

Position Description | Te whakaturanga ō mahi Health New Zealand | Te Whatu Ora

Title	FCT/ MDM Pathway Coordinator		
Reports to	Oncology Manager		
Location	Hastings		
Department	Oncology		
Direct Reports	0	Total FTE	0
Budget Size	Opex	0	Capex 0

The Health System in Aotearoa is entering a period of transformation as we implement the Pae Ora/Healthy Futures vision of a reformed system where people live longer in good health, have improved quality of life, and there is equity between all groups.

We want to build a healthcare system that works collectively and cohesively around a shared set of values and a culture that enables everyone to bring their best to work and feel proud when they go home to their whānau, friends and community. The reforms are expected to achieve five system shifts. These are:

1. The health system will reinforce Te Tiriti principles and obligations.
2. All people will be able to access a comprehensive range of support in their local communities to help them stay well.
3. Everyone will have equal access to high quality emergency and specialist care when they need it.
4. Digital services will provide more people the care they need in their homes and communities.
5. Health and care workers will be valued and well-trained for the future health system.

Te Mauri o Rongo – The New Zealand Health Charter

The foundation for how we ensure our people are empowered, safe and supported while working to deliver a successful healthcare system, is Te Mauri o Rongo – the New Zealand Health Charter. It guides all of us as we work towards a healthcare system that is more responsive to the needs of, and accessible to all people in Aotearoa New Zealand.

It applies to everyone in our organisation and sits alongside our code of conduct as our guiding document.

Te Mauri o Rongo consists of four pou (pillars) within it, including:

Wairuatanga – working with heart, the strong sense of purpose and commitment to service

Rangatiratanga – as organisations we support our people to lead. We will know our people; we will grow those around us and be accountable with them in contributing to Pae Ora for all.

Whanaungatanga – we are a team, and together a team of teams. Regardless of our role, we work together for a common purpose. We look out for each other and keep each other safe.

Te Korowai Āhuru – a cloak which seeks to provide safety and comfort to the workforce.

These values underpin how we relate to each other as we serve our whānau and communities.

Together we will do this by:

- caring for the people
- recognising, supporting and valuing our people and the work we all do
- working together to design and deliver services, and
- defining the competencies and behaviours we expect from everyone.

About the role

The primary purpose of the role is to:

- To support the focus on the FCT programme, which aims to help coordinate timely access to appointments and tests for people with a high suspicion of cancer leading to timely diagnoses, access to treatment and better outcomes for people with cancer.
- To ensure that there is reliable and timely capture of patient data for patients referred with high suspicion of cancer through to diagnosis and first treatment.
- To ensure data integrity is maintained and that data inputs and outputs align with the approved Faster Cancer Treatment Indicators business rules as per the Te Aho o Te Kahu / Cancer Control Agency
- Undertake the necessary data uplifts as per national guidance
- To work closely with IT and Data and Digital colleagues to implement regular quality checks and ensure that the systems supporting the FCT database are working effectively
- To work in real time tracking patients across their cancer journey and escalating delays to access to the appropriate people including clinical nurse specialists and Equity navigator
- To support insights and analysis of FCT data including reporting, tumour stream and equity analysis
- To collaborate with other FCT trackers across the Central Region and participate in regional forums
- To support the organisations alignment with the “Standards for high-quality cancer Multidisciplinary Meetings in Aotearoa New Zealand March 2024”
- To support the co-ordination of MDM pre, during and post the meeting

- Prior to the MDM, to receive referrals and ensure completeness, including all mandatory data and information items are documented on the proforma and/or available for the meeting
- Liaise with the relevant team members (e.g. MDM Chair, Clinical Nurse Specialist) to ensure information is available for the meeting
- Support the MDM meeting by managing technical issues and navigating the screens and providing administration support
- Post MDM meeting ensure that the necessary documentation is completed and saved within the appropriate database

