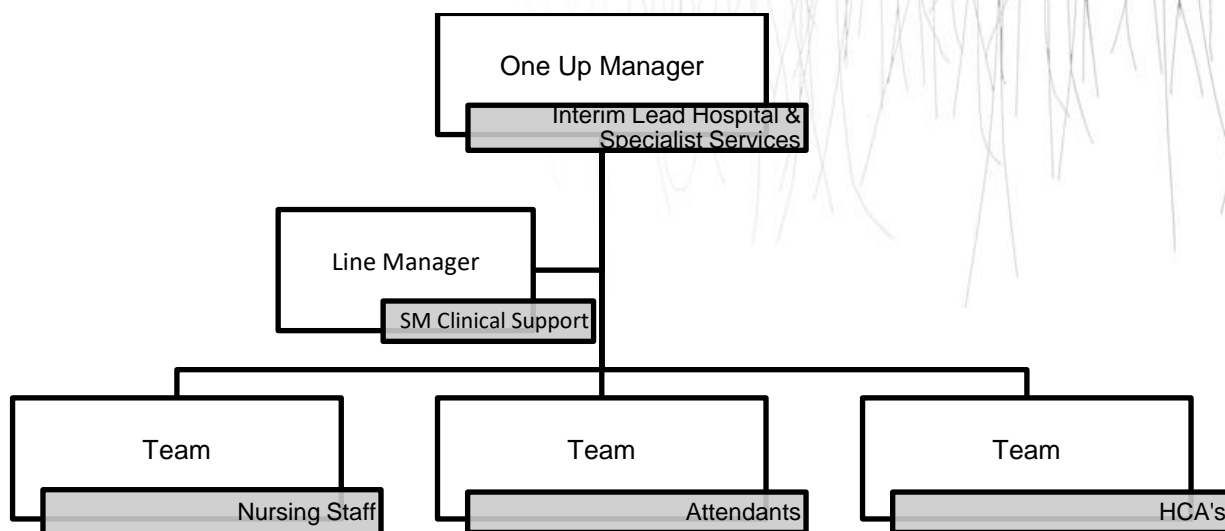


POSITION DESCRIPTION

Position:	Clinical Equipment Coordinator.	
Responsible To:	[Joe Monkhouse, Service Manager Clinical Support]	
Direct Reports:	[Nil]	
Location:	Rotorua & Taupo	
Functional Relationships:	Internal: <ul style="list-style-type: none"> • Nursing Staff • Allied Health Staff • Medical Staff • Administrative staff • Attendants • Biomed technicians • Clinical Product Coordinator • Infection Control • Quality and Risk • Health and Safety • Facilities staff • Duty Managers 	External: <ul style="list-style-type: none"> • Product Suppliers
Financial Delegations:	[Nil]	
Date:	[3 April 2023]	



Primary purpose(s) of the position

To coordinate the purchase, distribution, tracking, storage, cleaning and basic maintenance of internal clinical equipment throughout Rotorua Hospital

Key Objectives	Description	Expected Outcomes
Coordinate	To provide the daily coordination of the Clinical Equipment Pool	<ul style="list-style-type: none"> • Maintain an accurate equipment data base • Ensure the timely distribution, tracking and return of clinical equipment. • Ensure all equipment returned to the pool is cleaned promptly and available for redistribution. • Screen equipment faults and rectify operator errors and minor faults as designated by the Biomedical technicians • Liaise with CNMs (Clinical Nurse Managers) regarding future equipment requirements • Generate reports on equipment usage, maintenance, circulation and interdepartmental distribution. • Record all requests for additional or special equipment to support future equipment purchase or replacement decision making. • Maintain equipment quality and compliance requirements • In collaboration with biomedical technicians or service providers provide basic education and 'trouble shooting' assistance to unit staff. • Ensure established procedures of inventory management, routine maintenance, usage assessment etc. are adhered to. • Maintain security of the Clinical Equipment Pool at all times.
Maintain Equipment	To ensure clinical equipment is maintained to a high standard	<ul style="list-style-type: none"> • Ensure equipment is checked upon return and determine what maintenance is required • Conduct preventative maintenance/servicing within the technical limits designated by the supplier and Bio-medical Technicians. • Equipment that is not able to be repaired is managed by Biomedical Technicians • Ensure that all CEP equipment is issued with tracking numbers • Ensure that knowledge of equipment is kept up to date.
Maintain Efficiency	Ensure that the Clinical Equipment Pool is efficient and effective, and is customer focused	<ul style="list-style-type: none"> • The service acts as a centralised storage and resource facility that provides a single point of contact minimise delay to clinical areas requiring equipment. • Standards and protocols are developed and maintained to ensure quality service. • Performance indicators are developed, monitored and reported on to the Service Manager, Clinical Support Service. • Inventory management systems are appropriate and effective. • Procedures and systems are reviewed annually and appropriate changes implemented where necessary. • Implementation of new or changed systems of service delivery is communicated to both staff and customers. • Complaints are investigated in accordance with the Tw Whatu Ora lakes Complaints procedure and any changes or improvements actioned promptly.
Education	Ongoing user education requirements are maintained	<ul style="list-style-type: none"> • Provide up to date education for CEP users on the care of and safe, correct use of available equipment

