

POSITION DESCRIPTION

POSITION: Clinical Director and Medical Officer of Health – Public Health Service

RESPONSIBLE TO:

As Clinical Director	Operationally - General Manager Strategy, Primary and Community Professionally – Chief Medical Officer
As Medical Officer of Health	Operationally - Service Manager, Public Health Service Professionally – Chief Medical Officer

Our Vision:

Nelson Marlborough Health's (NMH's) vision is to work with the people of our community to promote, encourage and enable their health, wellbeing and independence.

Our Values:

***Respect* - We care about and will be responsive to the needs of our diverse people, communities and staff.**

***Innovation* - We will provide an environment where people can challenge current processes and generate new ways of working and learning.**

***Teamwork* - We create an environment where teams flourish and connect across the organisation for the best possible outcome.**

***Integrity* - We support an environment which expects openness and honesty in all our dealings and maintains the highest integrity at all times.**

PURPOSE OF THE POSITION

The Clinical Director of the Public Health Service leads and is a member of the Public Health Specialist Team in delivering high quality work that contributes to a strong population health perspective within NMH, with partner organisations and has a specific focus on addressing disparities in health outcome.

The Clinical Director is also a Medical Officer of Health in the Public Health Service. The purpose of the Medical Officer of Health position, as a statutory and designated role, is to ensure that NMH discharges its responsibilities under the relevant public health legislation along with the more general role of providing medical advice into public health and primary care for the district. This includes undertaking on-call duties.

It is anticipated that the role will be 0.2 FTE Clinical Director and 0.8 FTE Medical Officer of Health/Public Health Physician.

FUNCTIONAL RELATIONSHIPS OF THE CLINICAL DIRECTOR

Internal

- Service Manager Public Health Service
- Public Health Service Staff
- Chief Medical Officer ,Associate CMO and CMO Primary
- General Manager Maori and Vulnerable Populations
- General Manager Clinical Services
- General Manager Mental Health
- General Manager Clinical Governance Support
- NMH Clinical Governance Group
- Executive Leadership Team
- Top of the South Alliance Leadership Team
- CPHAC / DiSAC

External

- Other DHBs and Public Health Units
- Kimi Hauora Wairau Primary Health Organisation and Nelson Bays Primary Health
- Ministry of Health
- South Island Public Health Partnership
- SI Alliance Programme Office
- National Public Health Clinical Network
- NZ College of Public Health Medicine
- Territorial Local Authorities, Other Government Agencies, Non Governmental Organisations

In addition to the above

FUNCTIONAL RELATIONSHIPS OF THE MEDICAL OFFICER OF HEALTH

Internal

- Quality and Risk Manager
- Infectious Diseases Team
- Medical Staff
- Strategy, Primary and Community staff

External

- General Practitioners and Practice Nurses
- Medical Officers of Health in other DHBs
- Maori Health Services Providers
- Immunisation Coordinators

