



Position Description

Position Title:	Clinical Director
FTE:	Flexible up to 1.0FTE
Term	Permanent
Reports To:	CEO
Functional Area:	Partnership Services, Network Enablement Services,
Position Location:	Whangarei/Northland
Direct Reports:	Nil
Delegated Authority:	As per Delegated Authority or Nil
Budget Responsibility:	As per Delegated Authority or Nil
Key Relationships:	<p>Internal:</p> <ul style="list-style-type: none"> • Partnership Services • Network Enablement • CEO and Executive and Senior Leadership Team (E/SLT) • Wider Mahitahi Hauora Staff <p>External:</p> <ul style="list-style-type: none"> • General Practices and Māori Health Providers • Te Whatu Ora (Health NZ) • Manatū Hauora (Ministry of Health) • Te Aka Whai Ora (Māori health Authority) • Northern Region Clinical and Operational forums • Local Community Leaders • External funding providers
Key Commitments:	<p>Mahitahi Hauora has key commitments. Every position has foundational commitment to</p> <ul style="list-style-type: none"> · Whanau Wellbeing and Equity · Te Tiriti o Waitangi · The New Zealand Health Strategy · He Korowai Oranga and Whakamaua: Maori Action Plan 2020 -2025 · The Healthy Ageing Strategy · The UN convention on the Rights of Persons with Disabilities and the Disability Strategy · Ola Manuia: Pacific Health and Wellbeing Action Plan 2020-2025 <p>Whanau Wellbeing and Equity</p>

Mahitahi Hauora's Values and Behaviours:	
Tika	To be honest, truthful and genuine – <i>we are honest, behave and treat others consistently, are transparent, are trustworthy, and have courage to do the right thing.</i>
Pono	Fairness and Integrity – <i>we work towards fairness and equity in all our mahi, we demonstrate integrity in our actions</i>
Aroha	We respect and care for each other – <i>we show appreciation, compassion, kindness and empathy for others</i>
Kotahitanga	Collaboration and Unity – <i>we are all in one 'waka' paddling consistently toward a common purpose</i>
Manaakitanga	Supporting and valuing others – <i>we are caring and supportive</i>

Whanaungatanga	Relationships, belonging and inclusion – <i>we value and honour relationships and engagement</i>
Whakamana Whanau	Empowering Whanau – <i>we are strengths-based and put whanau front and centre of everything we do</i>
Whakapapa	Connection and Heritage – <i>we connect with each other and our history</i>

Position Key Purpose

To provide clinical leadership to the overall organisation supporting primary care services, facilitating continuous quality improvement initiatives, managing emerging developments in primary care and supporting activities that result in:

- Improved safety and experience of care for patients
- Improved health outcomes for our enrolled population
- Improved access to primary care

Key Accountabilities

Leadership	<ul style="list-style-type: none"> • Provide leadership and clinical governance to the organisation including: • Leading & attending Clinical Governance forums for Northland • Actively participating and contributing to the regional clinical governance forums, (ie Metro Auckland), and implementing initiatives as appropriate across Northland. • Provide clinical input to and oversight for activities and projects undertaken by the organisation that have clinical elements and a requirement for clinical expertise. • Supporting as required primary care complaints process including liaison with the Health & Disability Commission and Primary Care colleagues. • Identify and engage with other clinical leaders of primary care, health, Māori Providers, Social care providers to strengthen community support. • Lead the development of advanced medical roles to enhance a whole of system process in response to identified community need and in line with priority health targets and with an equity lens. • Lead the implementation of models of practice that enhance access to care and facilitate the provision of services within a multidisciplinary health care team. • Grow stakeholder awareness and engagement of strategic priorities to build communities of resilience and sustainable self determined wellbeing. • Support activities aligned with the Te Pae Tata interim health plan and regional health plans that will enhance models of practice, improve service delivery and integrate primary health and hospital services.
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<p>Provide Clinical Advice & support for the POADMS programme</p>	<ul style="list-style-type: none"> ● Provide clinical advice to support the POADMS(Primary Options Acute Demand Service) nurses in cases/referrals as required including: <ul style="list-style-type: none"> - Providing guidance and support to the Nurse Coordinators in reviewing the identified pathways for conditions amenable to primary care intervention. - Supporting the determination of the appropriate process for identifying patients to be safely managed in primary care with early discharge. - Supporting the monitoring of the POADMS programme to meet objectives, checking data and cases alongside the clinical nurse when required. - Reviewing existing pathways and critiquing new proposals. - Developing and critiquing new initiatives and undertaking audit and review as required. ● Attend the POADMS steering group meetings providing appropriate clinical feedback and support the direction and development of the programme.
<p>Clinical Hub</p>	<ul style="list-style-type: none"> ● Provide Clinical Leadership for the Clinical Hub Doctors and Nurses including: ● Supporting clinical aspects in relation to specific contracts and programmes ● Continual development of the clinical hub potential ● Liaison with potential stakeholders, workforce, and workstream initiatives ● Where required for specific initiatives, provide clinical leadership and oversight of relevant initiatives undertaken by the Clinical Hub for the period of the initiative.
<p>Communication</p>	<ul style="list-style-type: none"> ● Provide ongoing oversight of the coordination of information disseminated to primary care through Medinz. ● Provide clinical oversight of the weekly practice updates ● Work collaboratively with Mahitahi Comms Manager and other colleagues to improve the interaction and communication with primary care clinicians. ● Hold monthly meetings with Te Whatu Ora GP Liaisons and Northland PHOs to ensure regular interaction and information sharing.
<p>Relationships</p>	<ul style="list-style-type: none"> ● Work collaboratively with other Clinical Directors and Operational Leads to support strategic direction, emerging developments and initiatives. ● Develop and maintain positive relationships with all internal and external stakeholders of Mahitahi Hauora. ● Develop and manage key relationships locally and nationally.

