

Position Description | Te whakaturanga ō mahi

Te Whatu Ora | Health New Zealand

Title	Mandatory Training Coordinator		
Reports to	PDU Nurse Manager (Otago)		
Location	Dunedin		
Department	Practice Development Unit		
Direct Reports		Total FTE	0.5
Budget Size	Opex	Capex	
Delegated Authority	HR	Finance	
Date	15/01/2024		
Job band (indicative)	DSN Grade 1		

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.

Wairuatanga	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>
Rangatiratanga	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>
Whanaungatanga	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>
Te Korowai Manaaki	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 Mandatory Training Coordinator functions in the role of clinician, educator, consultant, coach and researcher. In collaboration with the medical, nursing/midwifery staff and allied health technical & scientific, provides clinical support and education, which positively influences staff training, service efficiency, and patient outcomes. Incorporated within each of these role functions the Mandatory Training Coordinator is a role model, change agent, leader, cost effective practitioner, mentor, and resource person.

- To provide co-ordination and strategic direction for mandatory training within services provided by Te Whatu Ora Southern.
- To ensure all mandatory training programmes meet individual, organisational and service needs to prescribed standards.
- To provide leadership in mandatory training policy and practice to facilitate best practice outcomes.

Key Result Area	Expected Outcomes / Performance Indicators – Position Specific
	<ul style="list-style-type: none"> • To provide co-ordination and strategic direction for mandatory training within services provided by Te Whatu Ora Southern. • To ensure all mandatory training programmes meet individual, organisational and service needs to prescribed standards. • To provide leadership in mandatory training policy and practice to facilitate best practice outcomes.

Key Result Area	Expected Outcomes / Performance Indicators – All Te Whatu Ora Leaders
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 • Willingness to personally take a stand for equity • Supports Māori-led and Pacific-led responses
Culture and People Leadership	<ul style="list-style-type: none"> • Lead, nurture and develop our team to make them feel valued • Prioritise developing individuals and the team so Te Whatu Ora has enough of the right skills for the future, supporting diversity of leadership to develop – Māori, Pacific, people with disabilities and others • Provides leadership that shows commitment, urgency and is visibly open, clear and innovative whilst building mutually beneficial partnerships with various stakeholders both internally and externally

Te Whatu Ora

Health New Zealand

	<ul style="list-style-type: none"> • Implement and maintain People & Culture strategies and processes that support provide an environment where employee experience, development and performance management drive achievement of the organisation's strategic and business goals • Ensures Business Unit culture develops in line with expectations outlined in Te Mauri o Rongo (the Health Charter, once developed), ensuring unification of diverse teams whilst simultaneously supporting local cultures to be retained & strengthened
Innovation & Improvement	<ul style="list-style-type: none"> • 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 • Model 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 • 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
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 • 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 • Lead, champion, and promote 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
To facilitate mandatory policy development and promote evidence-based practice	<ul style="list-style-type: none"> ▪ Ensuring all policy and procedure statements are based on relevant guidelines. ▪ Work in partnership with doctors, nurses, midwives and allied health staff to enhance resuscitation and improve the skills of the staff ▪ Completing monitoring and auditing activities relevant to training provided.

	<ul style="list-style-type: none"> Disseminating best practice and evidence-based information relevant to mandatory training
Act as a resource person for managers and staff	<ul style="list-style-type: none"> Plan and coordinate delivery of Mandatory Training courses in consultation with PDU Manager Provide information on mandatory resources available.
To maintain professional development and level of expertise	<ul style="list-style-type: none"> Setting performance objectives for self-development during appraisal process, in partnership with the PDU Manager Attending relevant study days and conferences. Delivering a minimum of 3 NZRC CORE courses annually. Attend at least 2 NZRC instructor workshops every 4 years. Achieving satisfactory audit feedback from CORE courses. Networking with other experts in similar or associated specialities
To work closely with IT Services & IT Research Educator to progress, maintain and update training platforms and educational resources and reporting functions for mandatory training purposes.	<ul style="list-style-type: none"> Liaise with IT re eConnect functionality/capability Assist with trouble shooting and customisation requirements of eConnect & Healthlearn Provide one on one mentoring to staff around the use of HealthLearn and Employee Connect Assist with development of eLearning resources Provide input to, and feedback from, regional eLearning operational group processes. Work collaboratively with IT Research Educator to provide support to staff accessing electronic resources Participate in regional/national working group re mandatory training requirements and best practice delivery of same. Deliver and facilitate mandatory training days in collaboration with PDU team and wider hospital services. Liaise with learning and development re on-boarding and generic orientation process Assist in the coordination of the PDU SharePoint site, and Power Bi

Relationships

External	Internal
<ul style="list-style-type: none"> Otago Polytechnic Dunedin School of Medicine New Zealand Resuscitation Council Rural Health Trust Hospitals Primary Health Providers 	<ul style="list-style-type: none"> PDU PDU Team Educator Group Directorate Leadership Group Nursing Staff Midwifery Staff Medical Staff

- Allied Health, Technical & Scientific Staff
- OCSL Director
- OCSL Coordinator
- Staff Occupational Health
- Infection Prevention & Control

About you – to succeed in this role

You will have

Essential:

- A relevant graduate and post-graduate qualification
- Experience in implementing Te Tiriti o Waitangi in action
- A current APC
- High level of computer literacy including the Microsoft 365 suite.

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
- 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

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.