CLINICAL DIRECTOR

RESPONSIBILITIES OF CLINICAL DIRECTOR	EXPECTED OUTCOMES
<p>Service Quality</p>	<ul style="list-style-type: none"> ▪ Facilitate quality improvement planning and activities within the whole health system, with a specific focus on addressing disparity in health outcome. ▪ To use public health expertise to influence and participate within the NMH quality and clinical governance processes. ▪ Contribute to identifying risks to population health and in ensuring risk mitigation plans are developed. ▪ Supports the clinical governance group in ensuring valid reporting of clinical performance and quality that adheres to good practice principles of public health medicine and epidemiology with appropriate analysis where appropriate. ▪ Ensure requirements for the maintenance of professional standards for PHS specialists are met. ▪ Ensure service requirements around credentialing of medical staff in the PHS are met. ▪ Coordinate supervision for any Public Health Medicine trainees.
<p>Leadership</p>	<ul style="list-style-type: none"> ▪ Lead clinical engagement between the Public Health Service and the rest of the health and social sectors. ▪ Lead clinical engagement on population health issues in the Strategy, Primary and Community Team with a specific focus on addressing disparity in health outcomes. ▪ Provides expert advice to the CMO and other CDs on matters related to public health. ▪ Inspire, encourage and model best practice for the PHS and Clinical Services Team. ▪ Act as an effective advocate for high professional standards in the organisation. ▪ Attend CPHAC / DiSAC meetings as appropriate. ▪ Maintain an understanding of operational issues for the PHS. ▪ Ensure effective two way communication within the PHS teams and the between the PHS and wider health system.
<p>Strategic Planning & Implementation</p>	<ul style="list-style-type: none"> ▪ Along with the Service Manager: <ul style="list-style-type: none"> ▪ Lead the development of the PHS Strategic Plan and other planning documents for the PHS; ▪ Ensure development of resulting action plans; ▪ Facilitate regular population health input and reporting to CPHAC/DiSAC. ▪ Monitor the external environment for the range of influences impacting on public health and the health sector. ▪ Work with the GM Strategy, Primary and Community: <ul style="list-style-type: none"> ▪ To contribute towards a population health perspective in NMH planning; ▪ In the implementation of Health 2030 Action Plans, the Primary and Community Health Strategy and the Systems Level Measures Plan.

RESPONSIBILITIES OF CLINICAL DIRECTOR	EXPECTED OUTCOMES
	<ul style="list-style-type: none"> ▪ Work with the GM Maori and Vulnerable Populations in addressing disparity in health outcome. ▪ Work with the GM Clinical Services on population health issues, particularly disease prevention approaches. ▪ Work with the GM Mental Health on population health issues. ▪ Work with the Top of the South Health Alliance on population health issues particularly disease prevention approaches and health literacy. ▪ Work with the South Island Public Health Partnership, the Public Health Service Level Alliance and other South Island Alliance programmes in regional public health planning and strategy. ▪ Work with the Ministry of Health and National Public Health Clinical Network on national public health issues. ▪ Ensure there is clinical oversight of population health screening programmes for NMH. E.g. cervical, breast, antenatal HIV and universal newborn hearing screening programmes
Professional Development	<ul style="list-style-type: none"> ▪ Participate in annual performance review process including review of performance goals and identification of areas for professional development.
Health and Safety	<ul style="list-style-type: none"> ▪ Compliance with all health and safety legislative requirements. ▪ Compliance with the ACC Partnership Programme requirements. ▪ Compliance with all organisation-wide health and safety policies and procedures. ▪ Compliance with the Health and Safety Manual, any relevant chemical information and the emergency plan. ▪ Work is carried out in a healthy and safe manner and others are encouraged and assisted to work in the same way. ▪ Unsafe workplace conditions/practices (hazards) are identified, reported and mitigated/rectified early. ▪ Knowledge of identified hazards is kept up to date. ▪ Reportable event form is completed (via <i>Safety First</i>) for any accident or injury which has taken place at work, ensuring, in the case of injury, that your supervisor or manager is notified within 24 hours. ▪ Co-operation, support and promotion of occupational health and safety actions and initiatives in the workplace.
General	<ul style="list-style-type: none"> ▪ Other duties as negotiated with your Manager. ▪ Meets obligations contained in Appendix 1 & 2.

