

## Position Description | Te whakaturanga ō mahi

### Te Whatu Ora | Health New Zealand

<b>Title</b>	Digitisation Officer - Preparation		
<b>Reports to</b>	Team Leader Records and Information		
<b>Location</b>	Dunedin and Invercargill		
<b>Department</b>	Records & Information Service, Digital Team		
<b>Direct Reports</b>	Nil	<b>Total FTE</b>	1.0
<b>Budget Size</b>	<b>Opex</b>	<b>Capex</b>	
<b>Delegated Authority</b>	<b>HR</b>	<b>Finance</b>	
<b>Date</b>	October 2022		
<b>Job band (indicative)</b>	PSA Admin – 1A		

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 (to be confirmed)

Te Mauri o Rongo is currently being finalised – this section provides an overview of anticipated content. In order to guide the culture, values, and behaviour expected of the health sector, Health New Te Mauri o Rongo provides common values, principles and behaviours through four Pou, to guide health entities and their workers, enabling a cultural transformation of the health sector. Te Mauri o Rongo fundamentally upholds a key system shift of the New Zealand health reforms to reinforce and embrace Te Tiriti and our obligations to it.

The pou are a platform and a foundation to empower a culture transformation, every person is guided to align themselves to the pou and enact the values and behaviours that the pou represent. Employers and employees are expected to uphold Te Mauri o Rongo in their work and environments as part of our commitment to achieving Pae Ora (healthy futures) for all.

It is fundamental that the four Pou of Te Mauri o Rongo are upheld by the health entities and their workforce.

<b>Wairuatanga</b>	The ability to work with heart	<i>"When we come to work, we are able and supported by others to be our whole selves. When we return home we are fulfilled".</i>
<b>Rangatiratanga</b>	Ensuring that the health system has leaders at all levels who are here to serve	<i>"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"</i>
<b>Whanaungatanga</b>	We are a team, and together a team of teams	<i>"Regardless of our role, we work together for a common purpose. We look out for each other and keep each other safe. Together we are whānaunga, we are the workforce - kaimahi hauora"</i>
<b>Te Korowai Manaaki</b>	Seeks to embrace and protect the workforce	<i>"The wearer of the cloak has responsibility to act/embody those values and behaviours"</i>

### About the role

The primary purpose of the role is to:

- The key purpose of the role is to effectively produce a digital document for the purposes of timely access and retrieval by staff.
- Contribute to the smooth running of the Digitisation service by providing an efficient and timely Digitisation support function that is responsive and flexible to the changing needs of the service/organisation.

<b>Key Result Area</b>	<b>Expected Outcomes / Performance Indicators – Position Specific</b>
<b>Service Support</b>	<ul style="list-style-type: none"> <li>• Provide high quality Digitisation support to the Records and Information service, ensuring efficient and effective service delivery</li> <li>• Undertake duties associated with the position, as required to maintain an efficient service, including up skilling as required/directed by the manager.</li> <li>• Provide timely and accurate confidential Digitisation support to enable the efficient functioning of the service, including but not limited to:</li> <li>• Prepare and scan various documents, including but not limited to Clinical information, reports for electronic access and retention purposes</li> <li>• Identify potential improvements to systems and processes to ensure the continuous improvement.</li> <li>• Demonstrate attention to detail and accuracy.</li> <li>• Demonstrate a willingness to adapt to changing needs of the service.</li> <li>• Evaluates situations and identifies existing or potential problems and opportunities.</li> <li>• Demonstrate excellent customer service skills, by listening and interacting with stakeholders in a courteous, polite and responsive manner while adhering to relevant established protocols</li> </ul>
<b>Patient Records</b>	<ul style="list-style-type: none"> <li>• To be competent in the use of all Te Whatu Ora Southern computer systems relevant to the position</li> <li>• Ensures all core business is completed within the designated daily timeframes</li> <li>• To maintain the NHI demographic integrity within the scanned record</li> </ul>

