

## Te Whakatūranga ō Mahi | Position Description

### Kaikōkiri - Champion of Wellness

<b>Title</b>	Kaikōkiri – General Practitioner		
<b>Reports to</b>	Transformational Lead		
<b>Team</b>	Practice Team		
<b>Direct Reports</b>	NIL	<b>Total FTE</b>	0.80 – 1.0 FTE

### Ko wai mātou | Our organisation

The kaupapa for Whaiora was first considered in 1996 at a hui at Papawai Marae, Greytown. Ngāti Moe hapu, led by Dr Janice Wenn and Kim Workman, structured a proposal for a 'by Māori for Māori' community-based health service for the Wairarapa. Initially Whaiora Whanui was developed under the umbrella of the Ngāti Kahungunu Māori Executive, Taiwhenua (NKMET). With the mandate from Wairarapa hapū, Whaiora Whanui became an autonomous entity and was established as a Charitable Trust on 13 December 2000.

Whaiora provides a range of community health and social services to the Wairarapa community, our boundaries are Pukaha Mt Bruce to Remutaka Summit – we also work with whānau in Eketahuna.

Our services also include a Very Low Cost Access Medical Centre for Masterton residents.

#### VISION

Whānau Wairarapa / he pepe ora  
Whānau Wairarapa – healthy futures

#### MISSION

He rarapa I nga ahuatanga e u ai te ha o te ora / Fostering innovation to achieve wellness.

### Tēnei tūranga | About the role

- To provide the highest standard of patient care through clinical capability and effective, professional teamwork.
- To provide competent person focussed care that addresses health needs and promotes wellness. The care provided will be based on latest evidence and guidelines and meeting all legislative requirements.
- To work with the multidisciplinary healthcare team to understand the practice population and patient healthcare journey, where the equity and care gaps are, and to strive to improve quality and service.
- To deliver the best value health outcomes to individuals, their whanau, and the practice population.
- To work with proactive collegiality and provide peer support to other health practitioners and medical centre staff.

### Essential Functions

Key Result Area	Key Task or Expectations
<b>Quality Medical Services</b>  Improve equitable health outcomes for Māori.  Improve healthcare access.  Improve care coordination.	<b>Primary Care Services</b> <ul style="list-style-type: none"> <li>• Urgent medical services (including resuscitation, stabilization and assessment and diagnosis, treatment and referral as necessary);</li> <li>• Assess the urgency and severity of presenting problems through history taking examination and investigation.</li> <li>• Recommend and, where appropriate, undertake treatment options and carry out/refer for appropriate interventions and procedures, including but not limited to prescribing, minor surgery and other general Medical Centre procedures, counselling, psychological interventions, advising and education.</li> <li>• Referral for diagnostic, therapeutic and support services as required.</li> </ul>

