



POSITION DESCRIPTION

Rata Poutokomanawa

Medical Director

Taumata Korero | Hauora Hokianga Vision and Values

Tirohanga Matua – Our Vision

Whānau Oranga

Kia eke rawa te taumata manaaki tāngata, manaaki whānau, manaaki kainga

achieved through collaboration and service excellence

Ngā Pou Matua – Guiding Principles

To achieve our vision, we are committed to:

- Te Tiriti o Waitangi, the founding covenant of Aotearoa New Zealand,
- Equitable health and wellbeing outcomes,
- Provision of high-quality, integrated, and holistic health and wellbeing services,
- Offering a service with no cost at the point of need.

Ngā Whaingā Matua – Our Values

Rangatiratanga

leadership role modelled at all levels that supports self determination over one's health and wellbeing

Manaakitanga

expressed by extending respect, humility, kindness and honesty

Whanaungatanga

created through shared experiences and working together, demonstrated by effective relationships and collaboration

Wairuatanga

enhanced by celebrating identity and uniqueness that promotes a culture of holistic wellbeing

Turanga Mahi | The Position

Reports to: Ahorangi / CEO

Department/Team: Executive

Job Status: Permanent

Direct reports (if applicable): 5 to 10

Delegated Financial Authority (if applicable): TBC

Last updated: May 2023

Position Purpose

The purpose of the Rata Poutokomanawa / Medical Director position is to lead the medical function of Hauora Hokianga. This includes managing medical outcomes as defined by the Annual Business Plan, and Strategic Plan and supporting their delivery through the medical team and senior clinical personnel.

As a member of the executive management team the Rata Poutokomanawa / Medical Director leads the clinical governance function including providing clinical advice to the CEO and ensures legal requirements of environment and services delivered are in accordance with the standards laid down by the Ministry of Health and statutory acts.

Kawenga Tikanga | Key Accountabilities

Key Result Area	Expected Outcomes
Clinical Leadership	<ul style="list-style-type: none"> • Provides day to day oversight, monitoring and support for delivery of safe and effective medical and clinical services throughout the organisation. • Supports the organisational clinical strategic direction in partnership with other members of the Clinical Governance team. • Indicators of clinical risk are analysed and responded to in order to provide a clinical service within effective continuous quality improvement processes. • Participates in regular meetings with senior clinical and executive managers to coordinate and integrate the delivery of effective and efficient clinical services within the overall operations of Hauora Hokianga. • Supports and manages existing staff including supports the recruitment, orientation and supervision of medical staff.

Staff Management, Training and Supervision	<ul style="list-style-type: none"> • Provides professional and organisational management of the medical team of Hauora Hokianga – including maintenance and planning of the medical rosters. • Monitor and coordinate medical staffing at appropriate levels within resources, and advise CEO to enable service planning within appropriate resources. • Work with the HR team to support staff recruitment in accordance with Hauora Hokianga policies. • Undertake annual appraisals for direct reports and ensure all Medical staff are supported to engage in appropriate personal and professional development. • Oversight of registration status and supervision needs of medical team and provision of supervision when needed. • Communicate regularly with staff to support and guide them, and to keep them informed of developments within and outside the organisation. • Manage any staff performance issues as required, In conjunction with the CEO and the HR team. • Monitor the clinical skill mix and enable development of appropriate skills to meet the identified clinical needs. • Support the social welfare of medical person and wider clinical teams. • Provide oversight and support for supervision and teaching of medical students and registrars. • Provide support for provision of clinical training for wider clinical and support teams to maintain professional standards and enable the organisations vision of excellence in Healthcare.
Planning and Financial Management	<ul style="list-style-type: none"> • Participate in the development of the strategic plan and business plan. • Set appropriate objectives for medical services and planning for future service developments. • Undertake budget and financial control of overall medical staffing budget. • Liaison with wider medical community, professional organisations and Te Whatu Ora planning processes to represent trust perspective and inform future planning of clinical services.
Organisational Effectiveness and Professional Standards	<ul style="list-style-type: none"> • External communications (representing Hauora Hokianga) are in keeping with the organisation’s philosophies, goals, policies and strategies. • Internal communications undertaken that are appropriate for audience and support the achievement of the organisation’s goals. • Support and lead quality processes to achieve ongoing gains in effectiveness, efficiency and responsiveness, particularly in relation to clinical services. • Leadership of clinical aspects of quality process including clinical governance and complaints.
Risk Management, Monitoring and Reporting	<ul style="list-style-type: none"> • Clinical and organisational risks identified in timely fashion. • Incidents and emergencies handled in professional manner. • Annual review of risks to the organisation undertaken. • Performance of medical services monitored, exceptions and non-achievement of objectives identified. Remedial action taken where necessary. • Provide oversight of response to clinical aspects of significant incident reporting, complaints, HDC enquiries including debriefing following critical incidents . • Responsible for responding to clinical information requests. • Effective resolution of complaints with appropriate follow up actions taken.
Medical Training and Research	<ul style="list-style-type: none"> • Delegate responsibilities to appropriate medical staff to support training of medical students. • Promote, undertakes and support research initiatives at Hauora Hokianga. • Review proposals and maintain oversight of research activities within the organisation. • Retain oversight and responsibility for clinical activities and supervision arrangements for medical students and staff.

