



# Whanganui Regional Health Network

Incorporated as a Charitable Trust under the Charitable Trust Act 1957

<b>Position Title</b>	<b>B4School Check Coordinator</b>
<b>Reports To</b>	Maternal Child Programme Lead
<b>Primary Location</b>	The role is predominantly based at the Whanganui Regional Health Network and covers the WDHB rohe, some travel may be required
<b>Hours</b>	48 hours per fortnight
<b>Nature of Position</b>	Part time permanent (0.6 FTE)
<b>Background</b>	Whanganui Regional Health Network (WRHN) is a Primary Health Organisation (PHO) that focuses on providing primary health to its enrolled population, with a particular emphasis on closing the health equity gap experienced by Māori by ensuring people in our community have access to a wide range of primary care services. The B4SC coordinator role is a key part of the team supporting the provision of the B4SC programme across the whole of the WDHB region.
<b>Our Mission</b>	<p>Engaging with our community and health providers, through effective partnerships, and integrated systems, to improve our populations' health and wellbeing.</p> <p>Te pai o nga kaimahi hauora me nga iwi, I runga I te kotahitanga, ki te whakapiki te iwi I roto I te piki te marama, te ora, te kaha me te rangimarie.</p>
<b>Our Values</b>	<ul style="list-style-type: none"> <li>• Manaakitanga <i>Passion</i></li> <li>• Kotahikanga <i>Honesty</i></li> <li>• Tikanga/Kawa <i>Cooperation</i></li> <li>• Whanaungatanga <i>Effectiveness</i></li> <li>• Aroha/ Rangimarie <i>Commitment</i></li> <li>• Piki te Ora <i>Team work</i></li> <li>• Taake a Iwi <i>Integrity</i></li> <li>• Mana Tangata <i>Respect</i></li> </ul>

## ARONGA – ROLE PURPOSE

This is a leadership role with the following key responsibilities:

- Provide Clinical leadership, professional supervision, and oversight of RN's undertaking B4 School assessments.
- Co-coordinating and monitoring the progress of children/tamariki through the components of the B4SC to ensure efficiency, effectiveness, quality, and completeness of the B4SC.
- Building and maintaining positive relationships with General Practice Teams, Whanganui DHB and community stakeholders including those in the health and education sectors.
- Ensuring that a focus on achieving equity for Māori and Pacific populations is always paramount.
- Meeting annual B4School and Raising Healthy Kids targets as outlined by the Ministry of Health.
- Overseeing the day to day running of B4SC administration staff and B4SC database management.
- Delivering nurse education including B4SC training and updates on an annual basis.
- Delivering clinical work in the child and maternal space.

## WHANAUNGATANGA – KEY RELATIONSHIPS

### Internal

- WRHN wider management team
- Manaaki Te Whanau outreach team members
- Immunisation Coordinator
- Child and Maternal Health Programme Lead
- Clinical Lead Primary Care
- Practice Facilitators

### External

- General Practice Teams
- WDHB
- Public Health Nursing & relevant hospital specialists
- Early Childhood, Te Kohanga Reo, Kindergarten, Play Centre, and Home-based care centers
- Ministry of Health Portfolio Managers
- Iwi Organisations: Te Oranganui, Mokai Patea, Ngati Rangi, Te Kotuku
- Oranga Tamariki
- Hearing and Vision Technicians
- Pediatricians
- Ministry of Education Learning Support Team
- Pre-school Dental Service
- Wellchild & Tamariki Ora services
- Gateway coordinators

<b>Pūkenga / Competency</b>	<b>Ngā Mahi / Activities</b>	<b>Ngā Kawatau / Expectations</b>
<b>Leadership</b>	<p>Provide leadership, support, and guidance to all involved in the delivery of B4SC check components.</p> <p>Review, make improvements and maintain systems and processes that ensure the B4School check is offered to all 4year olds within the rohe. Resolve any issues or conflict in the delivery of the B4Sc programme while maintaining clear and open communication.</p> <p>Set clear goals and expectations. Monitor performance and report on metrics as required. Ascertain, develop, deliver, and evaluate education and training pertaining to the B4Sc programme.</p> <p>Change management role</p>	<p>Demonstrates attributes of leadership, coaching and team support.</p> <p>Demonstrates clear and open communication, both written and verbal.</p> <p>Identification and accessing target group through management of referrals. Performance objectives, tasks and targets are achieved.</p> <p>Moving from manual accounting over to use of and advanced form including collection of required quality components for contract reporting. New process to be implemented around data entry of checks direct onto MOH data base at practice level.</p>
<b>Teamwork</b>	<p>Establish effective relationships with all stakeholders especially Public Health Unit and Early Childhood centers.</p> <p>Work co-operatively with others in the team by sharing expertise.</p> <p>Work towards solutions and initiatives that all team members can support.</p> <p>Listen and respond constructively to other ideas and proposals.</p>	<p>Works as a competent member of a team, willingly provides back-up support when appropriate and actively supports group goals.</p>