Key Objectives	Description	Expected Outcomes
		<ul style="list-style-type: none"> • Provide education to users on how to access and track CEP items • Pursue appropriate education on equipment according to defined needs
Responsibilities	Individual responsibilities, actions and contributions enhance the success of the service	<ul style="list-style-type: none"> • Maintains current knowledge of relevant issues, trends and practices • Role models the values of Te Whatu Ora Lakes. • Behaviour demonstrates cultural appropriateness and sensitivity • Builds and maintains productive working relationships • Participates and contributes as a member of the Clinical Support Service team, and organisation • Values individual effort, innovation and creativity
Professional Development	Assumes responsibility for personal and professional development	<ul style="list-style-type: none"> • Maintains or extends knowledge and skills required for effective performance within the role • Identifies any personal or professional education needs • Liaises with service manager on attendance at relevant education and training sessions • Participates in annual performance review and quarterly monitoring meetings



Capabilities	Capability Definition	Achievement Indicators
Communication and Personal Interaction Te Ringa Hora <i>the open hand (denoting someone who is sociable)</i>	<p>Communicates relevant information in a timely manner to those who need to know at a level that is understood.</p> <p>Fosters a team environment and encourages collaboration between team and departments within Lakes.</p> <p>Connects with people to build trust and confidence.</p>	<ul style="list-style-type: none"> • Transfers information effectively verbally and writes clearly, coherently and succinctly. • Shares well thought out, concise and timely information with others using appropriate mediums. • Organisational updates are provided to staff by way of relaying in general terms but more importantly what affect it has on the unit and how staff can help where necessary to achieve any requirements. • Builds team spirit, facilitates resolution of conflict within the team, promotes/protects team reputation, shows commitment to contributing to the teams' success. • Maintains and promotes high standards of social, ethical and organisational norms. • Articulates differing perspectives on an issue and can see the merit of alternative points of view. • Works with other managers and teams to streamline processes for the best efficiency for both teams. • Provides staff who have concerns about another team process, a different point of view to consider. • Connects with others, listens, reads people and situations and communicates tactfully. • Gets to know their team members and treats them with respect, valuing their individuality and contributions.

