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| <b>Te Whatu Ora</b><br>Health New Zealand<br>Te Matau a Māui Hawke's Bay | <b>POSITION TITLE</b>   | <b>Public Health Medicine Registrar</b>                        |                                      |                             |
|  | <b>DIRECTORATE</b>  | Te Puni Tūmatawhānui   Health Improvement & Equity Directorate | <b>DEPARTMENT</b>                    | Health Improvement & Equity |
|  | <b>REPORTING TO (operationally)</b>   | Clinical Director  | <b>REPORTING TO (professionally)</b> | Clinical Director           |
| <b>DIRECTORATE RESPONSIBILITIES &amp; DIRECT REPORTS</b>                 | This role covers the Health Improvement & Equity Directorate in Te Whatu Ora, Te Matau a Māui Hawke's Bay<br>Staff reporting - Nil  |  |                                      |                             |
| <b>PURPOSE OF THE POSITION</b>   | <ul style="list-style-type: none"> <li>To provide strategic and operational advice within the Health Improvement &amp; Equity Directorate and to contribute to clinical governance</li> <li>To support the strategic direction, clinical governance systems and management of emergent issues within population health</li> <li>To provide the Public Health Medicine Registrar with experience in environmental health, communicable disease control and health promotion</li> </ul>   |  |                                      |                             |
| <b>GENERAL</b>   | <p><b>Ethical and Professional Standards:</b></p> <p>The PHMR is required to undertake their clinical responsibilities and to conduct themselves in all matters relating to their employment, in accordance with best practice and relevant ethical and professional standards and guidelines, as determined from time to time by:</p> <ul style="list-style-type: none"> <li>The New Zealand Medical Association's code of ethics</li> <li>New Zealand College of Public Health Medicine or Australasian Faculty of Public Health Medicine</li> <li>The Medical Council of New Zealand</li> <li>Te Whatu Ora, Te Matau a Māui Hawke's Bay policies and procedures</li> </ul> <p>Te Whatu Ora, Te Matau a Māui Hawke's Bay Health Improvement &amp; Equity Directorate has a contractual and legislative responsibility to provide public health services during an emergency. Te Whatu Ora, Te Matau a Māui Hawke's Bay response to an emergency situation is to:</p> <ul style="list-style-type: none"> <li>Protect the health of the affected population in an emergency</li> <li>Contribute to the implementation of the Public Health Emergency Plan and response plans</li> <li>Enable the provision of business continuity of the service</li> <li>Participate in roster to ensure work coverage during response and emergency events</li> </ul> <p><i>Staff may be asked to work where a service level response was required e.g. a flooding event.</i></p> <p>As part of preparedness, for an event, staff will be provided with training required of their position as outlined in the Public Health Emergency Plan, including participation in exercises and their evaluation to prepare our Health Improvement &amp; Equity Directorate and Te Whatu Ora, Te Matau a Māui Hawke's Bay to respond effectively.</p> |  |                                      |                             |
| <b>KEY DELIVERABLES</b>  | <p><b>Clinical and Public Health Leadership</b></p> <ul style="list-style-type: none"> <li>Works closely with Health Improvement &amp; Equity Directorate management team and Clinical Director</li> <li>Involvement in on-call and enquiries/complaints related work during office hours</li> <li>Contribute to strategic and operational work</li> <li>Collating evidence-based information for management of specific issues</li> <li>Representing Te Whatu Ora, Te Matau a Māui Hawke's Bay Health Improvement &amp; Equity Directorate on working groups, committees, and with external agencies</li> <li>Contribute to service orientation of new staff as requested</li> <li>Provide and/or participate in in-house training for nurses and HPOs as required</li> <li>Participate in relevant research activities</li> <li>Attend regular team meetings</li> <li>Attend planning, budgeting meetings as required</li> <li>Participate in the development and revision of clinical pathways/ protocols and guidelines as requested</li> <li>Provide advice to the Health Improvement &amp; Equity Directorate management team members on risks and how these might be mitigated</li> <li>To support the development of emergency management plans</li> <li>To serve on the editorial board for population health publications and newsletters</li> <li>Other tasks as agreed</li> </ul> <p><b>Cultural Safety</b></p> <ul style="list-style-type: none"> <li>Maintain active knowledge related to responsibilities of the Treaty of Waitangi and work within the principles of the Treaty</li> <li>Collaborate with cultural advisors</li> </ul>  |  |                                      |                             |