<p><b>Quality Improvement/Risk Management</b></p>	<p>Take a continuous quality improvement approach to ensure the local B4SC programme is safe, effective, consumer centered and culturally appropriate.</p> <p>Actively review initiatives, activity and performs audits to seek opportunities for continuous quality improvement.</p> <p>Maintains strict confidentiality relating to client information and organization business.</p> <p>Responds to complaints/incidents in accordance with WRHN policy and procedures.</p>	<p>Effective continuous quality improvement and systems are designed and implemented within the team’s existing operations.</p> <p>Adequate management monitoring practices are in place to ensure the quality standards required within the annual work programmes are consistently achieved or exceeded.</p> <p>Services delivered meet the accepted quality and clinical standards, set internally and externally.</p>
<p><b>Clinical</b></p>	<p>Support delivery and attainment of B4SC, immunisations, healthy homes, cervical screening and other relevant child and maternal health population health services.</p>	<p>Clinical work is carried out when needed, related to child and maternal programmes through clinics, outreach visits and collaborative work with general practice, kaupapa Māori organisations and other key community groups.</p>
<p><b>Health &amp; Safety</b></p>	<p>Applies health and safety related skills and knowledge to all work practices.</p> <p>Report and work to minimize, isolate or eliminate any hazards in the workplace.</p>	<p>The organisation complies with its responsibilities under the Health and Safety at Work Act 2015 and any subsequent amendments or replacements legislation.</p> <p>Can demonstrate actions in an emergency that are specific to the workplace and are designed to keep individuals safe.</p>
<p><b>Te Tiriti o Waitangi and cultural responsiveness</b></p>	<p>Apply the principles of Te Tiriti o Waitangi within the workplace.</p> <p>Understands inequity and is proactive at ensuring Māori participation and decision making around service design and delivery.</p> <p>Use an equity lens over all work to ensure it contributes to improved health outcomes for Māori and other priority populations.</p>	<p>Demonstrates and operationalises the principles of partnership, participation, and protection in everyday work.</p> <p>Demonstrates a commitment to improving Māori health equity.</p> <p>Demonstrates a commitment to improving equity of health outcomes for Pacific and other priority populations.</p>

	<p>Actively seek out opportunities to empower whānau to draw on existing capabilities and strengths to resolve their health and wellbeing issues, with coordinated support from a range of providers.</p> <p>Recognise the importance of communication and engage across internal systems processes to ensure what we write and say supports our overall efforts to improve cultural competence and the health status of Māori and high need populations.</p>	<p>Is committed to supporting future workforce development opportunities for cultural competency within the workplace.</p> <p>Actively promotes equality and diversity within the Network environment.</p>
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## KAI MAHI – PERSON SPECIFICATION

### Qualifications:

Comprehensive Registered Nurse/General and Obstetric Nurse

### Essential skills, knowledge & experience

- B4School check Certified
- Authorised vaccinator
- Current CPR certificate
- Current full driver's license
- Vulnerable children's police check is clear
- Proficiency in Microsoft office suite
- Proven clinical experience in the Primary health care sector
- High degree of credibility with all practice staff and interdisciplinary teams
- Desire to make a difference, set goals and achieve results
- Committed to Te Tiriti o Waitangi and its practical application within the health sector
- Highly organised in approach to work with excellent attention to detail

### Desirable skills, knowledge & experience

- Completion or enrolment in a recognized post-graduate qualification, *or* Postgraduate certificate in Primary health Care Specialty Nursing (Well Child/Tamariki Ora)
- Sound understanding of the primary health environment and relevant strategies that apply to this environment.
- Experience teaching and mentoring others, comfortable with delegating tasks as needed.
- Ability to present and articulate well in consultation forums and in front of diverse audiences
- Understanding of Medtech Evolution

This position description is not intended to be exhaustive and includes a requirement to undertake such other duties as maybe required from time to time by the Operations Manager or Direct Report.