	<ul style="list-style-type: none"> <li>• All patient information is accurately processed and scanned, within the required timeframes outlined in the policies, communicating clearly and professionally to patients and services</li> <li>• Ensure scanned patient information is provided within the agreed set guidelines</li> </ul>
<p><b>Individual and Team Performance</b></p>	<ul style="list-style-type: none"> <li>• Participate in and contribute to the functioning of the team.</li> <li>• Establish and maintain an effective working relationship with other staff.</li> <li>• Assist other staff when required and provide relief cover to team members on leave as directed by the manager.</li> <li>• Maintain a current desk file.</li> <li>• Maintain a high standard of integrity and work ethic including the utilisation of Te Whatu Ora Southern equipment and consumables economically</li> <li>• Participate as a team member to ensure the best outcome for the organisation.</li> <li>• Actively engage with and support colleagues, taking personal responsibility for ensuring effective working relationships with all team members</li> <li>• Work to ensure a cohesive, positive and highly motivated team environment, with responsibility for effective skills transfer and knowledge share.</li> <li>• Prioritise own workload and manage own time effectively.</li> <li>• Information is communicated in a courteous and sensitive manner.</li> <li>• When workload allows, proactively assist other staff.</li> <li>• Provide leave cover as required.</li> <li>• Keep an up-to-date desk file to enable relief staff to pick up duties without disruption to workflow.</li> <li>• The ability to job share</li> </ul>
<p><b>Other Duties</b></p>	<ul style="list-style-type: none"> <li>• Undertaking administrative duties from time to time that may be in addition to those outlined above but which fall within your capabilities and experience.</li> <li>• Act as a role model for the Te Whatu Ora Southern Organisational Values.</li> <li>• You respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness.</li> <li>• You produce work that complies Te Whatu Ora Southern processes and reflects best practice.</li> <li>• Research undertaken is robust and well considered.</li> <li>• Live and support the Te Whatu Ora Southern values in everything you do.</li> </ul>

Key Result Area	Expected Outcomes / Performance Indicators
Te Tiriti o Waitangi	<ul style="list-style-type: none"> <li>Remains focused on the pursuit of Māori health gain as well as achieving equitable health outcomes for Māori</li> <li>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</li> <li>Actively supports kaimahi Māori by improving attraction, recruitment, retention, development, and leadership</li> </ul>
Equity	<ul style="list-style-type: none"> <li>Commits to helping all people achieve equitable health outcomes</li> <li>Demonstrates awareness of colonisation and power relationships</li> <li>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</li> <li>Willingness to personally take a stand for equity</li> <li>Supports Māori-led and Pacific-led responses</li> </ul>
Innovation & Improvement	<ul style="list-style-type: none"> <li>Be 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</li> <li>Model an agile approach –tries new approaches, learns quickly, adapts fast</li> <li>Develops and maintains appropriate external networks to support current knowledge of leading practices</li> </ul>
Collaboration and Relationship Management	<ul style="list-style-type: none"> <li>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</li> <li>Work with peers in Te Aka Whai Ora   Māori Health Authority 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</li> </ul>
Health & safety	<ul style="list-style-type: none"> <li>Taking 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</li> </ul>
Compliance and Risk	<ul style="list-style-type: none"> <li>Takes responsibility to ensure appropriate risk reporting, management and mitigation activities are in place</li> <li>Ensures compliance with all relevant statutory, safety and regulatory requirements applicable to the Business Unit</li> <li>Understands, and operates within, the financial &amp; operational delegations of their role, ensuring peers and team members are also similarly aware</li> </ul>

### Relationships

External	Internal
<ul style="list-style-type: none"> <li>• Te Whatu Ora Southern staff</li> <li>• Managers at all levels of the Organisation</li> </ul>	<ul style="list-style-type: none"> <li>• Patients and whanau</li> <li>• Visitors</li> <li>• Government departments</li> <li>• Other Hospitals, health service providers</li> <li>• External Records Storage Provider</li> </ul>

### About you – to succeed in this role

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#### You will have

##### Essential:

- Experience in implementing Te Tiriti o Waitangi in action
- Minimum level 2 NCEA
- Excellent computer skills, including knowledge of Microsoft Word, Excel and Outlook (e-mail).
- Ability to use multiple applications
- Experience filing Clinical information
- Excellent knowledge of Te Whatu Ora Southern's electronic clinical information systems
- Ability to collate large volumes of Clinical information
- Knowledge of office systems and procedures such as preparation and Digitisation of documents
- High standard of interpersonal communication skills, including written and verbal
- Evidence of good literacy and numeracy skills
- Accuracy
- Previous knowledge working in a health care environment
- Attention to detail
- Proven history of working with multiple computer applications
- Can identify a problem and it's cause and initiate action towards solution

##### Desired:

- At least 2 years administration experience
- Proven ability to operate a scanner and use Digitisation software
- Basic understanding of medical terminology
- Previous work experience in a Digitisation Bureau
- Knowledge of Clinical documentation document types and their filing order

#### 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
- Able to maximise the quality and contributions of individuals and teams to achieve the organisation's vision, purpose and goals

# Te Whatu Ora

## Health New Zealand

- 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
- Ability to understand and follow written or verbal instructions.
- Sets high standards of performance.
- Ability to work well in a team and foster good interpersonal relationship.
- Willing to support and assist other staff as required.
- Respect the privacy of individuals when dealing with personal information.
- Strong work ethic
- Ability to work effectively amidst change and uncertainty
- Ability to process large volumes of documents with varying sizes and formatting
- A willingness to learn

**Desired:**

- Ability to cope under pressure

*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.*

**Acknowledged / Accepted**

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Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager

\_\_\_\_\_  
Date