

Position Description

Vacancy ID: 6613

Position:	Anaesthetic Technician Allied Health Professional
Reports to:	Anaesthetic Technician Manager
Professional Accountability:	Anaesthetic Technician Professional Leader

30.08.22

Organisation Context

Te Whatu Ora | Health New Zealand leads the day to day running of the health system across New Zealand, with functions delivered at local, district, regional and national levels. It weaves the functions of the 20 former District Health Boards into its regional divisions and district offices, ensuring continuity of services in the health system.

Te Pae Hauora o Ruahine o Tararua – MidCentral District (previously MidCentral District Health Board) provides healthcare services to over 180,000 people across the Manawatu, Horowhenua and Tararua regions. With a large hospital campus at Palmerston North, the health care provider also provides key health care and support services to neighbouring communities. We are one of the Manawatu's largest employers with over 2800 staff members.

Description of Service

The anaesthetic technician team is part of the anaesthetic service providing skilled clinical and technical assistance alongside anaesthetists, within multidisciplinary teams. The team provides a twenty four hour, seven day a week service on a rotating roster. Anaesthetic Technicians provide care and expertise to every procedure where a general or regional anaesthetic is administered, predominantly in the operating theatre as well as across services internal and external to the hospital.

Role Relationships

Key functional relationships can include: eg Multi-disciplinary teams, Other Allied Health teams, Service users and Disability Support Clients, Family, Whānau, carers, General Practice Teams, Community Healthcare Providers, Other Districts.

Role Purpose

An anaesthetic technician provides assistance to the anaesthetists or Intensive Care Specialists, contributing to the maintenance of a high quality and safe administration of anaesthesia and patient care. The role is integrated into the multidisciplinary team with a focus on providing anaesthetic care and assistance for adults and paediatrics both within the operating theatre, other MidCentral services or offsite facilities.

Registered Anaesthetic Technicians in this role support Trainee/students and new entry Anaesthetic Technicians in the development of clinical and professional practice.

The role participates in the rotating 24-hour roster, working with the multidisciplinary team.

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TE TIRITI O WAITANGI OBLIGATIONS

Participate in an innovative continuous quality improvement programme for Māori whanau.

Promote the use of performance, quality and equity data and health outcome information to:

- Measure and monitor best practice and health inequities
- Identify barriers to high quality, equitable care
- Identify continuous quality improvement initiatives that focus on achieving health equity, excellent health outcomes, and excellent whanau care

Ensure the professional integrity of MidCentral by carrying out all functions in compliance with Te Tiriti o Waitangi by demonstrating ongoing commitments to keeping Te Tiriti alive.

Show sensitivity to cultural complexity in the workforce and a high level of cultural competency with consumer and whānau populations of diversity.

Apply the articles of Te Tiriti o Waitangi in everyday practice:

- Article 1, Kawanatanga - Partnering for mutual benefit
- Article 2, Tino Rangatiratanga – Māori retain rights to their own treasures, resources and knowledge
- Article 3, Oritetanga – Māori are entitled to the same rights and outcomes as that of other citizens
- Article 4, Wairuatanga – Spiritual diversity is retained

Demonstrate understanding of and apply Te Whāre Tapa Whā (the four cornerstones of health), te taha wairua (spiritual aspects), te taha hinengaro (mental and emotional aspects), te taha whānau (family and community aspects) and te taha tinana (physical aspects) to practice

Practice is consistent with person/whānau centred care and the principles of - Te Tiriti o Waitangi.

