

Position Description

Employment Agreement:	Individual Employment Agreement – Fixed Term 0.5 FTE
Position Title:	Clinical Lead – Digital, New Dunedin Hospital
Service & Directorate:	Digital
Location:	Dunedin
Reports to:	Change Delivery Manager
Number of direct reports:	0
Date:	March 2021

Our Vision

Better Health, Better Lives, Whānau Ora

We work in partnership with people and communities to achieve their optimum health and wellbeing
We seek excellence through a culture of learning, enquiry, service and caring

Our Shared Values and Behaviours

Kind <i>Manaakitanga</i>	Open <i>Pono</i>	Positive <i>Whaiwhakaaro</i>	Community <i>Whanaungatanga</i>
Looking after our people: We respect and support each other. Our hospitality and kindness foster better care.	Being sincere: We listen, hear and communicate openly and honestly. We treat people how they would like to be treated.	Best action: We are thoughtful, bring a positive attitude and are always looking to do things better.	As family: We are genuine, nurture and maintain relationships to promote and build on all the strengths in our community.

Our statutory purpose

To improve, promote and protect the health of our population

- Promote the integration of health services across primary and secondary care services
- Seek the optimum arrangement for the most effective and efficient delivery of health services
- Promote effective care or support for those in need of personal health or disability support services
- Promote the inclusion and participation in society and the independence of people with disabilities
- Reduce health disparities by improving health outcomes for Māori and other population groups
- Foster community participation in health improvement and in planning for the provision of and changes to the provision of services
- Uphold the ethical and quality standards expected of use and to exhibit a sense of social and environmental responsibility

PURPOSE OF ROLE

To provide clinical leadership and liaison bridging IT with other clinical areas, establishing awareness and buy in from clinicians to the development of clinical IT systems for the Early Works team for the new Dunedin Hospital. In addition, to provide clinical leadership and liaison to achieve a smart hospital and to further develop Southern District Health Board's IT policy conjointly with existing Clinical Directors in support of the ICT digital blueprint. Partnering with the new build programme office and other related activities.

Area/Role specific requirements:

- Responsible for the relationship between Clinicians and IT at SDHB, working alongside the Clinical Information Officer in the development of a 'digital hospital' and the electronic health record
- Gain confidence and support from a broad range of the clinical community, from most senior to most junior, and from all parts of the Southern health system, including medical, nursing, allied health, and clerical and administration staff.
- Establish a network of IT clinical champions and super users in the SDHB who will assist in the development and ongoing maintenance of a full electronic health record.
- Work with the Clinical Directors and the South Island Information Systems Alliance and the Clinical Information Officer, Chiefs of Professional groups and Executive Director of People Culture and Technology to ensure alignment across the Southern Health System and the Southern region.
- Facilitate communication between IT and health professionals so that each understands the realities, constraints, and needs of the other.
- Mentor and facilitate the training of clinicians who seek to contribute more to digital health.
- Develop best practice performance measures for clinical implementation of IT policies.
- Work closely with the DHB Quality and Risk team to identify any IT related clinical risks and assist in minimising and/or eliminating such risks as appropriate.
- Facilitate workshops with clinical teams to understand the IT needs for the future and communicate this information to the IT team.

Competencies

The following competencies apply to this position. The employee will be assessed against these as part of their annual performance and development review.

Organisational Competencies

Customer Focus	Is dedicated to meeting the expectations and requirements of internal and external customers; gets first hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect
Integrity and Trust	Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
Drive For Results	Can be counted on to exceed goals successfully; Is constantly and consistently one of the top performers; very bottom line oriented; steadfastly pushes self and others for results.

KEY RELATIONSHIPS

Within Southern DHB	External to Southern DHB
<ul style="list-style-type: none">• All Southern DHB staff	<ul style="list-style-type: none">• Patients and whanau
<ul style="list-style-type: none">• CEO	<ul style="list-style-type: none">• Community based health professionals
<ul style="list-style-type: none">• Clinical Directors	<ul style="list-style-type: none">• Stakeholders
<ul style="list-style-type: none">• Managers at all levels of the organisation	<ul style="list-style-type: none">• Ministry of Health
<ul style="list-style-type: none">• SDHB Health Professionals including Senior and Resident Medical Officers, nursing and allied health, as well as clerical and admin staff.	<ul style="list-style-type: none">• Professional Bodies, Unions and Government Agencies
<ul style="list-style-type: none">• Clinical Information Director	<ul style="list-style-type: none">•

<ul style="list-style-type: none"> • SDHB IT staff members 	<ul style="list-style-type: none"> • South Island IS Alliance
<ul style="list-style-type: none"> • Project stakeholders 	<ul style="list-style-type: none"> • Other South Island DHB managers

PERSON SPECIFICATION

The expertise required for a person to be fully competent in the role. Position specific competencies:

	ESSENTIAL	DESIRABLE
Education and Qualifications (or equivalent level of learning)	<ul style="list-style-type: none"> • Clinical knowledge, training, and experience appropriate for a senior clinician. • Additional training and professional development in digital health / health informatics. 	<ul style="list-style-type: none"> • Clinical knowledge and experience greater than 5 years with a Diploma, Bachelor or Masters specific to technology or information systems.
Experience	<ul style="list-style-type: none"> • Experience in the use and implementation of clinical information systems • Experience in leading teams / staff supervision • Experience in the use and support of a wide range of computer applications. 	<p>Experience with service delivery focused on patient safety, operating efficiencies and effectiveness.</p>
Knowledge and Skills	<ul style="list-style-type: none"> • Up to date knowledge of the current state of health information systems nationally and internationally. • Sound working knowledge of clinical and business software applications • Demonstrated planning, prioritisation and organisation skills. • Demonstrated general analytical and functional ability, with the capacity to formulate suitable strategies, solve problems and make correct decisions • Demonstrated ability to think laterally and innovatively about problem-solving • Demonstrated appreciation of the complex, interdependent nature of service delivery within a health system • Knowledge of customer centric design. 	<ul style="list-style-type: none"> • To be acknowledged by their peer group(s) as a leader in the Health Informatics and, also, recognised as achieving levels of excellence in clinical competencies.
Personal Qualities	<ul style="list-style-type: none"> • Commitment and personal accountability. • Excellent interpersonal skills, including ability to work effectively with people at all levels of the organisation. • Acts with discretion, sensitivity and integrity at all times. • Is adaptable and flexible – open to change (positive or negative). • Maintains an exceptionally high level of confidentiality. • Self-managing and resilient. 	

KEY RESULT AREAS:

Key Accountabilities:	Example of successful delivery of duties and responsibilities
<p>Enabling the Development of Digital Hospital</p>	
<p>Development of the digital hospital with particular emphasis on a full electronic health record to replace paper records</p>	
<ul style="list-style-type: none"> Identify the IT requirements for the future aligned to the patient and staff experience Develop clinical IT processes Plan, and oversee the implementation of initiatives. 	<ul style="list-style-type: none"> Facilitate workshops with staff from across the health system to identify the IT needs for the future Communicate the IT needs (requirements) back to the IT team for implementation. Develop in conjunction with the IT team a ‘blue print’ of technology for the future.
<p>Leadership within the Clinical IT space</p>	
<p>Provide leadership in the clinical IT area, demonstrating and supporting SDHBs values</p>	
<ul style="list-style-type: none"> Facilitate a favourable organisational climate and good human resources practice in respect of health professionals and with reference to IT Assist with the implementation of tasks associated with digital strategy and action plan. 	<ul style="list-style-type: none"> Assist with communicating and advocating a positive culture specific to IT as an enabler. Ensure that actions within the digital strategy are adopted successfully. Maintain open transparent communications lines between clinical users of the systems and the IT team.
<p>Monitoring of Clinical IT use</p>	
<ul style="list-style-type: none"> Plan and lead the development and implementation of clinical indicators Conjointly with the appropriate staff, investigate major clinical incidents, and recommend/implement (as appropriate) responses to remedy deficiencies (if any) Facilitate and encourage peer review and quality assurance processes. 	<ul style="list-style-type: none"> Success indicators are identified and measures are in place. Ensure that opportunities for improvements are implemented into future changes. Communicate to staff the opportunities that will enhance the patient and staff experience via the adoption of new and existing technologies.
<p>Other Duties</p>	
<p>Undertaking duties from time to time that may be in addition to those outlined above but which fall within your capabilities and experience.</p>	<ul style="list-style-type: none"> You respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness. You produce work that complies with SDHB processes and reflects best practice. Research undertaken is robust and well considered.
<p>Living Southern DHB Values</p>	
<p>Proactively demonstrating Southern DHB values in all aspects of the role.</p>	<ul style="list-style-type: none"> Demonstrates behaviours that we want to see from each other, at our best. Contributes positively to a culture of appreciation, a learning culture, where people feel safe to speak up. Contributes positively to team and other initiatives that seek to improve patient and whanau experiences and/or staffs experience of working.
<p>Professional Development – self</p>	
<p>Identifying areas for personal and professional development.</p>	<ul style="list-style-type: none"> Training and development goals are identified/agreed with your manager. Performance objectives reviewed annual with your manager. You actively seek feedback and accept constructive criticism.

Health, Safety and Wellbeing	
Taking all practicable steps to ensure personal safety and the safety of others while at work, in accordance with the Southern DHB's Health, Safety and Wellbeing policies, procedures and systems.	<ul style="list-style-type: none"> You understand and consistently meet your obligations under Southern DHB's Health and Safety policy/procedures. You actively encourage and challenge your peers to work in a safe manner. Effort is made to strive for best practice in Health and Safety at all times.
Treaty of Waitangi	
Giving effect to the principles of the Treaty of Waitangi – Partnership, Participation and Protection through your interaction with others on a day to day basis.	<ul style="list-style-type: none"> <i>Partnership</i> – You interact in good faith and in the nature of a partnership. There is a sense of shared enterprise and mutual benefit where each partner takes account of the needs and interests of the other. <i>Participation</i> – You work in partnership with our treaty partners to enable our organisation to prosper. You are mindful of the varying socio-economic conditions that face our people and work hard to remove barriers of access to health and education. <i>Protection</i> – You work proactively to protect the rights and interests of Māori, including the need to proactively build the capacity and capability of Māori.

CHANGES TO POSITION DESCRIPTION

From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. This Position Description may be reviewed as part of the preparation for your annual performance and development review.

Acknowledged / Accepted:

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Employee

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Date

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Manager

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Date