Capabilities	Capability Definition	Achievement Indicators
Strategy & Performance Te Ringa Raupā <i>the roughened hand (symbolising a hard worker)</i>	<p>Delegates appropriately within team utilising individual skills to achieve results.</p> <p>Understands the unit requirements and the implications of the units achievements on the overall service delivery.</p>	<ul style="list-style-type: none"> Understands individuals' strengths and weaknesses to utilise or increase skills for those individuals. Assigns and sub-delegates staff to teams to allow for development and succession planning. Ensures decision making complies with organisational strategies. Recognises decisions made within the unit affect overall results of the service and Lakes. Works with Service Manager to maximise unit efficiency.
Development and Change Te Ringa Ahuahu <i>the hand that shapes or fashions something (refers to someone who is innovative)</i>	<p>Works to include staff in change minimising barriers to implementation.</p> <p>Articulates decisions and reasoning behind change enable buy-in to results.</p>	<ul style="list-style-type: none"> Questions traditional ways of doing things when choosing a course of action or finds new combinations of old elements to form an innovative solution. Continually strives for new and improved work processes that will result in greater effectiveness and efficiencies. Openly broaches concern with staff from the outset asking for their ideas and input. Gives examples of what might help to resolve the issue/concern. Seeks opportunities to improve performance and seeks feedback to measure and improve. Encourages staff participation in possible solution process. Allows staff input to possible solutions to concern. Gives careful consideration to staff ideas and offers alterations to suggestions where necessary. Develops an informative response to the team including trends, data, process and benefits of the decided process/change. Allows feedback to decision to enable 'tinkering' to be made where appropriate.
Personal Accountability Te Ringa Tōmau <i>the hand that is trustworthy</i>	<p>Manages own and encourages others to foster work/life balance.</p> <p>Actively manages own career aspirations and development.</p>	<ul style="list-style-type: none"> Ensures regular breaks are taken and own annual leave accruals are used within the 12 months following accrual. Ensures employees within their service are taking regular annual leave breaks for the purpose of rest/recreation throughout the year. Is constantly striving to acquire and maintain knowledge, skills and/or experience. Has own career development plan and succession planning. Seeks out development opportunities to expand knowledge and capability. Engages in projects and activities readily which are above and beyond scope of current role.
Culture and Values	<p>Makes decisions based on facts and without personal bias.</p>	<ul style="list-style-type: none"> Is proactive and effective when problem solving is required. Engages with staff member/managers/multi-disciplinary team when concerns are raised to best understand their point of view.

Capabilities	Capability Definition	Achievement Indicators
<p>Te Ringa Taurima</p> <p><i>the hand that nurtures, encourages, supports</i></p>	<p>Engages with mentors and supervisors for personal skill development.</p> <p>Plans, prioritises and organises work to deliver on short and long term goals.</p> <p>Encourages and promotes Lakes values and expectations.</p>	<ul style="list-style-type: none"> • Appropriately investigates the concern looking at trends, situation and practices. • Critically examines repeatable risk factors. • Is constantly striving to acquire and maintain knowledge, skills and/or experience. • Demonstrates a commitment to and takes responsibility for going professional development. • Purposeful about where time is invested. • Delivers relevant results within expected timeframes. • Role models expected behaviours and practices. • Treats staff, patients and visitors with dignity and respect. • Uses appropriate empathy to gain organisational objectives. • Is solution focused.

Compulsory Requirements	Description	Expected Outcomes
Māori Health	Māori philosophies and values of health are demonstrated in work practice.	<ul style="list-style-type: none"> • Meaningful relationships are established with Te Aka Matua (Rotorua and Taupo Hospitals) and Te Whatu Ora Lakes Maori Health division in the planning and delivery of services. • Practices are consistent with Te Tiriti o Waitangi /The Treaty of Waitangi when working with Māori. • Delivery of safe services for Māori are facilitated by ensuring they can access treatment options and are involved in the planning and delivery of their care. • Māori are enabled to access and participate in cultural activities provided by the Te Whatu Ora Lakes. • A commitment to improving the wellbeing of Māori by increasing cultural knowledge in the Te Whatu Ora Lakes is shown.
Te Iti Kahurangi	The Lakes Way, Our Place Our Culture	<ul style="list-style-type: none"> • Works within the Te Iti Kahurangi framework and supporting guide document.
Record Keeping		<ul style="list-style-type: none"> • Complies with the Te Whatu Ora Lakes Corporate Records Management policy to create and maintain full and accurate records.
Quality & Risk	Patient safety is paramount to the service we deliver at Te Whatu Ora Lakes. This is to be achieved in a clinical governance framework that is culturally responsive and identifies and manages risk and opportunities to improve.	<ul style="list-style-type: none"> • Employees are supported to lead by example and implement a culture of continuous quality improvement. • Risks that may prevent Te Whatu Ora Lakes from achieving their goals are identified, reported, and managed. • Māori patients are provided patient-centred care to achieve positive Māori health outcomes. • Needs of Māori are reviewed and reported in the further development of practice, process and or policy.

