

# Te Whatu Ora

Health New Zealand

Te Pae Hauora o Ruahine o Tararua  
MidCentral

## Position Description

Vacancy ID: 7188

<b>Position:</b>	<b>Clinical Psychologist Child and Adolescent Mental Health Service</b>
<b>Reports to:</b>	<b>Clinical Manager, Child and Adolescent Mental Health Service (CAMHS) Clinical Coordinator</b>
<b>Professionally Responsible to:</b>	<b>Professional Leader - Psychology</b>
<b>Role Relationships:</b>	<b>Internal</b> <b>CAMHS Team</b> <b>Kaupapa Team</b> <b>Central Regional Health School</b> <b>Other Clinical Managers</b> <b>Other teams at MidCentral's Mental Health Service</b> <b>General Hospital Services Personnel</b>
	<b>External</b> <b>Consumers, Family/Whanau, Caregivers</b> <b>General Practitioners and other Health Professionals</b> <b>School based professionals</b> <b>Disability Support Services and Accommodation Providers</b> <b>Police, Justice, and Social Service Departments</b> <b>Specialist in-patient units i.e Rangitahi</b>

## 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 Whatu Ora, Health New Zealand Te Pae Hauora o Ruahine o Tararua – MidCentral (MidCentral) (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, it 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.

The transformation will provide an improved service experience and a work environment where staff feel valued and empowered to carry out their work with excellence.

*Compassionate  
Ka whai aroha*

*Respectful  
Ka whai ngākau*

*Courageous  
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## Role Purpose

To provide care and treatment to children/youth and their families referred to Child and Adolescent Mental Health Service (CAMHS).

### Primary Objectives of this Position:

- To provide mental health services as an active, supportive, collaborative and kind member of the multi-disciplinary team for the Child and Adolescent Mental Health Service for MidCentral based in Palmerston North.
- To contribute towards and participate in the development of services for children and youth.
- To provide specialist assessments, treatment and support to children, youth and their families at CAMHS.
- To support other members of the team to develop skills in the assessment and management of children and youth.
- To develop treatment programmes in conjunction with appropriate others
- To undertake education to clinicians within the team and within MidCentral as appropriate and within capacity.
- To facilitate family meetings and family intervention/group work
- To maintain relationships with key internal and external stakeholders.
- Provides Triage and plan to own clients in crisis (with support from our Access/duty team)
- To undertake from time to time, as an outcome of direction from the services leadership, other duties in keeping with the efficient and effective running of the service.

AREA OF RESPONSIBILITY	PERFORMANCE MEASURE
<ul style="list-style-type: none"><li>• <b>Provides effective, timely and objective assessments, reports, treatment plans, and interventions in partnership with the consumers and their family/ whanau/ significant others.</b></li></ul>	<ul style="list-style-type: none"><li>• Referrals and caseload are effectively and appropriately managed in order to respond to the needs of the consumers and their family/whanau.</li><li>• The principles and practice of partnership are incorporated in all facets of assessment, treatment and care.</li><li>• Comprehensive assessments and treatment interventions, which maximise opportunities for active consumers and family/whanau participation, are undertaken.</li><li>• Intervention strategies are based on sound professional knowledge and are relevant to the needs of the consumer.</li><li>• Assessments and interventions are consumer-focussed, needs-based and provided in a professional, courteous manner, at all times recognising consumer's rights and responsibilities.</li></ul>

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AREA OF RESPONSIBILITY	PERFORMANCE MEASURE
	<ul style="list-style-type: none"> <li>The confidential nature of information regarding consumers and their family/whanau/significant others is recognised and maintained.</li> <li>Family/whanau/significant others are involved with the consumer's assessment and care plan, as appropriate.</li> </ul>
	<ul style="list-style-type: none"> <li>Consumer contacts, assessments and treatment plans are clearly and objectively documented in the consumer's clinical file.</li> <li>Mental health crises are appropriately assessed and managed effectively.</li> <li>Consumers and their family/whanau are referred, when appropriate, to other community based social, accommodation, counselling, legal, support, and employment services.</li> <li>Knowledge of, and liaison with, community based social, accommodation, counselling, legal, support and employment services is applied according to the needs of consumers and their family/whanau.</li> <li>Comprehensive information regarding current financial supports, community-based social, accommodation, counselling, support and employment services is kept up to date and is readily accessible to colleagues and consumers.</li> <li>Treatment programmes and initiatives are developed and provided in conjunction with the Keyworker for consumers – where appropriate.</li> </ul>
<ul style="list-style-type: none"> <li><b>Works as an active, positive, creative and supportive member of the multi-disciplinary Child and Adolescent Mental Health Service</b></li> </ul>	<ul style="list-style-type: none"> <li>Models collaborative service delivery with colleagues from the team, and other Mental Health Services and is positively engaged through the treatment planning process.</li> <li>The skills and knowledge of colleagues from the team and other Mental Health Services are respected and appropriately utilised.</li> <li>Skills, knowledge and professional perspective are made available to assist colleagues in a positive, proactive and professional manner.</li> <li>Clear lines of communication are effectively utilised and professional</li> </ul>