MEDICAL OFFICER OF HEALTH

RESPONSIBILITIES OF MEDICAL OFFICER OF HEALTH	EXPECTED OUTCOMES
<p>Service Delivery</p> <p><i>Undertake the statutory duties and responsibilities as the designated Medical Officer of Health for the region.</i></p>	<ul style="list-style-type: none"> ▪ Identify the effects on the population of adverse environmental factors and initiate action to control such hazards in co-operation with other agencies that have statutory and professional responsibilities for environmental health, and designated Health Protection and Smokefree Officers. ▪ Make submissions to the appropriate territorial local authority under the Resource Management Act to address environmental health matters that have significant impact on health. ▪ Undertake surveillance of communicable disease in the region, and take appropriate control measures to reduce the spread of disease in conjunction with Health Protection Officers, hospital infection control practitioners, sexual health clinic staff and Public Health Nurses. ▪ Where appropriate carry out epidemiological investigation of outbreaks of infectious and non-infectious illness and take remedial actions as required. ▪ Provide input into Emergency Planning, and when delegated represent the Nelson Marlborough Health for the Emergency Planning for the Nelson / Marlborough region. ▪ In the event of a Civil Defence or Public Health emergency provide advice and assistance to the Group and Local Controllers on public health matters and use the statutory powers available where necessary to protect the public health. ▪ Provide public health medicine advice to and liaise with liquor licensing agencies as required under the Sale of Liquor Act. ▪ If necessary, apply to the District Court for committal of neglected and infirm people under Section 126 of the Health Act.
<p>Clinical Leadership</p> <p><i>Provide specialist public health medicine advice to staff of Nelson Marlborough District Health Board, general practitioners and other primary health care practitioners, other government agencies and the general public in the region.</i></p>	<ul style="list-style-type: none"> ▪ Liaise with primary health care practitioners including GPs, Immunisation Co-ordinator and Public Health Nurses and provide public health medicine advice in the fields of immunisation, overseas travel health requirements, communicable disease control, non communicable diseases and environmental health. ▪ When delegated be an active member of the Nelson Marlborough Infection Control Committees. ▪ Carry out certification of independent vaccinators in line with national guidelines. ▪ Liaise with general practitioners, medical specialists and laboratories as necessary to assist with the effective operation of the Cervical Screening Programme. ▪ Communicate with health professionals, other government agencies, territorial local authorities,

RESPONSIBILITIES OF MEDICAL OFFICER OF HEALTH	EXPECTED OUTCOMES
	<p>community health organisations, the media and the public as necessary in order to promote the public health.</p> <ul style="list-style-type: none"> ▪ Participate in quality improvement and planning activities within the district Public Health Service. ▪ Advise the Service Manager Public Health Service of any issues that may arise that places the Medical Officer of Health in a position of conflict of interest as a Designated Officer and as an employee of Nelson Marlborough Health. ▪ Be one of the media spokespeople on public health issues.
Professional Development	<ul style="list-style-type: none"> ▪ Participate in annual performance review process including review of performance goals and identification of areas for professional development.
Health and Safety	<ul style="list-style-type: none"> ▪ Compliance with all health and safety legislative requirements. ▪ Compliance with the ACC Partnership Programme requirements. ▪ Compliance with all organisation-wide health and safety policies and procedures. ▪ Compliance with the Health and Safety Manual, any relevant chemical information and the emergency plan. ▪ Work is carried out in a healthy and safe manner and others are encouraged and assisted to work in the same way. ▪ Unsafe workplace conditions/practices (hazards) are identified, reported and mitigated/rectified early. ▪ Knowledge of identified hazards is kept up to date. ▪ Reportable event form is completed (via <i>Safety First</i>) for any accident or injury which has taken place at work, ensuring, in the case of injury, that your supervisor or manager is notified within 24 hours. ▪ Co-operation, support and promotion of occupational health and safety actions and initiatives in the workplace.
Additional Duties as directed by the Service Manager, Public Health Service	<ul style="list-style-type: none"> ▪ Undertake additional duties as directed by the Service Manager, Public Health Service on such issues as Health Impact Assessments, the Alcohol Harm Reduction Strategy, and Chronic Conditions.
General	<ul style="list-style-type: none"> ▪ Other duties as negotiated with your Manager. ▪ Meets obligations contained in Appendix 1 & 2.