Compulsory Requirements	Description	Expected Outcomes
		<ul style="list-style-type: none"> Evidence-based methodologies are used to support improvements, e.g. kaupapa Māori methodology. Quality care is provided to certification standards.
Health & Safety	Each individual is responsible for ensuring the safety of themselves, their colleagues, patients and their visitors and to comply with all organisational health and safety policies, procedures and guidelines.	<ul style="list-style-type: none"> Implementation and reinforcement of a proactive healthy work place culture which reflects relevant Te Whatu Ora Lakes policy and legislative requirements. Healthy lifestyles are actively promoted and participated in, within the work area. Employees participate in Health and Safety within areas of work. Health and Safety activities are appropriately documented within specified timeframes. Health and Safety policies have been read and understood and are applied in the workplace. Health and Safety policies are appropriately documented within specified timeframes and incidents are reported immediately. Any opportunities for improving Health and Safety are reported and acted upon in a timely manner. All near misses/incident/accidents are reported to the appropriate line manager within 24 hours.

Signatures:

Line Manager:
(position description approved): _____

Employee:
(acceptance of position description): _____

(Please also initial all other pages to show acceptance of position description.)

Person Specification	Essential:	Desirable:
Education and Qualifications:	<ul style="list-style-type: none"> NCEA – 2 or National Certificate Level 2 	<ul style="list-style-type: none"> Electrical Safety Certification
Experience:	<ul style="list-style-type: none"> Computer knowledge and competence in Microsoft Excel and Word Customer Service Experience 	<ul style="list-style-type: none"> Electronic booking system use Relevant technical experience Experience in a Hospital environment
Knowledge:	<ul style="list-style-type: none"> Te Tiriti O Waitangi in the provision of health care services and support to Māori. Te Tiriti O Waitangi in practice, process, policy development and decision making. Te Whatu Ora Lakes is a Reorua organisation knowledge and 	

understanding of Te Reo/ Correct pronunciation.

- Sound knowledge of office procedures
- Computer literacy
- Data entry skills
- Excellent oral and written skills

Skills:

- Pronunciation of Te Reo Māori words and names
- Te Reo Māori..
- Ability to analyse and make judgments on appropriate action
- Ability to relate effectively to personnel at all levels of the organisation
- Ability to perform independently and in a team environment
- Ability to work under pressure
- Have an organised, methodical approach to work and able to balance priorities

Personal Attributes:

- A willingness to learn and meet new challenges
 - Non-smoker preferred...
 - Positive friendly attitude
 - Self-motivated
 - Displays a high level of initiative
 - Ability to act in a discrete and confidential manner
 - Reliable and dependable
 - Customer focused.
-

ABOUT TE WHATU ORA LAKES

At Te Whatu Ora Lakes we place the highest value on the health and wellbeing of everyone in our community. As such all healthcare workers are expected to play a part in the creation and promotion of an environment which lives the following vision, mission and values:

VISION

Healthy Communities – Mauriora! In this vision Mauriora refers to the Mauri - being the life essence and the source of well-being, and ora - describing the state of wellness.