	<ul style="list-style-type: none"> • Meets the needs of Māori in a culturally appropriate manner. •
Reporting	<ul style="list-style-type: none"> • Provide monthly reporting to the CEO identifying key issues and opportunities with solution focused outcomes identified. • Where required providing monthly reporting on activity. •
Organisational	<ul style="list-style-type: none"> • Have a good understanding of and comfortability in communicating the vision and strategic priorities of Mahitahi Hauora. • Maintain client confidentiality at all times, clients' rights, privacy and confidential information are safeguarded. • Understands the principles of the Privacy Act 2020, and Health Information privacy Code (1994). • Recognise individual responsibility for workplace Health & Safety under the Health and Safety at work Act 2015 (HSWA 2015). • Implements organisational policies and procedures, legislation and guidelines with their work. •

Person Specification

Key Qualifications, Experience, Skills and Knowledge:

Education and Qualifications	
<i>Essential</i>	<i>Desirable</i>
<ul style="list-style-type: none"> • Current Vocationally registered General Practitioner • Post graduate training/qualifications and experience relevant to health service improvement. • Advanced Computer literacy skills, e.g. Microsoft Office 365, Sharepoint. • Current and un-encumbered Drivers Licence 	

Experience	
<i>Essential</i>	<i>Desirable</i>
<ul style="list-style-type: none"> • Minimum of 10 year’s experience in primary care general practice • Clinical leadership experience • Experience in influencing GP colleagues and secondary care specialists • Experience in developing and implementing new primary health care initiatives. • Participation and contribution at governance level. 	<ul style="list-style-type: none"> • Understanding of the Northland primary care sector
A commitment to the development in competency of	
<i>Essential</i>	<i>Desirable</i>
<ul style="list-style-type: none"> • Te Tiriti o Waitangi and our obligations in our day-to-day work • Confidence in expressing and observing Tikanga, Māori protocols • A good understanding of Pae Ora and He Korowai Oranga • Privacy Act (1993) and Health Information Privacy Code (1994). 	<ul style="list-style-type: none"> • Health and Safety at Work Act 2015(HSWA) • Health and Disability Commissioner (Code of Health and Disability Services Consumers’ Rights) Regulations (1996). • New Zealand Council of Healthcare Standards.
Skills and Personal Attributes	
<p>Skills:</p> <ul style="list-style-type: none"> • Strong communication skills, both written and verbal. • Strong interpersonal and relationship building skills. • Has the necessary skills to handle confidential or controversial information with sensitivity, discretion and professionalism, understanding that all such knowledge remains confidential to the organisation and, within the organisation used only for the purpose originally collected. • Excellent organising and time management skills, and ability to prioritise and manage conflicting demands without compromising quality and flexibility, even in times of pressure. • Strong decision making ability and ability to meet deadlines <p>Knowledge & proficiency with Microsoft Office applications, particularly Word, Outlook, Excel and Office 365</p>	<p>Personal Attributes:</p> <ul style="list-style-type: none"> • Ability to work as a team and be a valued team member. • Ability to maintain a high level of confidentiality and non-judgement respecting each individual’s right to privacy. • Attention to detail and accuracy. • Ability to exercise wisdom and initiative. • Punctuality and reliability. • Flexibility to cope with changing demands. • A professional attitude displaying personal integrity and honesty. • An ability to work with a range of teams and individuals; demonstrating tact; a calm and caring nature. • Open to learning opportunities and enhancing skills and knowledge relevant to the role.

Variation of Duties

Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit in anyway the scope or functions of this position. Duties and responsibilities can be amended from time to time, either by additional, deletion, or straight



amendment by the CEO to meet any changing conditions. Any variation to duties will be discussed and agreed with you.

Employee Name:

Employee Signature: Date:.....

Manager Name:

Manager Signature: Date:.....