

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.

Title	MDM Co-ordinator
Reports to	Team Leader, Clinical Transcription Services
Location	Hutt Hospital
Department	Patient Administration Services
Date	25 August 2026
Salary band (indicative)ⁱ	Band 4
Children's Worker roleⁱⁱ	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:

To ensure all Cancer MDMs at Hutt Valley are run smoothly and efficiently by providing a combination of clinical & administrative coordination to the teams involved and ensuring MDM documents are recorded accurately and all information required for the meeting is available.

Key Result Area	Expected Outcomes / Performance Indicators
Meeting Process	• Arrange and co-ordinate all cancer MDMs • Maintain & arrange bookings in the MDM room • Run in accordance with the MDM Terms of Reference (ToR) • Attend Cancer MDMs, keeping any necessary records of attendance and outcome of meetings & distribute to relevant teams • Record apologies pre-meeting; if quorum is not possible ensure chair/attendees are informed • Facilitate cancellation of meetings if required

	• Book patients onto agenda and distribute agendas to all relevant parties, if necessary • Provide administrative support to multidisciplinary teams • Develop and maintain effective working relationships with other departments and other Districts • Develop process documents/guidelines and meeting documentation, including video conference etiquette • Assist with videoconferencing set-up & use when required • Maintain MDM attendee email lists • Coordinate annual reviews of ToR
Meeting Systems	• Ensure an MDM document is created for every patient prior to meetings dependant on the wishes / comments of clinical staff and chairs; support medical staff with this where necessary • Ensure relevant radiology/histology and previous MDM proformas are available for each MDM • MDM proformas outlining patient treatment recommendation completed and filed in the patient medical record • Ensure MDM outcome of patients is made available to other DHBs as required • Ensure necessary proformas are completed • Regularly follow up on outstanding interim documents in Concerto
Customer Service Role	• Displays a courteous and friendly demeanour at all times when dealing with internal and external contacts • Communicates directly with MDM chairpersons advising them on matters pertaining to their meetings.
Team Work	• Works collaboratively with Cancer MDM Co-ordinator colleague and both clinical & administration staff within Hutt Valley • Take an active role in any Cancer MDM co-ordinator networking forum
Professional Development	• Participates in appropriate training and development.
Continuous Quality Improvement	• Identifies improvement opportunities and notifies the PM/OM/Chair of these • Participates in the service's quality improvement activities • Complies with standards and works to improve meeting satisfaction
Equity	• Commits to helping all people achieve equitable health outcomes. • Shows a willingness to personally take a stand for equity. • Supports Māori-led and Pacific-led responses.

Key Result Area	Expected Outcomes / Performance Indicators
Access and Outcomes	• Supports efforts to improve access to services and achieve better outcomes for the communities we serve. • Uses evidence and insights to identify barriers and opportunities for improvement. • Contributes to inclusive, responsive, and effective service delivery.
Te Tiriti o Waitangi	• Demonstrates a commitment to understanding and applying Te Tiriti o Waitangi in a practical and appropriate way. • Supports initiatives that improve outcomes for Māori and strengthen relationships with Māori partners and stakeholders. • Contributes to an inclusive workplace that values diversity and supports the attraction, development and retention of Māori employees.
Health & safety	• Exercises leadership and due diligence in Health and Safety matters and ensures the successful implementation of Health and Safety strategy and initiatives. • 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. • Leads, champions, and promotes continual improvement in health and wellbeing to create a healthy and safe culture.
Compliance and Risk	• Takes responsibility to ensure appropriate risk reporting, management and mitigation activities are in place. • Ensures compliance with all relevant statutory, safety and regulatory requirements applicable to the Business Unit. • Understands, and operates within, the financial & operational delegations of their role, ensuring peers and team members are also similarly aware.

Matters which must be referred

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

[Relationships

External	Internal
• IT Team • Clinicians • Laboratory • Radiology • Central Cancer Network • Administration staff from other districts	• Faster Cancer Service • Cancer Nurse Co-ordinator • Faster Cancer Tracker • Team Co-ordinator, Clinical Typists • Other staff in administration services • Other Team Co-ordinators • Other Team Leaders

About you – to succeed in this role

You will have

Essential:

- Ability to prioritise work demands.
- Ability to take ownership accountability and responsibility for the role.
- A high level of Word Processing skills, with demonstrated attention to detail and accuracy, spelling grammar and layout.
- Knowledge of medical terminology is desirable
- Ability to maintain patient and office confidentiality in line with the Privacy Act.
- Previous experience in managing office procedures, administration and computer systems.

Desired:

- Experience in implementing Te Tiriti o Waitangi in action.
- Previous experience in providing administrative support to a team.
- Previous experience in a health environment.

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.

Desired:

- High Accuracy
- Reliability
- Flexibility

ⁱ 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.

ⁱⁱ 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.