

Allied Health, Scientific & Technical Position Description

Employment Agreement:	Allied, Public Health and Technical
Position Title:	Professional Development Facilitator
Service & Directorate:	Chief Allied Health Scientific and Technical Officer
Location:	District
Reports to:	Chief Allied Health Scientific and Technical Officer
Number of direct reports:	Nil
Date:	April 2022

Our Vision

Better Health, Better Lives, Whānau Ora

We work in partnership with people and communities to achieve their optimum health and wellbeing
We seek excellence through a culture of learning, enquiry, service and caring

Our Shared Values and Behaviours

Kind <i>Manaakitanga</i>	Open <i>Pono</i>	Positive <i>Whaiwhakaaro</i>	Community <i>Whanaungatanga</i>
Looking after our people: We respect and support each other. Our hospitality and kindness foster better care.	Being sincere: We listen, hear and communicate openly and honestly. We treat people how they would like to be treated.	Best action: We are thoughtful, bring a positive attitude and are always looking to do things better.	As family: We are genuine, nurture and maintain relationships to promote and build on all the strengths in our community.

Our statutory purpose

To improve, promote and protect the health of our population

- Promote the integration of health services across primary and secondary care services
- Seek the optimum arrangement for the most effective and efficient delivery of health services
- Promote effective care or support for those in need of personal health or disability support services
- Promote the inclusion and participation in society and the independence of people with disabilities
- Reduce health disparities by improving health outcomes for Māori and other population groups
- Foster community participation in health improvement and in planning for the provision of and changes to the provision of services
- Uphold the ethical and quality standards expected of use and to exhibit a sense of social and environmental responsibility

PURPOSE OF ROLE

The key function of this role is one of facilitation. As a facilitator the focus is not on being a subject expert but rather on identifying the existing knowledge of the AHS&T personnel in order to build on it and keep it relevant. Because of the 'content neutral' (i.e. not profession-specific) nature of the role, the incumbent will be able to encourage all our groups to collaborate in order to achieve consistency of approach towards professional development. Although the role is quite different from a trainer or educator who would be expected to have profession-specific expertise, you will be expected to be an experienced facilitator who understands interprofessional practice. In conjunction with the AHS&T Professional Leaders and Allied Health Directors you will gain an insight into the common professional development needs of all the groups by taking a general overview of each of the 40+ professions that make up the AHS&T workforce.

Working collaboratively with all the Directors of Allied Health, Scientific & Technical and AHS&T Professional Leaders, the position holder will foster excellence in practice, ensuring the integration of research- and evidence-based best practice across the AHS&T professions throughout the Southern DHB in a way that is consistent with the organisation's vision and values for the ultimate benefit of all our patients and communities.

Main objectives

- Identifying occupational commonalities and fostering group collaboration;
- Developing systems and processes for professional development for all workforces;
- Establishing common professional development needs, taking appropriate action to ensure these are met;
- Undertaking consultative development of opportunities across the district, region or nationally with, for example (but not exclusively) Health Workforce New Zealand (HWNZ) and the South Island Workforce Development Hub (SIWDH);
- Being familiar with Calderdale Framework and skills mix needs and opportunities for AHS&T development e.g. the assistant workforce;
- Establishing orientation and mandatory training opportunities;
- Identifying and sourcing new educational resources e.g. IT, telehealth
- Provide assistance and advice to the Chief Allied Health, Scientific and Technical Officer on workforce development matters.

Competencies

The following competencies apply to this position. The employee will be assessed against these as part of their annual performance and development review.

Organisational Competencies

Customer Focus	Is dedicated to meeting the expectations and requirements of internal and external customers; gets firsthand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect
Integrity and Trust	Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
Drive For Results	Can be counted on to exceed goals successfully; Is constantly and consistently one of the top performers; very bottom line oriented; steadfastly pushes self and others for results.

Role Specific Competencies

Interpersonal Savvy	Is dedicated to meeting the expectations and requirements of internal and external customers; gets first hand customer information and uses it for improvements in products and services; acts
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	with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
Motivating others	Creates a climate in which people want to do their best; can motivate many kinds of direct reports and team or project members; can assess each person and use that knowledge to get the best out of him/her; pushes tasks and decisions down; empowers others; invites input from each person and shares ownership and visibility; makes each individual feel his/her work is important; is someone people like working for and with.
Planning	Accurately scopes out length and difficulty of tasks and projects; sets objectives and goals; breaks down work into the process steps; develops schedules and task/people assignments; anticipates and adjusts for problems and roadblocks; measures performance against goals; evaluates results.