Allied Health key accountabilities - four pillars of practice and MidCentral Bicultural Model of Care (201

- Te Hiringa O Te Mahi Hauora - Clinical Practice
- Te Arataki Me Te Whakahaere - Leadership and management
- Te Whai I Te Matauranga - Teaching and Learning
- Te Whakapai Ake I Te Kounga Rangahau Me Te Huringa
- Service improvement and research

He Korowai Oranga, the Māori Health Strategy (2014) articulates three key concepts of Wai Ora, Mauri Ora and Whānau Ora; these three concepts are understood as a means for achieving Pae Ora (Healthy Futures). These concepts are interconnected and align with the Māori health model Te Whare Tapa Whā. Culturally responsive practice integrates the above elements to reinforce and further strengthen the strategic direction for Māori health and the advancement of healthcare for all New Zealanders. Wai Ora, Mauri Ora, Whānau Ora will be integrated by the Allied Health Practitioner into professional standards, clinical skills, critical inquiry and culturally responsive, evidence-based practice when partnering with the person, whānau and wider team.



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The key accountabilities link to one or more of the Wai Ora, Mauri Ora and Whānau Ora concepts and these are identified within each accountability where:

- Mauri Ora (Individuals) Mauri is the concept of the life force that is instilled in people and all living things. Mauri Ora is the protection and advancement of this force for health.
- Wai Ora (Healthy Environment) Wai is literally water but in this context represents the natural environment in which we live. A healthy environment is essential for individual and collective health.
- Whānau Ora (Healthy Families) Whānau or families are the cornerstone of Māori, and indeed all people's lives. Providing care in this context ensures people are attached, grounded and empowered to advance the health of themselves, their families and wider communities.

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KEY ACCOUNTABILITIES				
TE HIRINGA O TE MAHI HAUORA -CLINICAL PRACTICE <i>Whānau Ora and Wai Ora</i>				MEASURES
<i>Wairua</i>	<i>Whānau</i>	<i>Hinengaro</i>	<i>Tinana</i>	
<ul style="list-style-type: none"> • Demonstrated safe practice meets ANZCA, NZATS, Medical Science Council standards and organisational and legislative requirements. i.e. infection control, risk identification, informed consent. • Provides a high standard of technical and clinical assistance to all areas where anaesthetics are administered. • Promotes and integrates into practice effective communication in a manner that service users and staff determine as culturally safe. • Proficiently maintains all perioperative documentation as per organisational policy. • Demonstrated proficiency in equipment set up, handling, operation, and checks. Follows procedures for servicing and repair of equipment. • Integrates Māori approaches such as whakawhanaungatanga/building authentic meaningful relationships. • Demonstrated active participation in the theatre multidisciplinary team. • Demonstrated clinical and professional support provided for trainee/students and new entry technicians. • Demonstrated safe positioning during surgery. • Acts as the patients advocate as required • Shows awareness of own limitations and consults with others and seeks advice when appropriate. • Demonstrates a clear understanding of the clinical risk factors as they pertain to perioperative practise. • Maintains a high standard of asepsis in the anaesthetic room and theatre. 				<ul style="list-style-type: none"> • <i>Holds a current Annual Practicing Certificate.</i> • <i>Peer review is completed once per annum, competencies are met, identified support is utilised as required.</i> • <i>Evidence captured in current annual and peer review of self-reflection on clinical and cultural best practice.</i> • <i>Delegated tasks to trainee technicians are appropriate.</i> • <i>Peer review completed a minimum of once per annum and includes observed clinical patient consultation.</i> • <i>Regular attendance and contribution to team meetings and professional development activities.</i> • <i>Faults identified as per process.</i> • <i>Equipment check completed once per annum.</i> • <i>Shows evidence of integrating actions into own clinical practice to reduce health inequities for people and whānau.</i> • <i>Has awareness of local, sub regional and regional situation in relation to health and social support, and the impact on service provision.</i>

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TE ARATAKI ME TE WHAKAHAERE -LEADERSHIP AND MANAGEMENT <i>Whānau Ora and Wai Ora</i>				MEASURES
<i>Wairua</i>	<i>Whānau</i>	<i>Hinengaro</i>	<i>Tinana</i>	
<ul style="list-style-type: none"> • Supports equitable and efficient use of theatre, anaesthetic and recovery room time. • Supports standardisation by participating in the development, review and implementation of quality standards, protocols and procedures. • Actively participates in the clinical management of the patient. • Supports the bicultural model of care. • Effective and timely communication occurs with the daily co-ordinator, and multidisciplinary team. • Able to interpret data and recognise emerging complications of anaesthesia and surgery and respond appropriately. • Appropriate channels of communication are used. • Creates opportunities for the practice of cultural beliefs, wairuatanga (spirituality), cultural considerations and tikanga (customs and traditional values) in the practice setting. • Provides supervision for Trainee/student anaesthetic technicians. • Complies with code of conduct and promotes a positive work culture based on organisational values (appendix A). 				<ul style="list-style-type: none"> • Sufficient clinical equipment and supply is available to promote efficiency. • Leads, regularly attends and actively contributes to relevant department, clinical and team meetings. • Example of identified opportunities or participation in service provision and innovation. • Has self-identified and organised own mandatory education and performance development. • Supports others in bicultural clinical practice.

TE WHAI I TE MATAURANGA -TEACHING AND LEARNING <i>Whānau Ora and Mauri Ora</i>				MEASURES
<i>Wairua</i>	<i>Whānau</i>	<i>Hinengaro</i>	<i>Tinana</i>	
<ul style="list-style-type: none"> • Maintains competence to practice through continuing professional development activities, identification of learning needs and reflective practice. • Demonstrates understanding, commitment and application of Te Tiriti o Waitangi and cultural competency within practice setting. • Completes specified organisational training. Assumes responsibility for own personal and professional development. • Annual appraisal and professional development plan is initiated and occurs annually inclusive of cultural and clinical best practice. 				<ul style="list-style-type: none"> • NZATS, Medical Science Council professional development requirements are met. • Participates in in-service training and team meetings and delivers education in the direct clinical area. • Assumes responsibility for own personal and professional development. • Essential skills checklist completed, presented at appraisal as applicable for the role, including Treaty of Waitangi cultural responsiveness in practice. • Annual appraisal and professional development plan is initiated and occurs annually inclusive of cultural and clinical best practice. • Agreed identified training / development is completed within the required time frame.

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	<ul style="list-style-type: none"> Completes all MidCentral core / mandatory training requirements
	<ul style="list-style-type: none"> Evidence Provides clinical teaching and supervisory support to trainees/students. Contributes and assists in the implementation of an effective orientation programme for new staff.

TE WHAKAPAI AKE / TE KOUNGA RATONGA SERVICE IMPROVEMENT AND RESEARCH <i>Wai Ora</i> and <i>Mauri Ora</i>				MEASURES
<i>Wairua</i>	<i>Whānau</i>	<i>Hinengaro</i>	<i>Tinana</i>	
<ul style="list-style-type: none"> Contributes to the annual planning process and initiates and leads work / projects that may result. Actively contributes to Continuous Quality Improvement and clinical governance activities within the service. Promotes practice based on evidence based best practice and research that supports the organisations strategic direction. Recognises cultural risk for service users and whanau. Demonstrates of an awareness of service plan and MidCentral values. Adverse events and risks are identified recorded, followed up and resulting actions incorporated into practice. Quality Audits are completed according to the contractual and management requirements. Actively Participates in the service's quality improvement activities and equipment trials and ensures quality controls are undertaken. Provides good customer service and is responsive to customer requests or complaints. Maintains currency of knowledge of new equipment and clinical trends. Approved research is completed within agreed time frames. Reflects on current research in area of practice individually and in team discussions. 				<ul style="list-style-type: none"> Demonstrates an awareness of service plan and MidCentral values. Adverse events and risks are identified recorded, followed up and resulting actions incorporated into practice. Actively participates in clinical governance meetings and activities. Quality audits including are completed according to the contractual and management requirements and actions incorporated into practice. Reflects on current research in area of practice individually and in team discussions. Approved research is completed within agreed time frames. Evidence of best practice actively sought to inform clinical practice. The care environment is adjusted to meet the service user needs.

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- Evidence of best practice actively sought to inform clinical practice.
- Takes the appropriate action to ensure the environment is safe for service users, whānau and staff.

Health and Safety				MEASURES
Wairua	Whānau	Hinengaro	Tinana	
<ul style="list-style-type: none"> • Apply Health and Safety knowledge and skills to all work practices to ensure compliance with the Health and Safety at Work Act 2015 and any subsequent amendments or replacement legislation. 				<ul style="list-style-type: none"> • Is familiar with all policies and procedures as they affect the work environment. • Ensures that safe working procedures are practised, and no person is endangered through action or inaction. • Is aware of and can identify hazards and take action, accordingly, including preventing or minimising the adverse effects of hazards. • Is able to apply MidCentral's emergency procedures, including use of safety equipment and materials. • Ensures that all incidents including near misses are reported within the required timeframe using MidCentral's incident reporting system. • Actively participates in MidCentral's health and safety programmes, through input into meetings and feedback through committee structures.

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Competencies

Competencies are the skills, knowledge and attributes required to be fully competent in this position. There will be a programme available for appointees to meet competencies where a need for continued development is identified.

For the purposes of selection essential competencies have been identified, and decisions will be made based on the ability of applicants to meet these:

ESSENTIAL

- Diploma in Applied Science for Anaesthetic Technicians
- Graduate Certificate in Applied Science for Anaesthetic Technicians
- Bachelor of Health Science in Perioperative Practice
- Or equivalent qualifications recognised by the Medical Science Council of New Zealand (MSCNZ)
- Current Registration with the MSCNZ and an Annual Practising Certificate
- Ability to educate, supervise and support Trainee Anaesthetic Technicians, new entry Anaesthetic Technician, Nursing staff, New Zealand Defence Forces (NZDF).
- Demonstrate effective time management of self and others
- Commitment to and evidence of on-going professional and practice development and maintaining acquired skills
- Demonstrate effective listening and interpersonal skills.
- Ability to work independently using own initiative and work in a team.

DESIRABLE

- Member of NZATS

Physical Attributes

Under the Human Rights Act 1993 discrimination based on disability is unlawful.

MidCentral will make all reasonable efforts to provide a safe and healthy workplace for all, including persons with disability.

Every effort has been made to outline requirements clearly. If a potential applicant has uncertainties about their ability to fulfil these physical requirements, enquiry should be made whether it would be possible to accommodate a particular issue by obtaining advice from Occupational Health & Safety / Infection Control Team.

- Ability to move about normally and undertake necessary duties in the Operating Theatre and outside anaesthetising areas.
- Ability to stand, walk, stretch, use hand tools is essential.
- Lifting/pushing/pulling of weights of more than 15 kilograms is frequently required.
- Climbing activities and driving a motor vehicle are infrequently required.
- Visual ability sufficient to undertake numerous writing, recording, monitoring tasks and safely administer medications.
- Excellent hearing, sufficient to hear leaks, alarms, monitor tones, hear instructions and converse with patients.
- Speech sufficient to communicate with clients and other personnel.
- A high degree of mental concentration is required.
- The nature of the work requires a skin condition allowing frequent contact with water, soap/disinfectant soap, chemicals including drugs, and latex rubber. A flaky, scaly, cracked/fissured skin condition should not be present on hands, forearms, face, head or neck.
- The appointee must not have infection or colonisation with MRSA.
- The appointee's health condition should not result in undue hazard to the appointee, client or others, as a result of exposure to blood, body fluid/waste or infectious disease.

(Note MidCentral's Policy for Work Restriction of Staff with Communicable Disease especially Skin Appendix. Must be able to function under rapidly changing and demanding conditions.

Conditions of Appointment

EMPLOYMENT AGREEMENT

- **PSA & DHB Multi-Employer Collective Agreement for Allied, Public Health and Technical Employees, Rest of New Zealand**

The Collective Agreement which covers the work of this position is the “Rest of NZ DHBs/PSA Allied, Public Health and Technical Multi Employer Collective Agreement” which applies to employees appointed to roles that are covered by this Collective Agreement and who are members of the Public Service Association (PSA) Union.

- **APEX and MidCentral District Health Board Anaesthetic Technicians & Trainee Technicians Collective Employment Agreement**

However, the APEX and MidCentral District Health Board Anaesthetic Technicians & Trainee Technicians Collective Employment Agreement also contains provision for Anaesthetic Technicians & Trainee Technicians and you are able to become a party to this Collective Employment Agreement if you wish. The union that represents employees in this collective is the Association of Professional and Executive Employees Incorporated (APEX).

NATURE AND TENURE OF APPOINTMENT

The appointment will be subject to the conditions contained in this schedule, MidCentral’s policies and appropriate legislation.

The appointment is permanent and shall be subject in writing by either side in accordance with the provisions in the relevant Collective Agreement or Individual Employment Agreement, but in the event of the person being guilty of conduct unbecoming to the position or being unable to discharge the duties of the office their appointment may be terminated forthwith.

SALARY

The annual salary for the position will be negotiated within the salary range applicable to the relevant Collective Agreement.

All salary payments will be made by direct credit to the bank account of the appointee’s choice.

HOURS OF WORK

Hours of work will be 40 hours a week, rostered shift patterns with overtime and on call requirement determined by the needs of the service. However part time hours will be favourably considered.

As the appointment is full-time the employee shall not engage in any other business or occupation without the prior consent of the Organisation. If an appointee is engaged in other business or occupation when taking up a full-time appointment with MidCentral, and wishes to continue to participate in this other business or occupation, this must be disclosed to the hiring manager prior to accepting the appointment.

TREATY OF WAITANGI

MidCentral is committed to its obligations under the Treaty of Waitangi. The appointee will be expected to incorporate the principles of the Treaty of Waitangi in their working practices.

EQUAL EMPLOYMENT OPPORTUNITIES

MidCentral is committed to the principles of Equal Employment Opportunities and all recruitment activities are conducted in accordance with these principles.

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SMOKE FREE ENVIRONMENT

MidCentral provides smoke-free workplaces that protect the health and comfort of employees, patients/ clients, contractors, volunteers and visitors. All buildings, grounds and vehicles owned, occupied or leased by MidCentral are smoke-free. Employees are expected to promote smoke-free lifestyles and act as role models when working with patients/ clients and in the community.

CODE OF CONDUCT

MidCentral has a Code of Conduct that sets out the standards of performance and conduct required of employees. Employees of MidCentral are also required to act with a spirit of service to the community and meet high standards of integrity and conduct as set out in Standards of Integrity and Conduct - a code of conduct issued by the State Services Commissioner.

‘SHARED APPROACH TO WORK PRINCIPLES’

Developing a shared approach to working together

It is important that MidCentral has a healthy and safe working environment in which all employees feel their contribution is valued and appreciated. The actions and behaviours below are intended to provide a guide and assist us all to develop and maintain this environment.

To be happy and proud in our work we will:

- Care for and support each other to have a safe work environment;
- Treat each other with trust and respect, recognising cultural and other differences;
- Communicate openly, honestly and act with integrity;
- Enable professional and organisational standards to be met;
- Support each other to achieve, and acknowledge contributions and successes.

MidCentral does not tolerate bullying, harassment, or inappropriate behaviour in the workplace environment.

CONFIDENTIALITY

All employees are responsible for the security of confidential and sensitive information which is held by MidCentral. All employees have a responsibility to comply with the requirements of the Privacy Act 1993 and the Health Information Privacy Code 1994 and any subsequent amendments.

It is a condition of employment for all employees that confidential or sensitive information is only accessed, used or disclosed as necessary to meet their employment or contractual obligations and in accordance with the relevant legislation, their professional obligations, and any other obligations imposed by law. Note: This does not preclude the sharing of clinical information among health professionals involved in the care or treatment of the individual on a “need to know” or consultancy basis.

Confidential information concerning a patient or client who is receiving or has received services provided by MidCentral may not be accessed by employees not involved in the care or treatment of the patient or client, and also may not be disclosed to unauthorised persons, except for those specific cases defined in relevant legislation and as per MidCentral’s Confidentiality Policy.