<p>Improve health outcomes.</p> <p>Safety Culture.</p>	<ul style="list-style-type: none"> <li>• Support and encourage the continuing development of services interfacing with specialist Māori services to meet the needs, beliefs, and expectations of Māori consumers and their family / whānau</li> </ul> <p><b>Quality clinical and culturally safe medical care</b></p> <ul style="list-style-type: none"> <li>• Acknowledge institutionalised racism and understand unconscious and conscious bias. Uncover own prescribing and clinical treatment bias using auditing.</li> <li>• Ongoing health and development assessment and advice.</li> <li>• Appropriate evidence-based screening, risk assessment and early detection of illness, disease, and disability.</li> <li>• Use of recall and reminder systems and referral, as appropriate, to national screening programmes.</li> <li>• Interventions to assist people to reduce or change risky and harmful lifestyle behaviour.</li> <li>• Youth health and preventative services e.g., sexual health and alcohol/substance abuse</li> <li>• Promote and enable access to child and adult immunisation programmes</li> <li>• Family planning services, provision of contraceptive advice and sexual health services.</li> <li>• Working with public health providers in the prevention and control of communicable diseases for individuals and families/whanau &amp; reporting to relevant public health providers.</li> <li>• Ongoing care and support for people with long term and terminal conditions to reduce deterioration, increase independence and reduce suffering, and linking with appropriate service providers.</li> </ul> <p><b>Coordinating Care to improve the patients’ healthcare journey, reduce secondary care acute admission and re-admission.</b></p> <ul style="list-style-type: none"> <li>• Co-ordinate an individual’s rehabilitation process and participating where appropriate in providing recovery orientated services to restore normal functioning.</li> <li>• Develop collaborative working relationships with community health services, Te Whatu Ora, and non-Government public health providers, ACC (Accident Compensation Corporation), and relevant non-health agencies to help to address intersectoral issues affecting the health of their enrolled populations.</li> <li>• Establish links with a range of primary and secondary health care providers and develop initiatives to enable patient centric, co-ordinated care that meets the needs of individuals, their family, or whanau.</li> </ul> <p><b>Improve patient and population health outcomes</b></p> <ul style="list-style-type: none"> <li>• Use the data (PMS, PHO, network) to understand and improve patient outcomes – enabling self-management, using a multi/interdisciplinary team approach with a strong focus on equity</li> <li>• Shared decision making, health literacy and self-management underpin prevention, early detection, and management of chronic care</li> <li>• Health promotion to the Medical Centres’ enrolled population, linking to public health programmes at a national, regional, and local level and utilizing such programmes to target specific populations.</li> <li>• Health education, counselling, and information provision about how to improve health and prevent disease and interventions or treatments that treat risk factors.</li> </ul> <p><b>Clinical Safety</b></p> <ul style="list-style-type: none"> <li>• Clinical Practice is evidence based, ethically and legally sound</li> <li>• Fully aware of the correlation between a psychological safe culture and adverse events e.g., maintain an “open door policy” and learn from errors</li> <li>• Effectively manage a caseload as evidenced by inbox audit, documentation audit and patient wait times.</li> <li>• In box and task box duties are timely and safely completed. In your absence delegation occurs.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Use recognised clinical guidelines and pathways e.g., Health pathways, Bpac (Best Practice Advocacy Centre New Zealand)</li> <li>• Regular clinical notes review, findings are actioned as per Foundation standards and/or in response to adverse event</li> <li>• Peer/colleague case discussion, research, and review</li> </ul>
<p><b>Professional and company standards</b></p> <p>Develop and improve clinical practice</p> <p>Role model a learning culture</p> <p>National quality standard achievement</p> <p>(Foundation/Urgent Care/Cornerstone)</p>	<p><b>Professional accountability</b></p> <ul style="list-style-type: none"> <li>• Maintains APC (Annual Practising Certificate) and ensures meets and maintains registration requirements under New Zealand Medical Council</li> <li>• Achieve/ maintain vocational registration with the NZMC (New Zealand Medical Council)</li> <li>• Gain and maintain current indemnity insurance</li> <li>• Regular peer review activities and involvement in trainee teaching</li> <li>• Maintain a current resuscitation certification at Level 6 or 7 if appropriate (Urgent Care).</li> <li>• Understand and implement the Health and Disability Consumers Code of Rights, the Health Information Privacy Code, The Health Practitioners Competence Assurance Act and the NZMA Code of Ethics</li> </ul> <p><b>Employee accountability</b></p> <ul style="list-style-type: none"> <li>• Access, via SharePoint (internal Intranet), be familiar with and refer to when required, medical centre policies and procedures</li> <li>• Participate in an annual performance appraisal and setting work and personal goals for the coming year</li> </ul> <p><b>Continuous Quality Improvement</b></p> <ul style="list-style-type: none"> <li>• Personal practice review and CME (continuing medical education) activities</li> <li>• Participate in centre-based and own practice-based audits, findings inform practice and learnings are shared</li> <li>• Active involvement in practice accreditation activities.</li> <li>• Participate in practice-based innovation and service improvement</li> <li>• Contribute positively to learning and education of others</li> <li>• Either lead or suggest clinical care and/or clinical care processes which improve efficiency and effectiveness such as clinical quality initiatives</li> </ul>
<p><b>Integrity and efficiency</b></p>	<ul style="list-style-type: none"> <li>• Making claims for services provided to ACC, Ministry of Health, Public Health Organisations and other service funders</li> <li>• Charge for consultations in line with organisation and centre policy</li> <li>• Work personally and collectively to improve cost/revenue performance</li> <li>• Declare vested interests in services that you may be referring to</li> <li>• Completing ACC, insurance, and other reports within a week of receipt</li> <li>• Send referral letters within one week</li> <li>• Complete event/incident forms as per company policy</li> <li>• Manage in-boxes delegate this task if absent.</li> <li>• Use the patient information system (MedTech Evolution) effectively e.g., READ Codes, advanced forms and recall systems</li> <li>• Issue medical practitioner supply orders for pharmaceuticals used within the practice</li> </ul>
<p><b>Variation to Duties</b></p>	<ul style="list-style-type: none"> <li>• Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit in any way the scope or functions of the position.</li> <li>• Duties and responsibilities can be amended from time to time either by additional, deletion or straight amendment to meet any changing conditions, however this will only be done in consultation with the employee.</li> </ul>

