

POSITION DESCRIPTION

POSITION: Kaitiaki Te Waka Hauora

RESPONSIBLE TO: Pou Korowai – Team Leader Te Waka Hauora Māori Health

Health New Zealand | Te Whatu Ora Nelson Marlborough

Our vision | Tō tātou manako: All people live well, get well, stay well. *Kaiao te tini, ka ora te mano, ka noho ora te nuinga.*

Our mission | Tō tātou kaupapa: Working with the people of our community to promote, encourage and enable their health, wellbeing and independence. *Kei te mahitahi tātou hei whakapiki te oranga me te motuhaketanga o to tatou hapori.*

Our Values – Ō tātou whanonga pono

Respect | Manaakitanga: We care about, and will be responsive to, the needs of our diverse people, communities and staff. *Kia horahia te manaakitanga ki ngā iwi katoa me ngā hāpori, kaimahi hoki.*

Innovation | Auaha: We will provide an environment where people can challenge current processes and generate new ways of working and learning. *Kia auaha me whakahoutia i ngā pūkenga ākonga, me ngā mahi ki tēnei hāpori.*

Teamwork | Whakarāmemene: We create an environment where teams flourish and connect across the organisation for the best possible outcome. *Kia whakarāmemene i ngā kaipupuni hauora katoa.*

Integrity | Ngākau tapatahi: We support an environment which expects openness and honesty in all our dealings and maintains the highest integrity at all times. *Kia taea i te ngakau tapatahi i runga i te tika me te pono i ngā mahi katoa.*

PURPOSE OF THE POSITION:

- To provide Māori health services alongside the clinical teams within the inpatient services of Hospital (including mental health)
- To provide follow up Maori health services within hospital Outpatients department.
- To actively refer to appropriate Māori community health services in a timely manner

RESPONSIBILITIES	EXPECTED OUTCOMES
<p>1. Service Provision.</p> <ul style="list-style-type: none"> • The key role of the Kaitiaki is to provide a support to service function for Māori and Pacifica patients and their whanau to ensure • Communicate via email or telephone or text or other such medium to ensure Māori and Pacifica patients are aware of their appointments and determine if they have any needs like a requirement to have cultural support or to be picked up to attend appointments • The main role of the Kaitiaki will be to provide contact and follow up inclusive of transporting patients to appointments in Hospital 	<ul style="list-style-type: none"> ▪ Māori and Pacifica Patients and their whanau will feel supported ▪ Māori and Pacifica patients/ clients are informed of their appointment times ▪ Māori and Pacifica feel cultural and social support through their journey to and from hospital appointments ▪ Any barriers to access of hospital appointments have been identified and addressed ▪ Māori and Pacifica patients can access transport to appointments
<p>3. Professional Development</p> <ul style="list-style-type: none"> ▪ Maintains and develops cultural competence. ▪ With the Poukorowai, determine a Maori Health career path. ▪ Undertakes identified Māori cultural training where available ▪ Annual reviews with the Pou Korowai Team Lead ▪ Attends and contributes to regular peer supervision sessions 	<ul style="list-style-type: none"> ▪ Kaitiaki is a safe practitioner ▪ Kaitiaki undertakes supervision (where required) to assist competence and personal care ▪ A career plan is developed ▪ A cultural training career plan is identified and followed. ▪ The career plan is reviewed annually ▪ Kaitiaki is a safe practitioner ▪ Kaitiaki actively contributes to the process of peer supervision ▪ Kaitiaki is supported to undertake training opportunities that have been identified and agreed to following consultation with the Pou Korowai

<p>4. Networking and Community Relationship</p> <ul style="list-style-type: none"> ▪ Develops and maintains strong effective community networks and relationships. ▪ Builds collegial relationships within the Provider Division, between designated units and Māori and Pacifica Community health services. ▪ Attends Māori and Pacifica community health hui. ▪ Ensures information detailing Māori and Pacifica community services is available on Wards and in staff areas. ▪ Arranges meetings with hospital staff and community Māori and Pacifica health workers and other relevant Primary health providers as required. 	<ul style="list-style-type: none"> ▪ Effective and timely referral of Māori and Pacifica patients and whanau is achieved through robust networking. ▪ Kaitiaki represents Health NZ perspectives at community health events ▪ Information is made available and accessible to patients and staff ▪ Facilitates communication between secondary and primary services ▪ Closer relationships are evidenced by referral of Māori and Pacifica patients to Māori and Pacifica Coalition services and other Primary services (ie: Support Works).
<p>5. General</p>	<ul style="list-style-type: none"> ▪ Other duties as negotiated with the Pou Korowai of Māori Health & Vulnerable Populations ▪ Meet employee obligations in accordance with Appendix 1 & 2

PERSON SPECIFICATION:

QUALIFICATIONS:

- Open to learn Te Reo Māori i me ona tikanga
- A current, clean driver's licence.

EXPERIENCE:

- Experience with Māori and/ or Pacifica or organisations is desirable but not essential
- Ability to work alongside a range of professionals in the Health System
- Experience in working with individuals and a group in an educative way is desirable.

KNOWLEDGE:

- Knowledge of Te Reo Māori, Tikanga and local Iwi is desirable
- An understanding of Marae and pan-tribal management organisations and their operations is desirable
- Knowledge of and commitment to biculturalism and the Treaty of Waitangi
- Knowledge of hospital services would be an advantage
- Knowledge of the Tasman, Nelson Marlborough region community resources would be an advantage.

SKILLS AND ABILITIES:

- Good oral communication skills, with good written skills
- Ability to network within the Māori and Pasifika community
- Ability to work with others in a non-judgemental way
- Person of integrity, who can maintain confidentiality, is tactful and sensitive in dealing with people
- A dependable person with the ability to relate well to others
- Ability to work under pressures using prioritisation/ time management skills.
- Commitment to ongoing self-development
- Be able to work as part of a multi disciplinary team
- Keeps up to date with available information technology relevant to the position
- Understands and complies with Health NZ Information Technology policies.

APPENDIX 1

General Responsibilities of an Employee of Health NZ | Te Whatu Ora Nelson Marlborough

1. Professional Responsibilities

As an employee of Health NZ Nelson Marlborough, 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 Health NZ Nelson Marlborough 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. Health, Safety and Wellbeing

- 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 *Safety First*) 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.

3. Right to Raise Concerns

- All employees of Health NZ Nelson Marlborough 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.

4. Child Wellbeing and Protection

- Health NZ Nelson Marlborough 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.

5. 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.

6. 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 Health NZ Nelson Marlborough’s Disciplinary Policy.

7. 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.

8. 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.

9. 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.

10. Treaty of Waitangi

Health NZ Nelson Marlborough 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.

11. Smokefree

Health NZ Nelson Marlborough is a Smokefree Organisation. This applies to all staff and contractors working within Health NZ Nelson Marlborough 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 Health NZ Nelson Marlborough staff employed on Board business in the community.

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 Health NZ Nelson Marlborough
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.