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| KEY DELIVERABLES   | <p><b>Professional Development</b></p> <ul style="list-style-type: none"> <li>▪ Establish goals, objectives, performance targets and strategies to meet these</li> <li>▪ As agreed with the Clinical Director, Health Improvement &amp; Equity Directorate, attend educational opportunities/conferences relevant to the role and scope of practice of Te Whatu Ora, Te Matau a Māui Hawke's Bay PHMR.</li> <li>▪ Participate in relevant research and teaching activities, as agreed with the Clinical Director, Health Improvement &amp; Equity Directorate in consultation across the Health Improvement &amp; Equity management team</li> <li>▪ Take part in performance reviews</li> </ul> <p><b>Change Management</b></p> <p>Actively participate in change management initiatives that are required by the Health Improvement &amp; Equity Directorate to include its organisational performance, particularly as these changes relate to excellence in environmental health or strategic direction.</p> |  |  |  |   |                            |   |                             |           |
| HEALTH & SAFETY RESPONSIBILITIES   | <p>Te Whatu Ora, Te Matau a Māui Hawke's Bay is committed to maintaining and promoting the health &amp; safety of all its staff, contractors, volunteers and patients. In this role, your duties are:</p> <ul style="list-style-type: none"> <li>• Not to do anything that puts your own H&amp;S at risk</li> <li>• Not to do anything that puts others H&amp;S at risk</li> <li>• To follow all health and safety policies and procedures</li> <li>• To follow all reasonable health and safety instructions</li> </ul> <p>(You have the right to cease work if you believe that you, or others, are at risk of serious harm)</p>  |  |  |  |   |                            |   |                             |           |
| KEY WORKING RELATIONSHIPS  | <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><b>INTERNAL</b></p> <ul style="list-style-type: none"> <li>▪ <i>Medical Officers of Health</i></li> <li>▪ <i>Health Improvement &amp; Equity Directorate; Population Health Service, Māori Health Service</i></li> <li>▪ <i>Child Health Team</i></li> <li>▪ <i>Planning &amp; Funding Directorate</i></li> <li>▪ <i>Other Te Whatu Ora, Te Matau a Māui Hawke's Bay staff</i></li> </ul> </td> <td style="width: 50%; vertical-align: top;"> <p><b>EXTERNAL</b></p> <ul style="list-style-type: none"> <li>▪ <i>Councils</i></li> <li>▪ <i>Te Whatu Ora public health providers</i></li> <li>▪ <i>Ministry of Health</i></li> <li>▪ <i>Other government agencies</i></li> <li>▪ <i>Primary care providers</i></li> <li>▪ <i>Laboratories, ESR</i></li> <li>▪ <i>Others – project related</i></li> </ul> </td> </tr> </table>   | <p><b>INTERNAL</b></p> <ul style="list-style-type: none"> <li>▪ <i>Medical Officers of Health</i></li> <li>▪ <i>Health Improvement &amp; Equity Directorate; Population Health Service, Māori Health Service</i></li> <li>▪ <i>Child Health Team</i></li> <li>▪ <i>Planning &amp; Funding Directorate</i></li> <li>▪ <i>Other Te Whatu Ora, Te Matau a Māui Hawke's Bay staff</i></li> </ul> | <p><b>EXTERNAL</b></p> <ul style="list-style-type: none"> <li>▪ <i>Councils</i></li> <li>▪ <i>Te Whatu Ora public health providers</i></li> <li>▪ <i>Ministry of Health</i></li> <li>▪ <i>Other government agencies</i></li> <li>▪ <i>Primary care providers</i></li> <li>▪ <i>Laboratories, ESR</i></li> <li>▪ <i>Others – project related</i></li> </ul> |  |   |                            |   |                             |           |
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| TRAINING AND EDUCATION   | <ul style="list-style-type: none"> <li>▪ Approximately 10% of PHMR working week (on FTE basis) is available for faculty-based training purposes</li> <li>▪ Te Whatu Ora, Te Matau a Māui Hawke's Bay requires the PHMR to be actively participating in a recognised public health medicine vocational training programme. Te Whatu Ora, Te Matau a Māui Hawke's Bay will support the PHMR to undertake all training and educational opportunities that are required as part of their vocational training.</li> </ul>  |  |  |  |   |                            |   |                             |           |
| ROSTER   | <p>Hours of Work:</p> <ul style="list-style-type: none"> <li>▪ <b>80hrs per fortnight (or as negotiated with successful applicant)</b></li> <li>▪ Ordinary hours of work are Monday to Friday: between 0800 and 0900 to between 1600 and 1700</li> <li>▪ There is provision for a small number of additional hours per week to allow for workload</li> </ul>  |  |  |  |   |                            |   |                             |           |
| HOURS AND SALARY CATEGORY  | <p><b><u>Average Working Hours</u></b></p> <table border="0" style="width: 100%;"> <tr> <td>Basic hours (Mon-Fri)</td> <td style="text-align: right;">40</td> </tr> <tr> <td>Rostered additional hours<br/>(inc. nights, weekends &amp; long days)</td> <td style="text-align: right;">0</td> </tr> <tr> <td>All other unrostered hours</td> <td style="text-align: right;">4</td> </tr> <tr> <td><b>Total hours per week</b></td> <td style="text-align: right;"><b>44</b></td> </tr> </table> <p><b><u>Service Commitments</u></b></p> <p>The Service, together with the RMO Support Unit will be responsible for the preparation of any Rosters. The salary for this attachment will be as detailed in a Category <b>F</b> run.</p>  | Basic hours (Mon-Fri)  | 40   | Rostered additional hours<br>(inc. nights, weekends & long days) | 0 | All other unrostered hours | 4 | <b>Total hours per week</b> | <b>44</b> |
