

# Position Description | Te whakaturanga ō mahi

## Health New Zealand | Te Whatu Ora

*This position description is intended as an insight to the main tasks and responsibilities required in the role and is not intended to be exhaustive. It may be subject to change, in consultation with the job holder.*

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| <b>Title</b>                                | Education Program Clinical Advisor (Senior Medical Officer)                    |
| <b>Reports to</b>                           | Director of Clinical Training, CCHV                                            |
| <b>Location</b>                             | This position is expected to work from multiple locations across the district. |
| <b>Department</b>                           | Resident Medical Officer Support Services (RMOSS)                              |
| <b>Date</b>                                 | 14 July 2026                                                                   |
| <b>Salary band (indicative)<sup>i</sup></b> | ASMS                                                                           |
| <b>Children's Worker role<sup>ii</sup></b>  | No                                                                             |

Better Health, Better Care, Every Day.

Health New Zealand | Te Whatu Ora is committed to providing high-quality healthcare for all New Zealanders. We are focused on improving access to care, delivering better health outcomes, achieving national health targets, and ensuring the long-term sustainability of our health system.

We know that great healthcare starts with great people. That's why we are committed to building a high-performing, inclusive workplace where our people are supported to grow, contribute, and make a real difference for patients, whānau, and communities across Aotearoa.

### About the role

The primary purpose of the role is to:

The Education Program Clinical Advisor provides senior clinical leadership and educational expertise to support the development, delivery, and continuous improvement of prevocational medical education programmes. This will include co-ordination and delivery of training, monitoring and evaluating program effectiveness, coordinating with the Medical Council of New Zealand (MCNZ) and Health Workforce New Zealand (HWNZ) compliance and general liaison on all issues relating to Resident Medical Officer (RMO) education/training at CCHV.

| Key Result Area   | Expected Outcomes / Performance Indicators                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| <b>Leadership</b> | <ul style="list-style-type: none"> <li>Provide senior medical leadership and act as a role model for clinical education.</li> <li>Apply in-depth understanding of RMO clinical environments to education planning.</li> <li>Promote a culture of educational excellence.</li> <li>Prioritises developing individuals and the team so Health New Zealand has enough of the right skills for the future, supporting diversity of leadership to develop – Māori, Pacific, people with disabilities and others</li> </ul> |

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| <p><b>Coordination and support of the PGY1, PGY2 and above house officers to achieve general registrations</b></p> | <ul style="list-style-type: none"> <li>• Support the Clinical Training Director for the delivery, implementation, monitoring and evaluation of the prevocational years (PGY1) and 2 (PGY2) to achieve general registration.</li> <li>• Early detection and remediation of the struggling house officer – in collaboration with the prevocational educational supervisors (PESs) and the Clinical Training Director.</li> <li>• Effectively coordinate and support PGY1, PGY2, and other house officers through the delivery, implementation, monitoring, and evaluation of the prevocational training programme, in partnership with the Clinical Training Director, to ensure progression toward and achievement of General Registration requirements.</li> <li>• To ensure that the expectations of the service managers, RMOSS, and industrial unions e.g. NZRDA and STONZ, are met through ensuring quality and robustness of the training program, and that achieves cultural safety training.</li> <li>• Work collaboratively with the Recruitment RMO coordinators for the shadowing/buddying.</li> <li>• Provide support to the Clinical Training Director who has oversight and responsibility for career planning for all applicants who are in the program.</li> <li>• Creating a well-supported educational pathway for the PGY1 and PGY2 doctors and those providing their supervision.</li> </ul>       |
| <p><b>Stakeholder Engagement</b></p>                                                                               | <ul style="list-style-type: none"> <li>• In collaboration with other stakeholders, safely support the PGY1 and 2 Doctors, to become equipped to work in the New Zealand health care system, provide empathic and safe medical care to the public and to promote resilience.</li> <li>• Working with the PGY1 and PGY2 doctors in the program and the RMO Steering Group</li> <li>• Liaising with CCHV RMOSS, Prevocational Educational supervisors, practice managers and clinical supervisors.</li> <li>• Providing a network for key stakeholders and a safe learning environment for the participants where they are supported.</li> <li>• Responsible for regular contact and oversight of PGY1 and PGY2 doctors in the program including monthly reporting to the RMO Steering Group. This includes the monitoring of both the quality and frequency of supervision of doctors.</li> <li>• Works to build a positive, cooperative learning environment amongst the doctors, their clinical supervisors, PES group and practice managers, to achieve their learning goals.</li> <li>• To develop and nurture the existing collaborative network of stakeholders and to further grow this network.</li> <li>• Forge and maintain strong links with operation managers and clinical leaders to address issues early.</li> <li>• Maintain a positive and empowering relationship with the immediate team.</li> </ul> |