Key Result Area	Expected Outcomes / Performance Indicators
	<ul style="list-style-type: none"> • Manages the tasks identified for each of the particular activities.
	<ul style="list-style-type: none"> • Works autonomously with a high degree of independence within the administration team.
	<ul style="list-style-type: none"> • Maintains relationships with clinical partners working closely with clinical nurse specialists / cancer nurse coordinators
Te Tiriti o Waitangi	<ul style="list-style-type: none"> • Remains focused on the pursuit of Māori health gain as well as achieving equitable health outcomes for Māori. • Supports tangata whenua- and mana whenua-led change to deliver mana motuhake and Māori self-determination in the design, delivery and monitoring of health care. • Actively supports kaimahi Māori by improving attraction, recruitment, retention, development, and leadership.
Equity	<ul style="list-style-type: none"> • Commits to helping all people achieve equitable health outcomes. • Demonstrates awareness of colonisation and power relationships. • Demonstrates critical consciousness and on-going self-reflection and self-awareness in terms of the impact of their own culture on interactions and service delivery. • Shows a willingness to personally take a stand for equity. • Supports Māori-led and Pacific-led responses.
Innovation & Improvement	<ul style="list-style-type: none"> • Is open to new ideas and create a culture where individuals at all levels bring their ideas on how to 'do it better' to the table. • Models an agile approach –tries new approaches, learns quickly, adapts fast. • Develops and maintains appropriate external networks to support current knowledge of leading practices.
Collaboration and Relationship Management	<ul style="list-style-type: none"> • Models good team player behaviour, working with colleagues to not allow silo thinking and behaviour at decision making level to get in the way of doing our best and collegially supports others to do the same. • Works with peers in Hauora Māori Service and Pacific Health Business Unit to ensure the voice of and direct aspirations of Māori and Pacific People are reflected in planning and delivery of services.

Health & safety	<ul style="list-style-type: none"> Exercises leadership and due diligence in Health and Safety matters and ensures the successful implementation of Health and Safety strategy and initiatives. Takes all reasonably practicable steps to eliminate and mitigate risks and hazards in the workplace that could cause harm, placing employee, contractor and others' health, safety, and wellbeing centrally, alongside high-quality patient outcomes. Leads, champions, and promotes continual improvement in health and wellbeing to create a healthy and safe culture.
Compliance and Risk	<ul style="list-style-type: none"> Takes responsibility to ensure appropriate risk reporting, management and mitigation activities are in place. Ensures compliance with all relevant statutory, safety and regulatory requirements applicable to the Business Unit. Understands, and operates within, the financial & operational delegations of their role, ensuring peers and team members are also similarly aware.

Matters which must be referred to the Oncology Manager

- Issues relating to FCT performance and extract submissions

Relationships

External	Internal
<ul style="list-style-type: none"> Diagnostic service including TRG, Breast screening Health NZ, Te Whatu Ora districts Patients and their family/whanau Mid Central – cancer services clinical and admin teams (MOSAIQ) Tertiary treatment centres GPs FCT tracker networks Health NZ / Ministry of Health national collections 	<ul style="list-style-type: none"> Oncology Service FCT governance team, Cancer Support team, Cancer Nurse Coordinators, and Clinical Nurse Specialists Senior Leadership team Equity Navigator Laboratory and Radiology teams All speciality clinical teams including bookers MDM chairs and stakeholders Digital Enablement and Health Analytics Health Service Speciality teams as they align to FCT cancer streams.

About you – to succeed in this role

You will have

Essential:

- Experience in health administration services
- Data entry
- Ability to use Word, Excel and Outlook
- A comprehension of medical terminology
- Demonstrates an understanding of continuous quality improvement

- Awareness of and an ability to maintain confidentiality at all times.
- Understanding and awareness of legal issues relating to privacy.

Desired:

- Data base management and reporting experience
- Familiar with the definition of the Cancer targets and the implications of not meeting these targets
- Understanding of organisational dynamics and able to work effectively in a complex multi-professional workplace.
- Advanced IT skills

You will be able to Essential:

- Demonstrate an understanding of the significance of and obligations under Te Tiriti o Waitangi, including how to apply Te Tiriti principles in a meaningful way in your role.
- Take care of own physical and mental wellbeing, and have the stamina needed to go the distance.
- Maximise the quality and contributions of individuals and teams to achieve the organisation's vision, purpose and goals.
- Establish and maintain positive working relationships with people at all levels within the public and private sectors, related industry and community interest groups and the wider national and international communities.
- Demonstrate a strong drive to deliver and take personal responsibility.
- Demonstrate self-awareness of your impact on people and invests in your own leadership practice to continuously grow and improve.
- Demonstrate the highest standards of personal, professional and institutional behaviour through commitment, loyalty and integrity.

Desired:

- Demonstrate understanding of the Cancer environment within NZ health services.

This position description is intended as an insight to the main tasks and responsibilities required in the role and is not intended to be exhaustive. It may be subject to change, in consultation with the job holder.