

STATEMENT OF ACCOUNTABILITY

Allied Health Coordinator – Safe Staffing

TEAM	Allied Health Scientific & Technical Workforce Team
ROLE TITLE	Allied Health Coordinator – Safe Staffing
REPORTS TO	Director of Allied Health – Workforce
DIRECT REPORTS	This role has no delegated people management responsibilities
SALARY BANDING	Designated Band B or C, PSA Allied, Public Health & Technical Scale 5.2.5

OUR CULTURE

At Waitaha Canterbury and Te Tai o Poutini West Coast, we are committed to honouring the Te Tiriti o Waitangi and its principles by ensuring our partnership with Māori are at the forefront of all our conversations. We are also committed to putting people at the heart of all we do, so that we are all supported to deliver world class healthcare to our communities. This means we all behave with honesty, integrity and courage; doing the right thing by each other and our communities. We demonstrate care and concern for our own and others wellbeing. We believe that diversity and inclusion is critical to ensure we deliver the best care for our diverse communities. Therefore, we always respect and value everyone's differences. When making decisions we consider and seek a diverse range of viewpoints especially those from minority groups.

OUR TEAM ACCOUNTABILITY

- As a member of the **Allied Health Scientific & Technical Workforce Team** you will actively support and enable the Waitaha Canterbury and Te Tai o Poutini West Coast Strategic Direction and the aligned Allied Health Strategic Plan, as a result this role has shared accountability for: Growth and development of a more capable and diverse Kaiāwhina workforce aligned with the current Waitaha Canterbury and Te Tai o Poutini West Coast healthcare delivery models.
- Effective engagement and support of growth, success and development activity, including creating opportunities for other Allied Health Scientific & Technical professional groups to build capacity and capability beyond individual professions and clinical skill.
- Support and optimisation of professional development and clinical education through inter-professional learning, positive practice and a growth culture and behaviours to enhance inter-professional and person-centred models of care.
- Active partnership, participation and empowerment of our tāngata whaiora and their whānau through effective use of prevention and early intervention and enablement strategies.
- Commitment and participation in system and service improvement and transformation to enhance equity and outcomes of the tāngata and their whānau.
- Encouragement, facilitation and utilisation of on-going feedback, data and systematic exploration and implementation of universal and targeted health care support that is underpinned by evidence and best practice, as well as cultural input and co-design process.

- Implementation and utilisation of data and technology to plan, evaluate and modify the way we deliver efficient care that is timely and responsive and empowering our tāngata whaiora to take greater responsibility for their wellbeing.
- Support, encouragement, promotion and celebration of Allied Health Scientific & Technical research, innovation and improvement across all professional disciplines within the Waitaha Canterbury and Te Tai o Poutini West Coast systems.
- Support and participation in clinical governance and quality improvement activities to increase collaboration, reduce and eliminate waste.

MY ROLE RESPONSIBILITY

As per South Island Allied Health Career Framework, **Programme Coordinator** coordinates programme/s or specific activity, of which may have a direct or indirect impact on Allied/Public Health practice, though will lead to an impact on patient/population health outcomes along the health continuum in partnership with other clinicians. This role requires the post holder to have a health qualification, though may not provide direct clinical care i.e. dementia pathway coordinator. This role has no delegated staff management.

Majority of your time will be spent within the Service Improvement, though the amount of time within this pillar and the other pillars will be dependent on service and role requirements. Your time will also be spent in the Leadership & Management and Clinical Practice pillar (this may be direct or non-direct patient/client intervention) pillars.



Specifically, the role is responsible for (Include if applicable to the role):

- Onsite coordination of people and process to achieve implementation of the Allied Health CCDM programme, with a focus on sequencing activities to ensure programme delivery is effective and efficient.
- Working closely with the partners to coordinate the programme components and inter-dependencies; working collaboratively with the Allied Health Directors and Nursing Director Care Capacity Demand to highlight potential risks and navigate arising issues.
- Ensuring project communications are timely and meet the agreed workplan timelines and facilitating scheduling, feedback, and reporting.
- To provide day to day co-ordination of the Safe Staffing Programme implementation across Waitaha Canterbury and Te Tai o Poutini West Coast for Allied Health
- To provide clinical leadership of the Allied health implementation of safe staffing and Care Capacity and Demand Management methodology.
- Coordination of Training of Allied Health staff on CCDM

- Coordinates the Waitaha Canterbury and Te Tai o Poutini West Coast Allied Health reporting requirements for Care Capacity and Demand Management to the Ministry of Health and coordinates the reports to the Directors of Allied health regarding staff capacity variances and the response.
- Develops and fosters strong links with the Transalpine Care Capacity and Demand Management Council, Decision Support, Allied Health Informatics Clinical Lead, the Safe Staffing Unit, and the Directors of Allied Health
- Setting targets and goals for a department, division or service and supporting corresponding informatics processes, such as data gathering and reporting (Care Capacity Demand Management, KPIs, incident management).
- Be involved in service and policy development including support to staff to participate in and contribute to quality improvement activities. This includes determining how certain national, regional, or organisational policies, legislation and initiatives should be put into practice.

