

RUN DESCRIPTION

POSITION:	Public Health Medicine Registrar (PHMR)
DEPARTMENT:	Improve function within the Planning, Funding and Outcomes (PFO) business unit of Health New Zealand Te Whatu Ora (Health NZ)
PLACE OF WORK:	Takapuna (15 Shea Tce, Takapuna) or Middlemore Hospital or Molesworth Street Wellington
RESPONSIBLE TO:	Clinical Lead, Improve (Line Management) Workplace Supervisor (supervision and day-to-day line management) Workplace Trainers (training on projects and service work)
FUNCTIONAL RELATIONSHIPS:	The registrar will be working as part of the PPHO team and is expected to maintain functional relationships with: <ul style="list-style-type: none"> • Clinical Lead, Improve • Workplace Supervisor, Improve • Other PPHO team members • Other colleagues across PFO as relevant Other Health NZ staff as applicable
PRIMARY OBJECTIVE:	<ul style="list-style-type: none"> • To support the successful delivery of the Improve team’s work programme, through the provision of public health advice and expertise. • Public Health Medicine Training Programme competency development
RUN RECOGNITION:	Accredited as a training position for the New Zealand College of Public Health Medicine (NZCPHM) training programme; can become accredited as a training position for the Australasian Faculty of Public Health Medicine (AFPHEM)
RUN PERIOD:	Variable, usually 12 months

Section 1: Registrar’s Responsibilities

<i>Area</i>	<i>Responsibilities</i>
General	<p>Purpose of position:</p> <ul style="list-style-type: none"> • To contribute to the work programme of the Improve team • To lead and project manage a small number of substantive pieces of work • To support a range of other pieces of work • To gain experience and a range of competencies related to public health medicine <p>Ethical and professional standards: The PHMR is required to undertake their work professionally, and to conduct themselves in all matters relating to their employment in accordance with best practice and relevant ethical and professional standards and guidelines, as determined by:</p>

<i>Area</i>	<i>Responsibilities</i>
	<p>Project management, coordination, and delivery</p> <ul style="list-style-type: none"> • Contribute to the delivery of the team's work plan, influencing outcomes, and helping to manage risks and pressures. • Lead projects (as appropriate) in a manner that is responsive, collaborative, and flexible. • Manage project dependencies and risks between work deliverables, resolves issues, and initiates appropriate corrective actions to ensure successful outcomes. • Report and escalate issues to ensure issues are known, understood, and actions to resolve are identified and implemented. • Support wider team projects by contributing public health expertise and medical knowledge to projects. <p>Develop relationships/partnerships</p> <ul style="list-style-type: none"> • Develop collaborative relationships across Improve, PFO more broadly and, as relevant, wider Health NZ, Ministry of Health and external agencies. • Collaborate with other government agencies, as appropriate, to give high-quality, evidence-based public health input. • Build strong relationships that enable meaningful input and influence across the team's work programme. • Maintain awareness of work happening across Improve. <p>Communication and reporting</p> <ul style="list-style-type: none"> • Ensure effective communication within, between, and across the team. • Provide reports and individual project updates as required. • Complete reporting requirements for the public health medicine training programme. <p>Cultural safety</p> <ul style="list-style-type: none"> • Meet cultural safety standards as set by the Medical Council of New Zealand. • Have a strong understanding of the significance of and obligations under Te Tiriti o Waitangi, including how to apply Te Tiriti principles in a meaningful way. <p>Professional development</p> <ul style="list-style-type: none"> • Establish goals, objectives, performance targets, and strategies to meet these. • As agreed with Workplace Supervisor and Clinical Lead, attend educational opportunities/conferences relevant to the role and scope of practice of PHMRs. • Participate in relevant educational opportunities within PFO, as agreed with Workplace Supervisor. Take part in performance reviews by providing feedback to Workplace Supervisor on assistance required to achieve annual goals and objectives.

Section 2: Training and Education

<i>Nature</i>	<i>Details</i>
Formal and informal education sessions	<p>The registrar will participate in training and education opportunities as offered by PFO and Health NZ Te Whatu Ora more broadly</p> <ul style="list-style-type: none"> • Improve Team teaching sessions • Peer Group attendance • 1:1 sessions with Improve Public Health Physicians and other team members • Health NZ and ad hoc workshops • Hospital Grand Rounds when relevant

<i>Nature</i>	<i>Details</i>
NZCPHM or AFPHM training opportunities	NZCPHM training opportunities include: <ul style="list-style-type: none"> • Participation in virtual training sessions, which occur monthly • Participation in national training days, which occur 1-2 times a year for 1-2 days • Attendance at the NZCPHM Annual Scientific Meeting, held annually
Training and development of Other Staff	<ul style="list-style-type: none"> • The Registrar will present their current or recent work at an appropriate forum to share the learning with the Improve team
Study Leave	<ul style="list-style-type: none"> • As provided for in the SECA

Section 3: Roster

<i>Roster</i>
<p>Hours of work Ordinary hours of work are Monday to Friday: 0830-1630</p> <p>There is a provision for flexibility of ordinary hours of work in agreement with line manager.</p>

Section 4: Cover:

<i>Other Resident and Specialist Cover</i>
There are no on-call requirements, and the registrar is not expected to support on-call or after-hours rosters.

Section 5: Performance appraisal

<i>Registrar</i>	<i>Service</i>
<p>The Registrar will,</p> <ul style="list-style-type: none"> • Ensure they arrange formal meetings with their supervising consultant to plan work and competency development and to assess and discuss their performance as stipulated by the training programme requirements. • If deficiencies are identified, the consultant will identify these with the registrar who should implement a corrective plan of action under the advice of the consultant. 	<p>The service will provide,</p> <ul style="list-style-type: none"> • Workplace Supervision as stipulated by the training programme requirements including regular meetings between the consultant and registrar to discuss goals, plans and expectations for the run, support assessments, and help arrange one-on-one teaching time. • Assessment reports in line with training programme requirements (e.g. for NZCPHM, these are Quarterly Reports and oversight of Activity Log). • The opportunity to discuss areas needing development. The consultant responsible will bring these to the registrar's attention and discuss and implement a plan of action to address them. • The Training Programme Supervisor will be available to discuss problems and progress.

Section 6: Hours and Salary Category

Ordinary Hours (Mon-Fri)	40	There are no rosters.
Rostered Additional (inc. nights, weekends & long days)	0	
All other unrostered Hours	0	
Total Hours	40	

Salary: The salary for this attachment will be detailed as a Category F run.