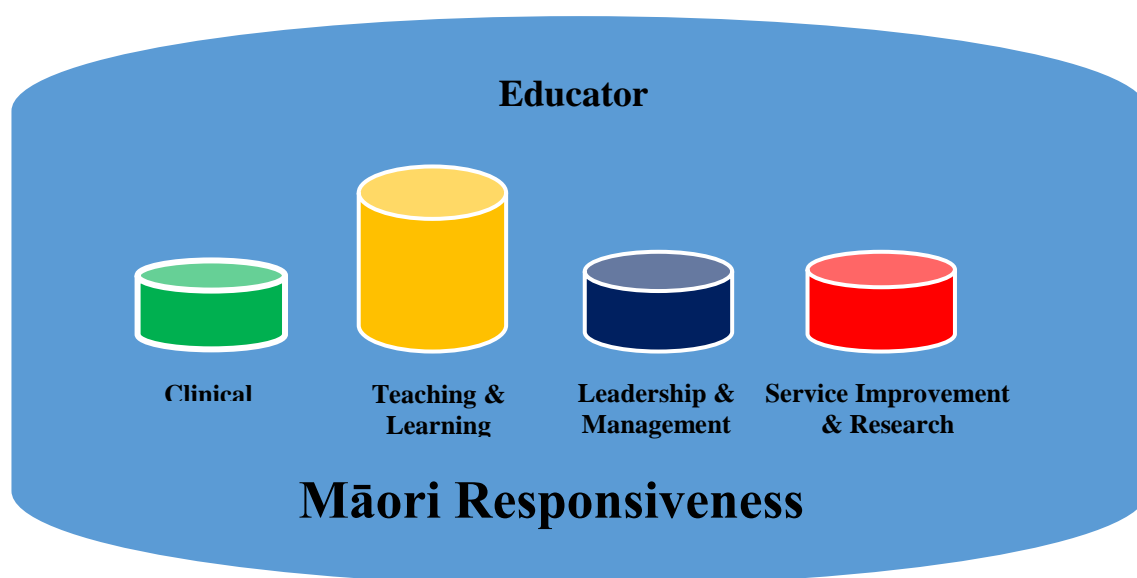
KEY RELATIONSHIPS	
Within Southern DHB	External to Southern DHB
<ul style="list-style-type: none"> • Directors of Allied Health, Scientific & Technical 	<ul style="list-style-type: none"> • Patients, families and Whanau
<ul style="list-style-type: none"> • AHST Professional Leaders (PLs) 	<ul style="list-style-type: none"> • Unions
<ul style="list-style-type: none"> • Allied Health Professional Development Facilitator 	<ul style="list-style-type: none"> • Tertiary training institutions (Polytechnic and Universities)
<ul style="list-style-type: none"> • AHST Staff 	<ul style="list-style-type: none"> • Relevant Allied Health Professional Associations and Registration bodies
<ul style="list-style-type: none"> • Operational Managers 	<ul style="list-style-type: none"> • Other service Provider (DHBs, NGOs, PHOs)
<ul style="list-style-type: none"> • Administration Staff 	

PERSON SPECIFICATION:

	ESSENTIAL	DESIRABLE
Education and Qualifications (or equivalent level of learning)	<ul style="list-style-type: none"> • An AHST Professional with five to seven years clinical experience, three of which must be current. They should have proven clinical leadership abilities, with outstanding interpersonal and communication skills. Where it is a requirement for their profession, professional registration will also be required. 	<ul style="list-style-type: none"> • Evidence of ongoing personal educational development e.g. undertaking further tertiary level education
Experience, knowledge and Skills	<ul style="list-style-type: none"> • Broad understanding of Allied Health Scientific and Technical Professions i.e. experience of working in multidisciplinary-interprofessional settings • Skills in education, facilitation of groups and professional development competencies • Committed to the ideals of research and evidence-based best practice • Have a sound knowledge of IT systems and applications 	<ul style="list-style-type: none"> • Formal qualification or education in relevant field • Skills in facilitation of groups • Programme planning, development and evaluation • Familiarity with government, health sector priorities.

Personal Qualities	<ul style="list-style-type: none"> • Ability to network, development key relationships and partnership • Influencing skills, ability to get others on board and motivate them to reach their potential • Possesses the ability to think outside the square as well as to communicate and influence at all levels • Innovative, proactive, enthusiastic, flexible and creative with a positive approach to all situations including problem solving • Ability to motivate • Ability to work in a supportive and honest manner • Demonstrable peer credibility and respect • Accepts responsibility for own actions
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KEY RESULT AREAS/PILLARS OF PRACTICE:



Key Accountabilities	Example of successful delivery of duties and responsibilities
Clinical Practice/ Te Mahi Haumanu	
<ul style="list-style-type: none"> • Maintain own professional registration requirements as directed by the legislation relevant to the incumbent's profession • Identifying areas for personal and professional development. 	<ul style="list-style-type: none"> • You maintain your professional registration • You have an up-to-date professional development plan • Training and development goals are identified/agreed with your manager. • Performance objectives reviewed annually with your manager. • You actively seek feedback and accept constructive criticism.