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AREA OF RESPONSIBILITY	PERFORMANCE MEASURE
	<p>accountability for practice is demonstrated.</p> <ul style="list-style-type: none"> <li>The achievement of service and team goals and objectives is worked toward by applying collaborative and creative approaches which are consistent with organisation, and team policies and procedures.</li> <li>The health of the team is of paramount importance and there will be an expectation that you will participate in activities that enable healthy functioning of said team.</li> </ul>
<p>Complies with relevant legislative, regulatory, MidCentral, service and professional requirements</p>	<ul style="list-style-type: none"> <li>Is familiar with and complies with relevant legislation governing practice, legal mandates and responsibilities, consumers' rights and confidentiality.</li> <li>A working knowledge is demonstrated of the legal requirements and responsibilities of the Mental Health (Compulsory Assessment and Treatment) Act (1992) and the Children, Young Persons and their Families Act (1989).</li> <li>A working knowledge is demonstrated of all legal and ethical requirements pertaining to informed consent and other procedures which may impact upon the rights of consumers.</li> <li>Consumer related information is managed according to the requirements of the Privacy Act (2020), the Health Information Privacy Code (1994) and the Health Act (1956) and their amendments.</li> <li>Statistical information and data are regularly recorded and reported as required.</li> <li>All documentation is completed concisely, accurately and objectively.</li> <li>Organisational and service strategic directions, values and policies are read, understood and consistently adhered to.</li> </ul>
<p>Demonstrates commitment to ongoing development and practice.</p>	<ul style="list-style-type: none"> <li>Competent practice is influenced and reinforced through membership of the appropriate New Zealand professional body that your scope of practice enables you to undertake the duties of this position</li> <li>Participates in the formulation and audit of standards, practice guidelines, project work and other activities as required to maintain or improve the quality of services delivered.</li> <li>Regular performance review is undertaken</li> </ul>

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AREA OF RESPONSIBILITY	PERFORMANCE MEASURE
	<p>with the Clinical Manager.</p> <ul style="list-style-type: none"> <li>• Clinical supervision is actively engaged and effectively utilised.</li> <li>• Actively develops and maintains resiliency skills.</li> <li>• Maintains awareness of and compliance with quality assurance mechanisms.</li> <li>• A commitment to the principles and practice of continuous quality improvement is demonstrated and compliance with quality initiatives is maintained.</li> <li>• Consultation, training and education to improve awareness of, and sensitivity to, other cultures is demonstrated.</li> <li>• Supervision of students is undertaken in accordance with service agreements with educational institutions.</li> <li>• Effective time and resource management strategies are utilised.</li> <li>• A process is established and regularly utilised to evaluate the effectiveness of service delivery.</li> </ul>
<p>Presents a positive, courteous, professional service at all times</p>	<ul style="list-style-type: none"> <li>• Consultative services are provided when required.</li> <li>• Information provided is up to date and relevant to consumers, their family/whanau or caregivers, community groups and organisations and other service providers.</li> <li>• Productive liaison and communication channels with consumer advocates, health professionals and community groups and government agencies are established and maintained.</li> <li>• Requests from consumers and/or their family, other service providers and the media for information are managed appropriately, according to organisational policy, legislative requirements and service guidelines.</li> <li>• Requests from the media for information are directed to the Operations Executive, Mental Health &amp; Addiction.</li> <li>• Complaints received about the service are dealt with promptly, in consultation with the Clinical Manager, in accordance with the organisation's complaints procedure.</li> </ul>
<p>Health and Safety</p> <p>Apply Health and Safety knowledge and skills to all work practices to ensure compliance with the Health</p>	<ul style="list-style-type: none"> <li>• Is familiar with all policies and procedures as they affect the work environment.</li> <li>• Ensure that safe working procedures are practised and no person is endangered through action or inaction.</li> </ul>

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AREA OF RESPONSIBILITY	PERFORMANCE MEASURE
<p>and Safety at Work Act 2015 and any subsequent amendments or replacement legislation</p>	<ul style="list-style-type: none"> <li>• Is aware of and can identify hazards and take action accordingly, including preventing or minimising the adverse affects of hazards.</li> <li>• Is able to apply MidCentral’s emergency procedures, including use of safety equipment and materials.</li> <li>• Ensure that all incidents including near misses are reported within the required timeframe using the District Health Board’s incident reporting system.</li> <li>• Actively participate in the District Health Board’s health and safety programmes, through input into meetings and feedback through committee structures</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Treaty of Waitangi</b></li> </ul> <p>An understanding and application of the Treaty of Waitangi</p>	<ul style="list-style-type: none"> <li>• Attends the MidCentral Treaty of Waitangi education.</li> <li>• Has Treaty of Waitangi knowledge and application and an understanding of the principles of He Korowai Oranga and their applications within the Plan, Framework and key.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Legislative</b></li> </ul> <p>Complies with relevant legislative, regulatory, Organisation, Service and professional requirements</p>	<ul style="list-style-type: none"> <li>• A working knowledge is demonstrated of the legal requirements and responsibilities of the Criminal Justice Act 1985, the Mental Health (Compulsory Assessment and Treatment) Act 1992, and the Children, Young Persons and their Families Act (1989).</li> <li>• Complies with requirements of the New Zealand Psychologists Board and the Health Practitioners Competence Assurance Act 2003.</li> <li>• A working knowledge is demonstrated of all legal and ethical requirements pertaining to informed consent and other procedures which may impact upon the rights of clients.</li> <li>• Client-related information is managed according to the requirements of the Privacy Act 2020 (the Health Information Privacy Code 1994) and the Health Act 1956 and its amendments.</li> </ul>

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## Key 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 COMPETENCIES:

- You must be able to demonstrate that you are registered with the New Zealand Psychologists Board that your scope of practice enables you to undertake the duties of this position.
- Meets the statutory and organisational requirements for working with children, as per the Vulnerable Children Act 2014 and MidCentral policy, including a satisfactory police check and other safety checking processes.

### QUALIFICATIONS, SKILLS AND EXPERIENCE:

- Clinical/health qualification: Registered psychologist
- Current practicing certificate: Registration/membership of professional organisation.
- Recent experience of working with children/youth and families, preferably in the mental health field.
- Knowledge of child psychology and development.
- Training and experience in mental health services and child/adolescent mental health.
- Acceptance and experience of working with children, youth and their families who may be have mental health and substance misuse problems
- A clear willingness to engage in professional development to skill in working with children and youth.
- Commitment to consumer focused care and recovery.
- Ability to work independently within a multi-disciplinary team.
- Excellent communication and liaison skills.
- Full Drivers licence.
- Knowledge of community networks, disability support services, and resources.
- Ability to apply theoretical concepts and professional knowledge to practice.
- Commitment to ongoing professional development.
- Time management skills.
- Understanding of and demonstrated commitment to, the principles of Te Tiriti O Waitangi/Treaty of Waitangi and cultural safety in health care.
- Computer literacy.

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## 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 work place 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 Prevention & Control Team.*

- Ability to move about and undertake necessary duties in the department and to move throughout the campus and the community.
- Ability to sit for long periods to undertake computer work with associated mental concentration involving repetitive activities most of the time as part of administrative tasks.
- Manual dexterity sufficient to operate clerical equipment including pen, photocopier, facsimile machine, computer, to undertake word processing, filing and written documentation
- Vision sufficient to read, write/record, use computer enabling accurate performance of essential job duties.
- Hearing and speech sufficient to communicate clearly with clients and co-workers personally and in group meetings.
- A high degree of mental concentration is required.
- Freedom from colonisation or infection with MRSA.
- Must be able to function under rapidly changing and demanding conditions.

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## **Clinical Psychologist – Scope of Practice**

*(under the Health Practitioners Competence Assurance Act 2003)*

*Clinical Psychologist: Clinical Psychologists apply psychological knowledge and theory derived from research to the area of mental health and development, to assist children, young persons, adults and their families with emotional, mental, developmental or behavioural problems by using psychological assessment, formulation and diagnosis based on biological, social and psychosocial factors and applying therapeutic interventions using a scientist-practitioner approach. Such practice is undertaken within an individuals area and level of expertise and with due regard to ethical, legal and Board prescribed standards.*

The following qualifications have been prescribed for registration as a psychologist in the clinical scope of practice;

A minimum of a Masters degree in Psychology from an accredited educational organization and an accredited Postgraduate Diploma in Clinical Psychology, or equivalent qualification. Eligibility for a clinical psychology scope of practice shall require a Board approved practicum or internship involving 1500 hours of supervised practice.

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## Conditions of Appointment

### EMPLOYMENT AGREEMENT

#### APEX/DHBs Psychologists Multi-Employer Collective Agreement

The Collective Agreement which covers the work of this position is the APEX and District Health Boards Psychologists Multi-Employer Collective Agreement which applies to employees appointed to roles that are covered by the Collective Agreement and who are members of the Association of Professional and Executive Employees (APEX) union.

#### DHB/PSA Allied, Public Health, Scientific and Technical Multi-Employer Collective Agreement

However, the Allied, Public Health, Scientific and Technical Multi-Employer Collective Agreement also contains provision for psychologists 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 PSA.

### NATURE AND TENURE OF APPOINTMENT

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

#### Temporary Position

The appointment is temporary for 12 months while the job holder is on parental leave. Should the job holder on parental leave exercise their right to return at an earlier date, this temporary appointment would terminate prior to this date with a minimum of four weeks' notice in writing. In any other event, the appointment shall be subject to four weeks' notice in writing on either side. In the event of the appointee being found to have breached the organisation's code of conduct or other policies, the appointment may be terminated without notice.

### SALARY

The annual salary for the position will be negotiated within the salary range applicable to the APEX/DHBs Psychologist Multi-Employer Collective Agreement or the DHB/PSA Allied, Public Health, Scientific and Technical Multi-Employer Collective Agreement.

Salary is proportionate to hours worked. All salary payments will be made by direct credit to a nominated bank account in the appointee's name (or jointly including the appointee's name).

### HOURS OF WORK

This position can be full time and/or part time.

If 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 Public Service Commission.

## SHARED APPROACH TO WORK PRINCIPLES

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 2020 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.

## 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)

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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'S ACT 2014

Due to this 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's 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 2020 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

# WE ARE COMMITTED TO

**Ka ū tā mātou mahi**

**QUALITY LIVING**  
*Kia pai te noho*

**HEALTHY LIVES**  
*Kia ora te tangata*

**WELL COMMUNITIES**  
*Kia ora te hapori*

### WE ARE ABOUT

*Better health outcomes, better health care for all*

**Ko tā mātou mahi**

*He whakapai ake i te hauora hei oranga mā te katoa*

### INDIVIDUALLY AND TOGETHER WE WILL

*Achieve quality and excellence by design*

*Connect and transform primary, community and specialist care*

*Partner with people and whānau to support health and wellbeing*

*Achieve equity of outcomes across communities*

### He mahi takitahi hei toa takitini

*Kia kouranga, kia hiranga te hoahoa*

*Kia mahi tāhi me te tangata, me te whānau hei tautoko i te hauora me te oranga*

*Kia tūhono e pai ake ai te atawhai tuatahi, te atawhai hapori, te atawhai ngalo*

*Kia tākeke ngā hua mā ngā hapori katoa*

### WE WILL BE

<i>Compassionate</i>	<i>Respectful</i>
<i>Courageous</i>	<i>Accountable</i>

**Ka penei mātou**

<i>Ka whai aroha</i>	<i>Ka whai ngākau</i>
<i>Ka mātātōa</i>	<i>Ka noho haepapa</i>

### WE WILL ACHIEVE THIS SUCCESS THROUGH OUR

<i>People</i>	<i>Partners</i>	<i>Information</i>	<i>Stewardship</i>	<i>Innovation</i>
<b>Ka eke angitu mātou mā</b>				
<i>Ō mātou iwi</i>	<i>Ō mātou hoa mahi</i>	<i>Te whakamāhio</i>	<i>Te tiaki</i>	<i>Te auaha</i>

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