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| <b>Continuous Improvement and Innovation</b> | <ul style="list-style-type: none"> <li>Establish a culture of continuous improvement, ensuring linked and cohesive 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> <li>To deliver the targets including their reporting in required reports. This is done in a timely manner to, RMO Council, PES groups, RMOSS-CETU meetings and the RMO Steering Group for the program.</li> <li>To identify, as early as possible, barriers to achieving required outcome requirements of the program, and wider Health New Zealand  Te Whatu Ora; to work collaboratively with members of RMO steering group), and wider team, including the Ministry, to develop innovative strategies to address problems that arise.</li> </ul> |
| <b>Access and Outcomes</b>                   | <ul style="list-style-type: none"> <li>Supports efforts to improve access to services and achieve better outcomes for the communities we serve.</li> <li>Uses evidence and insights to identify barriers and opportunities for improvement.</li> <li>Contributes to inclusive, responsive, and effective service delivery.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Te Tiriti o Waitangi</b>                  | <ul style="list-style-type: none"> <li>Demonstrates a commitment to understanding and applying Te Tiriti o Waitangi in a practical and appropriate way.</li> <li>Supports initiatives that improve outcomes for Māori and strengthen relationships with Māori partners and stakeholders.</li> <li>Contributes to an inclusive workplace that values diversity and supports the attraction, development and retention of Māori employees.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Health &amp; safety</b>                   | <ul style="list-style-type: none"> <li>Exercises leadership and due diligence in Health and Safety matters and ensures the successful implementation of Health and Safety strategy and initiatives.</li> <li>Takes all reasonably practicable steps to eliminate and mitigate risks and hazards in the workplace that could cause harm, placing employee, contractor and others' health, safety, and wellbeing centrally, alongside high-quality patient outcomes.</li> <li>Leads, champions, and promotes continual improvement in health and wellbeing to create a healthy and safe culture.</li> </ul>                                                                                                                                                                                                                                                                          |
| <b>Compliance and Risk</b>                   | <ul style="list-style-type: none"> <li>Takes responsibility to ensure appropriate risk reporting, management and mitigation activities are in place.</li> <li>Ensures compliance with all relevant statutory, safety and regulatory requirements applicable to the Business Unit.</li> <li>Understands, and operates within, the financial &amp; operational delegations of their role, ensuring peers and team members are also similarly aware.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                       |

### **Matters which must be referred to your manager**

- Employees are expected to escalate matters early to ensure patient safety, service, continuity and compliance with organisational and legislative requirements.

## Relationships

| External                                                                                                                                                                                                                                                                                                                                                                        | Internal                                                                                                                                                                                                                                                                                                                                                                                                      |
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| <ul style="list-style-type: none"> <li>• Medical Council of New Zealand (MCNZ)</li> <li>• University of Otago, Auckland, Wellington &amp;</li> <li>• Otago School of Medical Sciences</li> <li>• Professional Colleges operating within the Wellington Region</li> <li>• Health Workforce New Zealand (HWNZ)</li> <li>• Primary Care [insert external relationships]</li> </ul> | <ul style="list-style-type: none"> <li>• [Resident Medical Officers (RMO's)</li> <li>• RMO Stakeholders</li> <li>• Educational Supervisors</li> <li>• Quality Manager</li> <li>• People &amp; Capability Staff</li> <li>• Senior Medical Staff</li> <li>• RMO unit</li> <li>• Clinical Skills Unit</li> <li>• Professional Development Units</li> <li>• Service, Operational and Clinical Managers</li> </ul> |

## About you – to succeed in this role

### You will have

#### Essential:

- [Vocationally registered as a specialist medical officer
- Hold a current practising certificate
- Have knowledge of the basic skills expected of Interns, and an understanding of the MCNZ Prevocational Curriculum and training expectations.
- Must be approachable and interested in education, having an ability to work with supervising specialists
- Proven ability to be outcome focused and able to prioritise, set goals and achieve results
- Excellent written and verbal communication skills, with the ability to present information and concepts to a range of audiences.
- Pastoral care focus

#### Desired:

- Strong administrative skills, including proficiency with Microsoft Office Suite, video conferencing (e.g. MS Teams, Zoom) and databases.

### You will be able to

#### Essential:

- Deliver results through effective planning, sound judgement, and personal accountability.
- Build trusted relationships and works collaboratively to achieve shared goals.

- Communicate clearly and adapts their approach to different audiences and situations.
- Demonstrate curiosity, adaptability, and a commitment to continuous improvement.
- Maintain high standards of professionalism, integrity, and ethical behaviour.
- Contribute to a positive, inclusive, and safe working environment.
- Take responsibility for their own development and supports the development of others where appropriate.
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<sup>i</sup> Salary band reference is for internal benchmarking and role sizing purposes only. The salary band designation is not a term or condition of employment and may be changed by the HNZ. Changes to the salary band will not affect an employee's current salary or remuneration.

<sup>ii</sup> The Children's Act 2014 makes provisions for the protection of children and helping them thrive, achieve and belong. At Health New Zealand, we safety check every children's worker. The purpose of this safety check is to reduce the risk of harm to young people and is a legal requirement for those employed in work that involves contact with children and young people including face-to-face, over the phone, or email contact. It is part of our commitment to ensuring the wellbeing and safety of children and young people. Your continued employment with Health NZ is conditional on a satisfactory safety check.