Leadership and Management/ Te Ārahi me te Whakahaere	
<ul style="list-style-type: none"> • Self-Management Manages own time adopting a disciplined approach to establishing and following identified role-related priorities <p>Leadership</p> <ul style="list-style-type: none"> • Liaise with the Professional Development Units to develop a district-wide work plan that aligns with organisational education strategy • Represent AHS&T interests in the development of the interprofessional learning centre 	<ul style="list-style-type: none"> • Your tasks are scheduled and completed in a timely manner • Allied Health have a presence in the organisational education strategy • Attendance at IPC meetings
Teaching & Learning / / Ako Atu, Ako Mai	
<ul style="list-style-type: none"> • Encourage a culture of continuous learning that aligns with the Southern DHB Performance Excellence and Quality Improvement Strategy • Promote the principle that professional development, clinical excellence, interprofessional ways of working and evidenced-based practice is the responsibility of all AHS&T staff • Develop and implement a work plan that identifies district-wide AHS&T staff educational requirements and commonalities across disciplines, including Calderdale (skill sharing) principles • Support AHS&T staff to develop and implement profession-specific training, workshops, forums and professional development requirements • Oversee district-wide training and educational initiatives such as career progression, new staff and assistant staff education • Identify and source district-wide educational resources for AHS&T staff that are readily accessible from all work areas 	<ul style="list-style-type: none"> • Ensures there is always clarity of destination – a shared vision • Initiates and produces beneficial change • You produce Profession-specific education work plans developed in partnership with Professional Leaders • You provide evidence of identifying and sourcing alternative educational development opportunities
Service Improvement and Research / / Te Whakapai Ratonga me te Rangahau	
<p>Workforce Development Needs and Service Delivery</p> <ul style="list-style-type: none"> • Advise on the impact of potential professional service initiatives, considering skill mix • Identify new/different opportunities for staff in service delivery • Participate in projects in collaboration with Directors of Allied Health, Scientific and Technical that enhance sector and regional health initiatives • Work with the Directors of Allied Health, Scientific and Technical to identify current and future staffing requirements and develop strategies to address these • Support AHS&T staff to critique, discuss and disseminate evidence based best practice • Support AHS&T staff to develop best practice policies and guidelines and to integrate them into practice 	<ul style="list-style-type: none"> • You provide evidence of partnering with other clinical and operational managers in business plans/service development initiatives/ projects for workforce development opportunities • You implement evidence-based best practice procedures and guidelines

Other Duties	
<ul style="list-style-type: none"> Undertaking duties from time to time that may be in addition to those outlined above but which fall within your capabilities and experience. Act as a role model for the Southern DHB Organisational Values. 	<ul style="list-style-type: none"> You respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness. You produce work that complies with SDHB processes and reflects best practice. Research undertaken is robust and well considered. Live and support the DHB values in everything you do.
Professional Development – self	
Identify areas for personal and professional development.	<ul style="list-style-type: none"> Training and development goals are identified/agreed with your manager. Performance objectives reviewed annually with your manager. You actively seek feedback and accept constructive criticism.
Health, Safety and Wellbeing	
Taking all practicable steps to ensure personal safety and the safety of others while at work, in accordance with the Southern DHB's Health, Safety and Wellbeing policies, procedures and systems.	<ul style="list-style-type: none"> You understand and consistently meet your obligations under Southern DHB's Health and Safety policy/procedures. You actively encourage and challenge your peers to work in a safe manner. Effort is made to strive for best practice in Health and Safety at all times.
Treaty of Waitangi	
The principles of Te Tiriti, as articulated by the courts and the Waitangi Tribunal, underpin the Ministry's commitment to Te Tiriti. Tino rangatiratanga, Equity, Active protection, Options and Partnership will guide your interaction with others on a day to day basis.	<ul style="list-style-type: none"> Tino rangatiratanga - Providing for Māori self-determination and mana motuhake in the design, delivery and monitoring of health and disability services. Equity - Being committed to achieving equitable health outcomes for Māori. Active protection - Acting to the fullest extent practicable to achieve equitable health outcomes for Māori. This includes ensuring that the Crown, its agents and its Treaty partner under Te Tiriti are well informed on the extent, and nature, of both Māori health outcomes and efforts to achieve Māori health equity. Options - Providing for and properly resourcing kaupapa Māori health and disability services. Furthermore, the Crown is obliged to ensure that all health and disability services are provided in a culturally appropriate way that recognises and supports the expression of hauora Māori models of care. Partnership - Working in partnership with Māori in the governance, design, delivery and monitoring of health and disability services – Māori must be co-designers,

with the Crown, of the primary health system for Māori.

Note: the above example measures are provided as a guide only. The precise performance measures for this position will require further discussion between the job holder and manager.

CHANGES TO POSITION DESCRIPTION

From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. This Position Description may be reviewed as part of the preparation for your annual performance and development review.

Acknowledged / Accepted:

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Employee

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Date

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Manager

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Date