| Basic hours (Mon-Fri)  | 40  |  |  |  |   |                            |   |                             |           |
| Rostered additional hours<br>(inc. nights, weekends & long days)   | 0   |  |  |  |   |                            |   |                             |           |
| All other unrostered hours   | 4   |  |  |  |   |                            |   |                             |           |
| <b>Total hours per week</b>  | <b>44</b>   |  |  |  |   |                            |   |                             |           |
| DATE   | August 2022   |  |  |  |   |                            |   |                             |           |
| COVER  | <b>Other Resident and Specialist Cover:</b> The PHMR will be required to assist with daytime on call rosters and to refer to a MOH as required.   |  |  |  |   |                            |   |                             |           |

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| <b>PERFORMANCE APPRAISAL</b> | <p><b>Registrar</b><br/> <i>The Registrar will:</i></p> <ul style="list-style-type: none"> <li>Ensure they arrange a formal meeting with their supervising consultant to assess and discuss their performance at the beginning of the attachment, and again at three and six months</li> <li>If deficiencies are identified, the Consultant will identify these with the Registrar who should implement a corrective plan of action under the advice of their Consultant</li> <li>The PHMR will agree an annual performance plan with the Clinical Director, Health Improvement &amp; Equity Directorate</li> </ul>   |
|                              | <p><b>Service</b><br/> <i>The service will provide:</i></p> <ul style="list-style-type: none"> <li>An initial meeting between the Consultant and Registrar to discuss goals and expectations for the run, review and assessment times, and one on one teaching time</li> <li>An interim assessment report on the Registrar three (3) months into the run, after discussion between the Registrar and the Consultant responsible for them</li> <li>The opportunity to discuss any deficiencies identified during the attachment. The Consultant responsible for the Registrar will bring these to the Registrar's attention, and discuss and implement a plan of action to correct them</li> <li>A final assessment report on the Registrar at the end of the run, a copy of which is to be sighted and signed by the Registrar</li> </ul> |

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| <b>SALARY &amp; EMPLOYMENT AGREEMENT COVERAGE</b> | In accordance with the Resident Medical Officers Multi Employer Collective Agreement (MECA) according to qualifications and experience. |
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| <p><b>ESSENTIAL CRITERIA</b></p> <p><b>Qualifications</b><br/> MBChB or equivalent.</p> <p><b>Effectively Engaging with Māori</b></p> <ul style="list-style-type: none"> <li>Demonstrates the ability to engage effectively with Māori staff and patients.</li> <li>Demonstrates ability to apply the Treaty of Waitangi within the Service.</li> <li>Shows commitment to, and demonstrates the behaviours of the health sector.</li> </ul> <p><b>Physical requirements for role:</b><br/> Driver Licence</p> <p><b>Vaccination status for role:</b></p> <ul style="list-style-type: none"> <li>All staff must be vaccinated annually for Influenza and full COVID-19 vaccinations as per mandated by the Ministry of Health</li> <li>Additional vaccinations are required for Clinical Staff</li> </ul> |  <p><b>Our Vision and Values</b></p> <p><i>Te hauora o te Matau-a-Māui: Healthy Hawke's Bay</i></p> <p>Excellent health services working in partnership to improve the health and wellbeing of our people and to reduce health inequities within our community.</p>  <p><b>HE KAUANUANU RESPECT</b><br/> <b>ĀKINA IMPROVEMENT</b><br/> <b>RARANGATE TIRA PARTNERSHIP</b><br/> <b>TAUWHIRO CARE</b></p> <p><b>HE KAUANUANU RESPECT</b><br/> Showing <b>respect</b> for each other, our staff, patients and consumers. This means I actively seek to understand what matters to you.</p> <p><b>ĀKINA IMPROVEMENT</b><br/> Continuous <b>improvement</b> in everything we do. This means that I actively seek to improve my service.</p> <p><b>RARANGA TE TIRA PARTNERSHIP</b><br/> Working together in <b>partnership</b> across the community. This means I will work with you and your whānau on what matters to you.</p> <p><b>TAUWHIRO CARE</b><br/> Delivering high quality <b>care</b> to patients and consumers. This means I show empathy and treat you with care, compassion and dignity.</p> |
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