Health, Safety and Wellbeing	<ul style="list-style-type: none"> • Display commitment through actively supporting all safety and wellbeing initiatives. • Ensure own and others safety at all times. • Comply with relevant safety and wellbeing policies, procedures, safe systems of work and event reporting. • Report all incidents/accidents, including near misses in a timely fashion. • Respond to health and safety issues promptly, assessing and undertaking appropriate corrective actions, and completing in-house reporting procedures in a timely manner. • Ensure corrective actions to work practice are communicated to the team effectively and in a timely manner. • Active involvement in health and safety through participation and consultation. • Ensure medical team are informed and participate in all of the above.
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Kawenga Matauranga | Knowledge, Skills and Experience Required

Qualifications

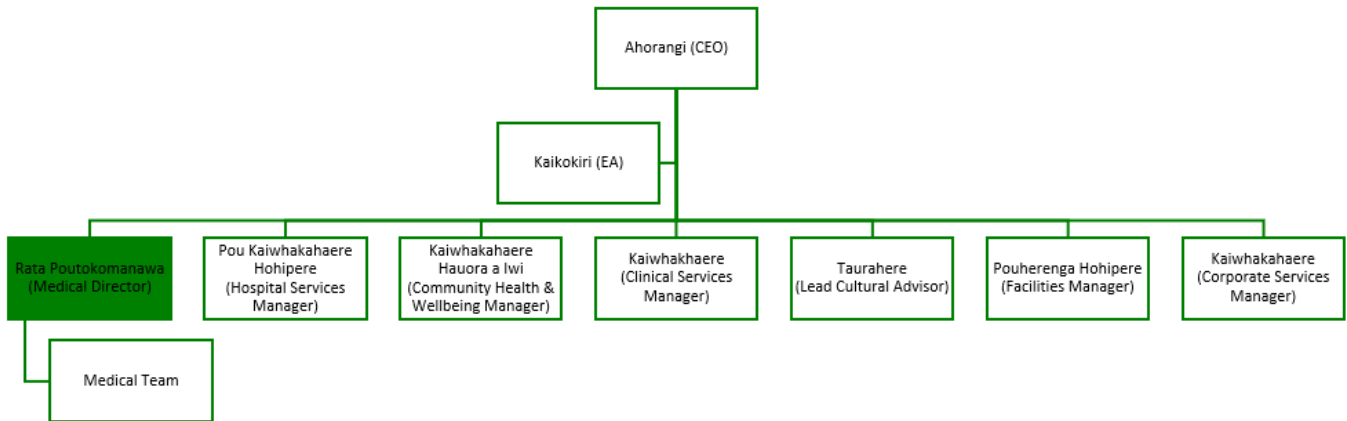
- Full GP and/or RHM registration
- A relevant post graduate qualification is desirable
- Evidence of continued professional development including leadership development
- Relevant research experience is desirable
- Full Drivers License

Knowledge, Skills and Experience

- Extensive experience providing clinical care, ideally in a rural setting
- People leadership experience including training, coaching and mentoring staff
- Clinical leadership experience ideally contributing strategic advice at senior level
- Working knowledge of the New Zealand health sector
- Sound understanding of clinical governance and effective medical management systems
- Commercial acumen with the ability to understand business strategy, planning, processes and requirements.
- Effective communication skills (interpersonal, verbal, presentation and written) with the ability to explain complex concepts in plain language
- Proficiency in MS Office Suite, including Word, Excel, PowerPoint and Outlook
- Recognises patient rights to be treated as an individual and with equity, including a sound understanding of and respect for the social, cultural and spiritual norms of others.
- Ability to act with sensitivity regarding rights to privacy and confidentiality
- Understanding of, or willingness to develop knowledge and engage with Te Ao Māori - Tikanga, Kaupapa, Te Reo and Rongoā
- Understanding of the significance of and obligations under Te Tiriti o Waitangi, including how to apply Te Tiriti principles in a meaningful way in the role

Kawenga Whanaungatanga | Relationships

Your place in Hauora Hokianga



Key Internal Relationships

- CEO and Executive Team
- Trust Board
- Medical team
- Other managers and staff

Key External Relationships

- NGOs, PHEs, MoH
- Professional bodies
- Groups, whānau and individuals from the community

Tuhinga Whakaae | Acknowledgement and Approval

Organisational Requirements

Employees are expected to support the aims and objectives of Hauora Hokianga through:

- Understanding and implementation of Hauora Hokianga’s strategic plan and objectives.
- Being aware of and adhering to Hauora Hokianga’s policies and procedures.
- Participating in quality and continuous improvement.
- Demonstrating a commitment to our organisational shared values.

Key responsibilities and accountabilities for this position should not be considered definitive. Accountabilities and outcomes may be added, deleted or modified, in consultation with staff as necessary. Knowledge, skills and experience required will be reviewed in line with performance review and development process unless required earlier.

Employee Signature:

Date:

Manager Signature:

Date: