings with NZREX doctors occur at least once a run (quarterly) throughout the year • Ensure overall programme objectives are agreed with the NZREX doctor and clinical supervisors at the commencement of each run • Assess and understand any difficulties the NZREX doctor may be having; give advice as required; refer on to appropriate bodies for counselling or guidance as required
Recruitment Support		<ul style="list-style-type: none"> • Liaise with the RMO and HR recruitment officers • Support interviews/screening of potential NZREX doctors • Provide performance support to the RMO Unit and development of identified performance issues • Understand service and how to access Occupational Health, EAP and DHAS
Programme Administration	<ul style="list-style-type: none"> • Review the quarterly e-port entries for the assessment of NZREX doctors. Participate in Advisory Panels at the end of year to recommend whether NZREX doctors are suitable for registration within a general scope of practice 	<ul style="list-style-type: none"> • A final recommendation is made to the Medical Council on the granting of registration within a general scope of practise for each NZREX doctor • Management of NZREX doctor performance issues will be

	<ul style="list-style-type: none"> • Monitor the education programme and facilities available for NZREX doctors, and provide feedback to the Director of Clinical Training • Attend annual PES meetings, allowing for clinical commitments • Ensure the return of the Medical Council quarterly claim forms • Participate by invitation from the Medical Council as a member of an accreditation team visiting hospitals or general practices in other areas 	<p>through a coordinated process to ensure additional training support for NZREX doctors and support from relevant General Practitioners.</p> <ul style="list-style-type: none"> • The education programme and facilities are kept current and relevant; a brief one-page annual report of activities is submitted • At least one PES meeting is attended each year • Quarterly claim forms detailing the number of NZREX doctors supervised, and any corrections required to the Medical Council's database of runs, are returned within two weeks of receipt • Participation in general practice accreditation team visit if occurs during tenure of NZREX doctors.
Other Tasks	<ul style="list-style-type: none"> • Undertake any other projects or tasks as required within reasonable scope of the position description 	<ul style="list-style-type: none"> • Projects are undertaken and completed to a high standard as assigned

Note: Reporting lines and processes may change as the training structure develops.

Section 4: Key Relationships & Authorities





Has these direct reports:

- Nil

Section 5: Capability Profile

Competency	Behaviours
Commitment to Health and Independence Improvement Goals	<ul style="list-style-type: none">• Is committed to the values and goals of CCHV• Is committed to continuous learning and performance development• Encourages the development of all team members
Teamwork	<ul style="list-style-type: none">• Develops and maintains positive relationships and works in partnership with other team members• Develops rapport and builds networks of constructive working relationships with key people• Effectively uses team dynamics and individual operating styles to build team processes and strengths• Shares knowledge and works cohesively with the team
Innovation	<ul style="list-style-type: none">• Is innovative in the development of business initiatives and projects• Is proactive and motivated and responds positively to new challenges and opportunities• Develops new and/or more effective work processes and systems through lateral thinking and creativity
Work Approach	<ul style="list-style-type: none">• Is results focussed and committed to making a difference• Plan and organise own workload, allocating time to priority issues, meeting deadlines and coping with the unexpected• Adjusts work style and approach to fit in with requirements• Focusses on quality improvement and customer satisfaction• Perseveres with tasks and achieves objectives despite obstacles
Communication	<ul style="list-style-type: none">• Listens with a preparedness to understand• Is confident and appropriately assertive in dealing with others• Deals effectively with conflict

Partnership with Maori	<ul style="list-style-type: none"> • 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 targeted Maori health initiatives by which Maori health gains can be achieved • Implements strategies that are responsive to the health needs of Maori
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Section 6: Essential Experience and Capability

1. Knowledge and Experience

- The Prevocational Educational Supervisor must be a General Practitioner with appropriate experience and credibility to provide professional, educational, and pastoral supervision to doctors participating in the NZREX Primary Care Pathway programme.
- Have knowledge of the basic skills expected of NZREX doctors, and an understanding of the NZMC Prevocational Curriculum and training expectations
- Must be approachable and interested in education, having an ability to work with supervising specialists
- Good standing with the Medical Council
- A good role model with credibility within the profession
- Perceived by peers to be clinically competent
- Good interpersonal skills
- Capacity and willingness to work with others
- Vocationally Registered and hold a current practising certificate

2. Essential Professional Qualifications / Accreditations / Registrations

- Vocationally registered as a General Practitioner
- Eligible to hold, and maintain, a current Certificate of Good Standing with MCNZ

3. Valuing the work

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

- Acting as a credible professional role model, demonstrating integrity, professionalism, and commitment to high standards of clinical practice and education
- Supporting NZREX doctors through a significant period of professional transition, recognising the challenges associated with working in a new health system and cultural environment
- Building respectful, effective relationships with NZREX doctors, Clinical Supervisors, and community based attachments.
- Upholding patient safety, doctor wellbeing, and equity while supporting progression toward general registration
- Continuous improvement of supervision and education processes within the NZREX Primary Care Pathway

Prevocational Educational Supervisor (General Practitioner) Appointment Process

Prevocational Educational Supervisors are nominated by the Chief Medical Officer (CMO) and appointed as agent of the Medical Council

Once appointed you will:

- Complete an online claim form for your interns each quarter
- Attend an annual meeting of prevocational supervisors
- Notify Council when one of your interns receives an unsatisfactory clinical attachment assessment.

Further information can be found in the Medical Council of New Zealand Prevocational Medical training Prevocational Educational Supervisors Guide

<https://www.mcnz.org.nz/assets/Publications/Booklets/Prevocational-Educational-Supervisors-Guide.pdf>

**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.