

POSITION DESCRIPTION

POSITION: Paediatrics Coordinator

RESPONSIBLE TO: Service Manager – Medicine & Paediatrics

FUNCTIONAL RELATIONSHIPS:

Families/whanau	Paediatricians
General Practice	Psychologists
Ministry of Health	Child Development Services
Schools	Autism Coordinator
ECEs	Child and Adolescent Mental Health Team
Ministry of Education	Social Worker
Kaupapa Māori health services	Allied Health
Oranga Tamariki	Administration Services
Community support agencies such as Barnados, Presbyterian Support and Explore Service	

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 ngākau tapatahi i runga i te tika me te pono i ngā mahi katoa.*

PURPOSE OF POSITION

To deliver advanced holistic coordinated care in collaboration with Paediatricians and working in partnership with whanau/families when assessing and caring for children and young people referred for developmental conditions.

To coordinate and navigate the journey of the child or young person particularly (but not limited) at the beginning of the referral into Paediatric services.

To advocate for and act as a key support and resource person to ensure that services meet internal and external service user requirements, taking responsibility for facilitating expert care for the child/young person and their whanau in a timely manner.

To support the Paediatric Service in the work up of the child / young person with School observations, home visits and streamlining phone calls from distressed parents or school when navigating the time to assessments or post diagnosis.

To complete screening tools with Whanau prior to FSAs (may include System-R, adaptive functioning questions or Vanderbilts, sensory profiles) when needed.

To support the Paediatric Service with follow-up appointments around the management of developmental and behavioural conditions with close supervision from the SMOs.

RESPONSIBILITIES	EXPECTED OUTCOMES
Patient care management and coordination	<ul style="list-style-type: none">• Uses expert knowledge and advanced clinical skills to assess, plan, implement and evaluate evidence-based care to children/young people and their families within the community• Applies critical reasoning to practice situations using a professional knowledge base autonomously• Works collaboratively with colleagues and members of the multi-disciplinary team to facilitate and coordinate care• Enhances quality of life for children/young people and their families affected by neurodiversity or developmental delay through specialist skills and connection to community supports• Carry out independent clinics for appropriate patients to assess/reassess need, provide parenting support and education and connection to specialist support services.• Identifies clinical risk and takes appropriate action to ensure a safe environment for children/young people and their families• Empowers children, young people, and their families to manage developmental need through health and parent/caregiver education.• Collaborates and consults with community initiatives and organisations to facilitate and coordinate care.• Maintains and promotes Health and Safety standards

RESPONSIBILITIES	EXPECTED OUTCOMES
	<ul style="list-style-type: none"> • Participates in continuous quality improvement initiatives. •
Clinical and Professional Leadership	<ul style="list-style-type: none"> • Assists the Service to build sustainable long-term success within the environment. • Participates in operational efficiency, service improvement and change management projects. • Fosters the implementation of organisational goals and values in line with strategic plans • Actively enhances Health New Zealand's clinical practice and performance by participation in appropriate local, regional, national, and international forums. • Develops self and promotes others to develop their full potential and so achieves organisational and succession planning needs.
Interpersonal Relationships and Customer Service	<ul style="list-style-type: none"> • Reviews, evaluates, and prioritises referrals from internal and external sources. • Actively participates in the MDT to achieve the best outcomes for clients • Promotes a positive team environment which enhances partnership and co-operation. • Develops therapeutic relationships with external stakeholders to support outcomes for families. • Respond to enquiries and concerns as required and in a timely way • Participates in departmental audits. • Encourages and promotes excellent customer service and teamwork
Education and Clinical Teaching/ Professional Development and Competency	<ul style="list-style-type: none"> • Models' expert clinical knowledge and skills within the clinical practice area including teaching and supervision of students, nursing staff and other health professionals. • Acts as a clinical resource providing expert advice and education to clinical colleagues • Provides education to healthcare professionals including paediatricians, junior doctors, and General Practitioners, within scope of practice • Identifies and supports staff education and professional development based on knowledge of service needs and Health NZ strategic direction. • Undertakes additional learning, workshops, conferences to promote personal and professional development • Participates in performance reviews.
Evidence Based Practice	<ul style="list-style-type: none"> • Role models and fosters enquiry, critical thinking, and research acquisition among

RESPONSIBILITIES	EXPECTED OUTCOMES
	<ul style="list-style-type: none"> the clinical workforce to advance practice and client care
Equity in Delivery	<ul style="list-style-type: none"> Provides culturally safe practice that is consistent, role modelled and supports clinical decision making. Assists in the implementation and management of initiatives to address differential access to healthcare services to Māori. Adopts a culturally appropriate delivery model that supports outcomes
Quality Improvement	<ul style="list-style-type: none"> Pro-actively participate in quality improvement processes in your area of work. Support our teams to, at all times, provide a high quality, customer oriented and focused service, which follows evidence based practice. Supports effective utilization of resources to achieve organisational change. Participates in continuous quality improvement to monitor and improve standards of nursing and ensure client safety.
General	<ul style="list-style-type: none"> Other duties as negotiated with your Manager Meet obligations contained in Appendix 1 & 2.

PERSON SPECIFICATION

QUALIFICATIONS

- Registered with the relevant Professional body
- Current Annual Practicing Certificate
- Postgraduate Study preferred
- Senior PDRP portfolio within 12 months of commencement

EXPERIENCE

- At least four years post graduate clinical experience working in either paediatrics, child and adolescent mental health, high and complex needs coordination and a desire to work with children with developmental needs.

KNOWLEDGE AND SKILLS

- Intermediate knowledge of Microsoft Office applications i.e.: Word, Excel, PowerPoint and Outlook
- Understands and complies with Health NZ Nelson Marlborough Information Technology policies
- Ability to use data and information to plan and assess activities
- Ability to work as part of a multi-disciplinary team
- Advanced assessment and problem-solving skills
- Excellent skills in liaison/communication
- Competency in documentation requirements for practice including computer literacy at an Intermediate Level, and data collection skills
- Ability to cope with a high and varied workload
- Confidence to develop therapeutic relationships with community and national support networks to advocate for and support client need.

PERSONAL ATTRIBUTES

- Effective Communication - Shares well thought out, concise and timely information with others using appropriate mediums. Ensures information gets to the appropriate people within the organisation to facilitate effective decision making.
- Decision Making/Problem Solving - Demonstrates effective and timely decision making/problem solving techniques. Aware of the impact of decisions on key stakeholders and consults as appropriate utilizing available resources. Is proactive and effective when problem solving is required.
- Innovation/Initiative - Continually strives for new and improved work processes that will result in greater effectiveness and efficiencies. Questions traditional ways of doing things when choosing a course of action or finds new combinations of old elements to form an innovative solution.
- Resilience/Flexibility - Articulates differing perspectives on a problem and will see the merit of alternative points of view. Will change or modify own opinions and will switch to other strategies when necessary. Adjusts behaviour to the demands of the work environment in order to remain productive through periods of transition, ambiguity, uncertainty and stress.
- Cultural Safety - Demonstrates a commitment to cultural safety by meeting and exceeding the cultural needs of clients/customers/colleagues. Manages cultural ambiguity and conflicting priorities well. Understands concepts of whanaungatanga and manaakitanga and Māori cultural orientation to whanau, hapu and iwi.
- Teamwork - Works to build team spirit, facilitates resolution of conflict within the team, promotes/protects team reputation, shows commitment to contributing to the teams success.

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.
- 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.

5. 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.

6. 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.

7. 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.

8. 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.

9. 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.

10. 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.