Key Result Area	Expected Outcomes / Performance Indicators (All Whaiora Kaimahi/staff)
An Accountable System	<ul style="list-style-type: none"> <li>Champion connections with whānau, hapū and iwi Māori to promote whānau voice and improve whānau service experiences and outcomes.</li> <li>Promote development of a culturally safe workforce supporting others to better understand their own cultural perspectives to advance the work of the organisation across a range of social contexts.</li> <li>Demonstrate life-long learning in cultural safety, holding themselves accountable for providing culturally safe leadership, service design and delivery</li> <li>Ensure the unique needs of priority populations including tāngata whaikaha are understood and kept at the forefront of service delivery.</li> </ul>
Collective Impact	<ul style="list-style-type: none"> <li>Support the pursuit of Māori health gain and achieving equitable health outcomes for Māori including tāngata whaikaha through the application of hauora models</li> <li>Support the dismantling of policies, procedures and practices that cause inequity</li> </ul>
Health and Safety	<p>You are responsible for a safe workplace and ensure the health &amp; safety means:</p> <ul style="list-style-type: none"> <li>Place of work is private, free of noise and distractions.</li> <li>Remote workplace set up is ergonomic.</li> <li>Report all workplace near miss/incidents/accidents as per Whaiora policy.</li> <li>Take responsibility for meeting Whaiora obligations under the Health and Safety at Work Act 2015 by: <ul style="list-style-type: none"> <li>Observing Whaiora H and S procedures</li> <li>Participating in health and safety initiatives and training</li> <li>Providing suggestions for improvement of health and safety</li> <li>Reporting all accidents/incidents, near misses and symptoms of discomfort</li> <li>Identifying and reporting workplace hazards</li> </ul> </li> </ul>
Indigenous Health System	<ul style="list-style-type: none"> <li>Influence the application of mātauranga Māori, te reo and tikanga Māori in in compelling and constructive ways of aligned with organisational vision</li> <li>Promote wairuatanga as determinant of your own wellbeing and that of your team</li> <li>Knowledge and application of kaupapa Māori methodologies and frameworks as it pertains to the role</li> </ul>
Risk Management	<ul style="list-style-type: none"> <li>Identify any people related, reputational and/or organisational risks and take action to minimise their impact</li> <li>Effectively manage and escalate risks with proposed appropriate mitigation where necessary</li> </ul>
Sustainable and Equitable Resourcing as applicable	<ul style="list-style-type: none"> <li>Support the secure use of digital tools that foster organisational effectiveness</li> <li>Maintain positive working relationships with colleagues within public and private sectors, related industry and community interest groups and the wider local, regional, national communities as required for the role</li> </ul>
Te Tiriti o Waitangi	<ul style="list-style-type: none"> <li>Demonstrates an understanding of the significance of and obligations under Te Tiriti o Waitangi, including how to apply Te Tiriti principles in a meaningful way</li> </ul>

### Whānaungatanga | Relationships

Internal	External
<ul style="list-style-type: none"> <li>Pouwhakahaere</li> <li>Nurses/HCA/NP/GP</li> <li>Physician's Assistant</li> <li>Clinical Pharmacist</li> <li>All Whaiora staff</li> <li>Whaiora outreach Service</li> </ul>	<ul style="list-style-type: none"> <li>Whānau / Hapū / Iwi / Marae</li> <li>Patients / patient representatives or advocacy groups</li> <li>Medical Centres</li> <li>Public health</li> <li>Te Whatu Ora</li> <li>Te Aka Whai ora</li> <li>Ambulance Services</li> </ul>