PERSON SPECIFICATION

QUALIFICATIONS

- Qualified Medical Practitioner, registered in New Zealand
- Specialist qualification in Public Health Medicine (e.g. Fellow of the NZ College of Public Health Medicine)

EXPERIENCE

Essential

- Experience in leading multidisciplinary teams
- Strong understanding of the NZ health sector

Desirable

- Recent Public Health Service experience
- Leadership in a Public Health organisation
- Skills in system thinking and analysis
- Experience in quality improvement processes
- Current drivers licence

KNOWLEDGE AND SKILLS

- Intermediate/Advanced knowledge of Microsoft Office applications i.e.: Word, Excel, PowerPoint and Outlook
- Keeps up to date with available information technology relevant to position
- Understands and complies with NMH Information Technology policies

PERSONAL ATTRIBUTES

- Excellent communication and relationship building skills
- Ability to provide leadership to a team of health professionals
- Highly motivated, adaptable and with a commitment for effective public health practice
- Ability to think strategically and translate strategic goals into operational plans
- Ability to develop and implement change
- Effective presentation skills
- Strong commitment to the Treaty of Waitangi and working effectively in a range of cultures
- An awareness of the overall health and political environment in which the PHS and NMH operates
- Highly organised with ability to prioritise and good time management skills

CAPABILITY PROFILE

Solid performance in the role requires demonstration of the following capabilities and competencies. These provide a framework for selection and development.

Capability	Competencies	Behaviours
Displays self knowledge	Certain of self-worth and capacity to handle unfamiliar situations	<ul style="list-style-type: none"> • Knowledge of advanced research methods and processes • Understands and accurately estimates own contribution to work outcomes • Handles ambiguity and inconsistencies that impact work • Anticipates future changes and trends • Assesses and confirms own leadership potential • Drives to achieve own potential and desired career pathway • Benchmarks own performance and competence against standards established by the organisation or professional bodies
Establish the change imperative	Monitor and review change	<ul style="list-style-type: none"> • Change context including impact of the planned change on customers, employees, operational capabilities and resources • Sets and prioritises change plans within a function or discipline area • Puts mechanisms in place to review and monitor progress of change against agreed targets • Monitors, reviews and adjust change plans and indicators • Makes recommendations for major amendments to change plans that affect functional or organisational plans • Removes function-level barriers to change • Advocates for a function or a clinical or operational area during change
Build relationships and mobilise support	Build trust and promote strategic and professional partnerships	<ul style="list-style-type: none"> • Builds networks of knowledge and expertise • Overcomes resistance to change plans from external bodies and stakeholders • Develops systems to provide regular and accurate information to all employees • Seeks input from respected leaders in order to build support for planned actions • Establishes long-term partnerships exemplified by open exchange of information and ideas, and a willingness to undertake collaborative action • Attracts important relationships through other's recognition of personal and professional credibility • Establishes profile with network partners as a trustworthy source of valuable information
Thinks and acts strategically	Define strategy and vision for own area	<ul style="list-style-type: none"> • Understands the internal planning process and is politically savvy as to key people involved • Develops a strategy together with realistic plans to achieve long-term objectives • Develops financially realistic strategies that deliver the organisation and customer's desired outcomes • Advocates for and seeks endorsement for strategic plans and goals