STRATEGIC MISSION

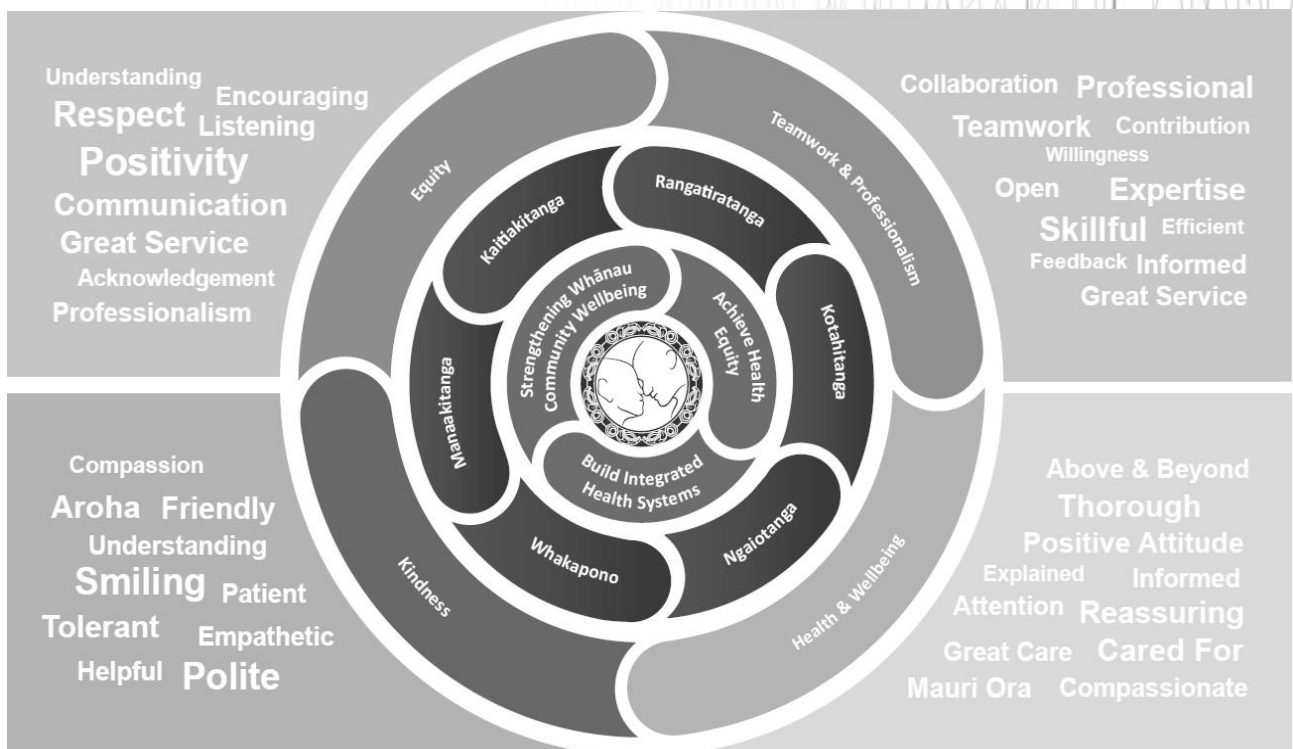


- Achieve equity in Māori health
- Build an Integrated health system
- Strengthen people, whanau & community wellbeing

THREE CORE VALUES

Manaakitanga	respect and acknowledgment of each other's intrinsic value and contribution
Integrity	truthfully and consistently acting collectively for the common good
Accountability	collective and individual ownership for clinical and financial outcomes and sustainability

TE ITI KAHURANGI – THE LAKES WAY, OUR PLACE, OUR CULTURE – WE WILL



TE TIRITI O WAITANGI

Our expression of Te Tiriti o Waitangi

The text of Te Tiriti, including the preamble and the three articles, along with the Ritenga Māori declaration, are the enduring foundation of our approach to achieving health and independence. Based on these foundations, we will strive to achieve the following four goals, each expressed in terms of mana.

Mana whakahaere

Effective and appropriate kaitiakitanga and stewardship over the health and disability system. Mana whakahaere is the exercise of control in accordance with tikanga, kaupapa and kawa Māori. This goes beyond the management of assets and resources and towards enabling Māori aspirations for health and independence.

Mana motuhake

Enabling the right for Māori to be Māori (Māori self-determination); to exercise their authority over their lives and to live on Māori terms and according to Māori philosophies, values and practices, including tikanga Māori.

Mana tangata

Achieving equity in health and disability outcomes for Māori, enhancing the mana of people across their life course and contributing to the overall health and wellbeing of Māori.

Mana Māori

Enabling Ritenga Māori (Māori customary rituals), which are framed by te ao Māori (the Māori world), enacted through tikanga Māori (Māori philosophy and customary practices) and encapsulated within mātauranga Māori (Māori knowledge).

Te Whatu Ora Lakes is committed within the framework of the New Zealand Public Health and Disability Act (2000) to supporting the Crown's commitment to upholding its Tiriti promises.

ORGANISATION STRUCTURE

Te Whatu Ora Health New Zealand Lakes