## Ngā Āhuatanga | About you

<p>Education or Qualification</p> <p><b>Note</b> this role is on the Green List</p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• At least Primary Medical Degree</li> <li>• NZMC Registration or be eligible for Registration with the Medical Council of New Zealand</li> <li>• Must be legally eligible to work in NZ (i.e NZ residency or valid NZ work permit)</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Fellow of GP or UC College</li> <li>• Ideally you will be vocationally registered or working towards this</li> <li>• Urgent Care Qualification</li> </ul> <hr/> <p>Immigration NZ “The Green List is a list of occupations that qualify for a fast-track to residence or have access to a work-to-residence pathway”.</p> <p>General Practitioner ANZSCO 253111 Tier 1 role eligible for straight to residence</p>
<p>Work Experience</p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Holds a current Medical Council of NZ practicing certificate OR</li> <li>• Be eligible to work in NZ as a General Practitioner</li> <li>• Has worked in a GP practice previously.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Working towards RNZCGP Vocational Registration if not already a Fellow or equivalent NZ Urgent Care.</li> <li>• Has General practice experience</li> <li>• Knowledge of NZ Health Systems</li> <li>• Has worked in a NZ GP Practice or equivalent</li> <li>• Relevant Patient Management experience</li> <li>• Experience as Chief Medical Officer</li> </ul>
<p>Business Knowledge</p>	<p><b>Essential</b> Understand the patient journey across health service providers, with the ability and options to smooth communications and access to services.</p> <p><b>Desirable</b> NZ Health System</p>
<p>IT/Data Systems Knowledge</p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Good IT and keyboard skills with experience of using computerised medical record systems.</li> <li>• Microsoft Word, Excel</li> </ul>
<p><b>Capability requirements</b></p> <p>Capabilities are behaviours demonstrated and identify what makes a person most effective in a role.</p>	<p><b>Essential</b></p> <p><b>Effective Communication</b>- shares information using appropriate mediums, information facilitates effective decision making.</p> <p><b>Decision making/problem solving</b> - effective and timely, aware of the impact of decisions on key stakeholders</p> <p><b>Innovation/Initiative</b>- strive for new and improved work processes that will result in greater effectiveness and efficiency. Question traditional ways of doing things.</p> <p><b>Resilience/Flexibility</b>- articulates different perspectives on a problem and will see merit of alternative view. Can modify or change own opinions and switch to other strategies when necessary. Adjusts behaviour to demands of work environment to remain productive in times of transition, ambiguity, and stress.</p> <p><b>Teamwork</b>. Works to build team spirit, facilitates resolution of conflict within the team, promotes/protects team reputation, shows commitment to contributing to the team’s success.</p>

**PLEASE SIGN TO ACKNOWLEDGE YOUR ACCEPTANCE OF THIS JOB DESCRIPTION.**

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Glossary of terms:

Māori	Indigenous people of New Zealand
Te Reo	Language of Māori
Iwi	Tribe
Hapu	Sub-tribe
Marae	Meeting grounds - are the focal point of Māori communities throughout Aotearoa, New Zealand. A marae is a fenced-in complex of carved buildings and grounds that belongs to a particular iwi (tribe), hapū (sub-tribe) or whānau (family)
Whānau	Family
Kaimahi	Staff
Tāngata whaikaha	Disabled people
Mātauranga Māori	Māori knowledge
Tikanga Māori	Māori customary practices or behaviours
Wairuatanga	Distinctive identity or spirituality of people and places.
Kaupapa Māori	Approach, topic, customary practice, institution, agenda, principles, ideology - incorporating the knowledge, skills, attitudes and values of Māori society.
Te Tiriti o Waitangi	The Treaty of Waitangi
Te Tiriti principles	The relevant Treaty principles were determined to be those of reciprocity, active protection, partnership, equity, and equal treatment.
Te Whatu Ora	Public Health Agency of New Zealand
Te Aka Wai Ora	Māori Health Authority