Capability	Competencies	Behaviours
		<ul style="list-style-type: none"> • Responds calmly when challenged to justify strategy or goals to senior leaders or peers • Displays resilience and tenacity in achieving desired outcomes • Works with employees, stakeholders and peers to overcome problems and uncertainty to achieve planned outcomes
Communicate a vision and sense of purpose	Communicate and lead all stakeholders towards an agree purpose and vision	<ul style="list-style-type: none"> • Promotes the organisation's vision and purpose to major stakeholders • Builds a support base or coalitions within the stakeholder community that can champion the organisation's desired purpose or change plans • Orients stakeholders towards actions that enable and sustain attainment of the organisation's desired goals • Communicates to promote collaboration between stakeholder groups • Manages stakeholder relationships and risk associated with operational plans and activities
Empowers others to act	Promote participative decision making and management	<ul style="list-style-type: none"> • Knowledge of participative planning and management techniques • Vests the authority and resources necessary for employees to be empowered to act • Is sensitive to other people's culture, traditions and patterns of decision-making • Makes decisions and manages within limits of own professional qualifications and credentials • Uses informal and formal communication channels to access management information and data • Uses available information and communication technology to optimise collection, analysis and reporting • Readily accepts and reviews expertise and input from others • Benchmarks and audits professional and clinical practice and performance to ensure attainment of set goals and standards
Stimulate innovation and create immediate wins	Foster and sustain an environment of innovation	<ul style="list-style-type: none"> • Translates innovation into solutions that work • Balances risks against the benefits to effectively advance new practices and ideas • Leads information sharing and creative collaboration within and across functions • Takes calculated risks when trying new ideas or practice • Identifies and sponsors innovative effort where it can generate benefit within a professional, strategic or operational context • Reviews innovations and creative processes to improve future initiatives within a function • Establish mechanisms for collecting and reviewing ideas and innovations that have an impact beyond a single team or clinical/operational area

<p>Consolidate & continuously improve on strategic direction</p>	<p>Identify and champion strategic change</p>	<ul style="list-style-type: none"> • Drives a continuous improvement approach across a function or discipline • Critically appraises current activities and considers how they can be re-designed to better meet long-term goals and indicators • Identifies and tests new initiatives or breakthrough professional practices • Energises and inspires peers to support strategic change • Translates strategic goals and quality standards into improved functional outcomes • Works with others across professions and/or geographic locations to coordinate strategic change • Engages with other leaders to champion strategic change
<p>Foster a positive culture</p>	<p>Build a positive organisational culture</p>	<ul style="list-style-type: none"> • Understands the relationship between ethic, morals and beliefs • Knowledge of the concept of culture as applied to organisations • Understands the principles and methods of managing culture change within organisations • Encourages other leaders to acts in an ethical manner consistent with the organisation's values and beliefs • Leads an operational or clinical area with integrity • Keeps commitments and deals honestly with others • Encourages employees to balance work and life priorities • Supports honest disclosure and information sharing • Acknowledges and rewards contributions from others

APPENDIX 1

General Responsibilities of an Employee of Nelson Marlborough Health (NMH)

1. Professional Responsibilities

As an employee of NMH you are required to:

- Maintain any qualifications, including registrations and practising certificates, required for legal and safe practice.
- Keep yourself up to date on knowledge, best practices and legislation relating to your work.
- Make a personal contribution towards effective and efficient working relationships within your team and with other NMH departments.
- Ensure you carry out your work in a way that is customer-focused and meets professional standards.
- In conjunction with your manager, identify your own training needs and plan to meet these needs.
- Manage your own time and prioritise your work effectively.

2. Right to Raise Concerns

- All employees of NMH are expected and encouraged to immediately ask questions, and raise any concerns/issues with their colleagues at their place of work, particularly if the care of a patient could potentially be compromised.
- All staff are expected to act professionally and to actively listen to the concerns or opinions of others being raised at the time.

3. Child Wellbeing and Protection

NMH is committed to identifying, supporting and protecting vulnerable children. The prevention of abuse and enhancing the wellbeing of children and their families aims to keep vulnerable children safe before they come to harm so they can thrive, achieve and belong. As an employee you are required to comply with all relevant legislation e.g. the Vulnerable Children Act 2014 and the Children, Young Persons and their Families Act 1989. You are also required to:

- Contribute to and support the organisation's strong commitment to a child centred approach to protect children across the region.
- Act at all times in the best interest of the children and young people, putting their interests first.
- Ensure collaborative working practices and recording and sharing of information to address abuse, suspected abuse or disclosure of abuse in a timely and appropriate fashion.

4. Legislation, Regulations and Board Policies

You are required to be familiar with and adhere to the provisions of:

- All relevant acts and regulations
- All Board, hospital and department policies
- All relevant procedure manuals
- The "Employee Obligations" within NMH's Disciplinary Policy.