HEALTH DECLARATION

Shortlisted applicants will be required to complete a Health Declaration form and provide this to the hiring manager. They may also be required to undergo a medical examination as part of assessing their ability to fulfil the requirements of the position.

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DECLARATION OF CRIMINAL CONDUCT AND OTHER INFORMATION

Shortlisted applicants will be required to complete a Declaration of Criminal Conduct and Other Information form and provide this to the hiring manager.

POLICE CLEARANCE/ CHECK(S)

Some appointments at MidCentral are subject to a Police Clearance which requires the applicant to complete a New Zealand Police Vetting Service Request and Consent Form. Additionally, overseas police checks may need to be applied for by the appointee if they have lived in any country other than New Zealand for 12 months or more within the last 10 years.

Shortlisted applicants will be advised of the requirement to undergo a New Zealand Police Clearance, and provide overseas police clearance/s, as required.

Notwithstanding the police clearance process upon appointment, in future all MidCentral employees may be required to undergo police and/ or other vetting procedures, and all staff will be required to participate in this process.

MidCentral reserves the right to withdraw any offer to the appointee, or if the appointee has commenced work, terminate employment, if any adverse information arises out of the police check/s.

CHILDREN ACT 2014

Due to the role having contact with children and MidCentral's commitment to child protection, shortlisted applicants will be subject to 'safety checks' in accordance with the Children Act 2014 before any offer of employment is made. These checks are required periodically for existing employees in accordance with the relevant legislation.

APPLICATIONS

Applicants are required to complete an official form of application, providing names and addresses of three confidential referees* – one being the current or most recent employer or educator, and attaching a CV and cover letter. Copies of recent testimonials or any other information considered pertinent to the position may also be included.

**Referee reports obtained or provided are subject to Section 27 (1) (c) of the Official Information Act 1982 and Section 29 (1) (b) of the Privacy Act 1993 and shall not be released or their contents disclosed to the applicant or to any person not directly involved in MidCentral's appointment and review procedures.*

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Appendix A - MidCentral's Values and Behaviours

All employees of MidCentral will adopt the values and demonstrate the behaviours related to them of being Compassionate, Respectful, Courageous and Accountable - in the following ways:

COMPASSIONATE - KIA WHAI AROHA

- Is responsive to the needs of people, whānau and the community.
- Strives to deliver beyond expectations and go the extra mile.
- Shows concern for others and offers proactive and timely assistance and support to others.
- Is empathetic and mindful of others and sensitive to their feelings.
- Creates an environment where others feel safe and supported, encouraging them to contribute and share their views and perspectives.

RESPECTFUL – KIA WHAI NGĀKAU

- Shows politeness, admiration and honour to others and does not cause offence.
- Actively listens when someone is speaking and shows value for other peoples' perspectives.
- Genuinely engages and listens to others and considers their views while making decisions.
- Is inclusive of diverse perspectives and the cultural beliefs of others and actively seeks to improve own knowledge.
- Recognises team member strengths and development needs, and coaches them to maximise their potential.

COURAGEOUS – KIA MĀTĀTOA

- Speaks up when things are not right.
- Is adventurous in search of feedback and is open to feedback.
- Puts organisational interests ahead of their own.
- Speaks up when they have to contribute or when other's behaviour is inconsistent with the MidCentral's values.
- Champions innovative ideas in the team, and on behalf of the team.
- Is willing to question accepted approaches and processes and open to challenge.

ACCOUNTABLE – KIA NOHO HAEPAPA

- Acknowledges and assumes responsibility for their actions and does not blame others when things go wrong.
- Strives for excellence and delivers high quality care that focuses on the needs of the consumer and whānau.
- Is innovative and strives for quality and excellence.
- Following through on conversations – saying what you will do and doing what you say.
- Is able to intervene effectively when progress against budgets, plans or projects is off track.
- Is committed to rapid resolution of complaints, problems and issues.

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Appendix B – MidCentral's Strategy



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