MY CAPABILITY

To be effective and succeed in this role it is expected the person will have proven capabilities against the Leads People leadership focus:

A person with this leadership focus is someone that either has direct line management responsibilities for team members or coordinates or supervises others. Their core focus is to support, enable and develop our people.

- **Cultural Responsiveness** – works proactively with Māori to uphold the principles of Te Tiriti o Waitangi and implements the Waitaha Canterbury and Te Tai o Poutini West Coast vision of ensuring equitable outcomes for Maori.
- **Enhancing People Performance** - Improve performance and bring out the best in people; to deliver high quality results for patients.
- **Enhancing Team Performance** - Build cohesive and high performing teams; to deliver collective results that are more than the sum of individual efforts.
- **Achieving Through Others** - Effectively delegate and maintain oversight of work responsibilities; to leverage the capability of people to deliver outcomes for the people we care for.
- **Identifying and Developing Talent** - Encourage and support diversity and build the people capability required to deliver outcomes.
- **Self-Aware** - Understands their impact on others and strengthen personal capability over time.
- **Engaging others** - Connect with people; to build trust and become a leader that people want to work with and for.
- **Resilient and Adaptive** - Show composure, resolve, and a sense of perspective when the going gets tough. Helps others maintain optimism and focus.
- **Honest and Courageous** - Delivers clear messages and makes decisions in a timely manner; to advance the longer-term best interests and drive improvement in processes, equity and outcomes for the people, communities and whanau we care for and serve.

Clinical/Technical skills (Include if applicable to the role)

- Training, experience, and confidence using information technology & learning new systems and processes e.g., MS Office Suite and understanding basic tech code language (i.e., SNOWMED CT)
- Experienced in using Patient Management System (e.g., Cortex)

Essential:

- Minimum a bachelor's degree in the relevant profession.
- NZ Registration with the relevant professional body.
- A current Annual Practising Certificate with the relevant professional body and scope of practice.
- Have at least five years' clinical experience within the relevant Allied Health Scientific & Technical professional role, ideally across a range of patient pathways.
- Experience with clinical teaching/supervision, training, and development of staff
- Experience making judgements in complex situations where there is incomplete information or solutions are not obvious.
- Experience in people management
- Proven leadership skills and capability and project management skills.
- Experience you will be comfortable working across team, divisional and district boundaries.
- Experience in fostering team development
- Demonstrable success in co-ordinating programmes and quality patient care delivery with a range of stakeholders
- A broad knowledge of the health and disability sector
- Demonstrated ability to interpret data for audit and evaluation.

Desirable:

- Has or is working towards post-graduate qualification.
- Experience in Project / Programme Management.
- Membership with the relevant Professional Association
- Full Drivers Licence

**MY RELATIONSHIPS
TO NURTURE****Internal**

- Allied Health Clinical lead – Informatics
- Nursing Director Care Capacity Demand
- CCDM council members
- Decision Support
- Service, Clinical and Case Managers and Leaders
- Directors of Allied Health
- New entry, Professional, Advanced, Expert and Consultant Allied Health Professionals
- Allied Health Educators, Coordinators and Professional Leaders
- Nursing and Medical professionals and leaders
- Union delegates

External

- Safe Staffing Health Workplaces Unit
- Allied Health Safe Staffing / CCDM co-ordinators from other districts / regions.
- Tāngata whaiora and their whānau
- Union partners

**OUR WELLBEING,
HEALTH AND SAFETY**

At Waitaha Canterbury and Te Tai o Poutini West Coast, we're committed to promoting a culture where our people's wellbeing, health and safety is at the core of everything we do. We're committed to a healthy and safe working environment to enable everyone to

return home safe and well every day. We're driving for a positive, inclusive, engaging culture where our people feel safe and engaged in their work.

We know that it's really important to look after yourself, in order to provide the best possible care to our community. We are all responsible for the health and safety of ourselves and each other. We need to work together to ensure wellbeing, health and safety risks do not put our people at risk of harm.