5. Confidentiality

You are required to:

- Adhere to the Privacy Act 1993, the Health Information Privacy Code 1994 and subsequent amendments in regard to the non-disclosure of information.
- Maintain strict confidentiality of patient, applicant and employee information at all times.

6. Risk Management

You are required to:

- Support and promote actions and initiatives in your work area which enable risks to be identified and eliminated or reduced.
- Be especially aware of those risks which have high cost or safety implications.
- Complete an accident/incident report for any accident, incident or near miss which has taken place at work.
- Respond to complaints according to appropriate policies.

7. Security

You are required to:

- Wear your identification badge at all times when on site or when carrying out official duties.
- Notify Human Resources of any changes required for your ID badge.
- Report any suspicious or unusual occurrence to the security officer, orderly or telephone operator.
- Complete an incident report for any incident which has or might have compromised the safety of staff, patients and visitors.

8. Treaty of Waitangi

NMH is committed to its obligations under the Treaty of Waitangi. As an employee you are required to give effect to the principles of the Treaty of Waitangi: Partnership, Participation and Protection.

9. Smokefree

NMH is a Smokefree Organisation. This applies to all staff and contractors working within NMH buildings, grounds and vehicles. Staff are required to comply with the policy and ensure all visitors, patients and others are informed of the policy. This also applies to NMH staff employed on Board business in the community.

Please sign below to confirm that you have read, understood and agree to the responsibilities and expectations outlined in this position description.

Signed:

Date:

APPENDIX 2

The preferred candidate is required to complete a Pre-Employment Health Questionnaire. The table below outlines the tests to be carried out - depending on the nature of the position applied for.

Condition	Information to include in Position Description
TB Active	No person with active pulmonary or laryngeal tuberculosis (TB) is allowed to be at work in NMH
TB Latent	Staff who expect to have contact with patients or infectious materials must have assessment of previous TB exposure at the time of employment
BBV	No person who is susceptible to hepatitis B is allowed to have contact with patients or human materials (e.g., blood) unless they have taken part or agree to take part in a blood-borne virus education, prevention and vaccination program
MRSA	No person colonised or infected with methicillin-resistant <i>Staphylococcus aureus</i> (MRSA) is allowed to work in clinical areas ¹ New staff who will be working in clinical areas should be screened for MRSA if they have: <ul style="list-style-type: none"> • a chronic skin condition • been working in an overseas healthcare facility in the last year • been MRSA-positive in the last year
Skin	No person with a skin condition that by virtue of its site and type could be an infection risk is allowed to have contact with patients, food, microbiology samples or sterile items
Measles/Rubella	No person who is susceptible to measles or rubella is allowed to have contact with pregnant women.
VZV	No person susceptible to varicella-zoster virus (chickenpox) is allowed to have contact with newborn babies or pregnant women
EPP	No person who has detectable hepatitis B e antigen or high levels of hepatitis B virus DNA in their serum is allowed to undertake or assist with exposure-prone surgical procedures ²

¹Clinical areas include inpatient medical and surgical wards (includes Medical Units, AT&R Units, Surgical Wards, Paediatrics, Day Stay, Neonates and Women's Health). Screening does not apply to staff working in outpatient areas (e.g., clinics, Radiology, Respiratory Function lab) or in DSS, Mental Health or Drug and Alcohol services (transmission of MRSA is less likely and infection is rare in these sites.)

²Exposure-prone surgical procedure = a procedure where there is the potential for direct contact between the skin (usually finger or thumb) of the health care worker and sharp surgical instruments, needles, or sharp tissues (spicules of bone or teeth) in a blind or highly confined anatomic site such as a body cavity or in poorly visualised and/or confined body sites. Such sites include body cavities encountered during emergency and trauma procedures, abdominal, cardiothoracic, obstetric/gynaecological, orthopaedic and oral surgery.