

Rangatahi Cadet

Position Description

Date: October 2015

Job Title : **Cadet – Waitemata DHB Rangatahi Programme**
Department : **Human Resources**
Location : **North Shore and Waitakere Hospital sites**
Reporting To : **Workforce Development Consultant**
Direct Reports : Nil

Functional Relationships with : Internal

Manager(s); Team Leader(s); Professional Leader(s)
 Clerical Staff / Clinical staff
 Workforce Development Team
 Maori Health Team
 Pacific Health Team
 Nursing Development Service
 Te Maataapuna Tai Oranga

External

Auckland DHB Rangatahi Programme Leader and Cadets

Our Purpose, Values and Standards

At the heart of Waitemata DHB is our promise of 'better care for everyone'. This promise statement is the articulation of our three-fold purpose to:

1. promote wellness,
2. prevent, cure and ameliorate ill health and
3. relieve the suffering of those entrusted to our care.

At the heart of our values is the need for all of us to reflect on the intrinsic dignity of every single person that enters our care. It is a privilege to be able to care for patients, whānau and our community, a privilege that is sometimes overlooked in our day to day work.

Our standards and behaviours serve as a reminder to us all about how we are with our patients and with each other.

everyone matters

Every single person matters, whether patients, clients, family members or staff members.

- **Welcoming** and friendly
- **Respect** and value each individual
- Take time to **listen** and understand
- **Speak up** for others

with compassion

We see our work in health as a vocation and more than a job. We are aware of the suffering of those entrusted to our care. We are driven by a desire to relieve that suffering. This philosophy drives our caring approach and means we will strive to do every-thing we can to relieve suffering and promote wellness.

- **Compassionate** for your suffering
- Attentive, **helpful** and kind
- Protect your **dignity**
- **Reassuringly** professional

connected

We need to be connected with our community. We need to be connected within our organisation – across disciplines and teams. This is to ensure care is seamless and integrated to achieve the best possible health outcomes for our patients / clients and their families.

- **Communicate** and keep people informed
- **Explain** so people understand
- **Teamwork** with patients, whānau, and colleagues
- Give and receive **feedback**

better, best, brilliant

We seek continuous improvement in everything we do. We will become the national leader in health care delivery.

- **Positive** we can make a difference
- **Improve** our service and ourselves
- Clean and **safe** practice
- Timely, **efficient** and organised

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Purpose of the role

The Cadet role has been established to provide opportunities for secondary school and adult students to be exposed to a range of careers in the health sector and promote Waitemata DHB as an employer of choice as part of a negotiated work experience programme.

The Cadet role is designed to introduce the Cadet to a healthcare organisation and the concept of professional practice, clinical support roles and interdisciplinary team work. The aim of the role is to give a broad understanding of being a qualified health professional.

The ideal candidate will already be registered in an Waitemata and/or Auckland DHB workforce development programme and intending to enrol (or already be enrolled) in a relevant health qualification and an interest in working in Waitemata DHB.

All Cadets will work under the direction and supervision of a designated health professional or Waitemata DHB staff member. Orientation and training to support a negotiated work plan that compliments the cadet's area of interest will be provided.

KEY TASKS	EXPECTED OUTCOMES
1. Admin and non-clinical support Undertake administrative and clerical tasks as directed including maintenance of filing systems, word processing, database entry and spreadsheets.	Assist the team to enhance a consistent and coherent team approach to client care and service delivery.
2. Clinical support Undertake general tasks to support patient care under the supervision of a clinical staff member. Participate in clinical research tasks and activities as directed.	Assist clinical staff to provide effective health care services.
3. General To meet the changing needs of the service, tasks and working times may be subject to change in the future.	To ensure patient confidentiality is maintained at all times.
4. Quality Maintain appropriate infection control procedures.	Provide a high level of customer service and patient satisfaction.
Statutory & Treaty of Waitangi obligations	<ul style="list-style-type: none"> ▪ Ensures the professional and political integrity of WDHB by carrying out all functions in compliance of the Treaty of Waitangi and by demonstrating a serious commitment to keeping the treaty alive. ▪ Shows sensitivity to cultural complexity in the workforce and patient population
To recognise individual responsibility for workplace Health & Safety under the Health & Safety Act 1992 & Amendments 2002	<p>Support WDHB H&S Culture by:</p> <p>All Employees</p> <ul style="list-style-type: none"> • Following & complying with H&S policies & processes & applying them to their own work activities • Identifying, reporting & self-managing hazards where appropriate • Early and accurate reporting of incidents at work

PERSON SPECIFICATION

POSITION TITLE: Cadet – Waitemata DHB Rangatahi Programme

	Minimum	Preferred
Qualification	NCEA Level 2 with literacy and numeracy credits	NCEA Level 3 in biology, chemistry or maths. Foundation health science or health care support or similar qualifications
Experience	Undertaking approved science subjects/ courses Basic understanding of medical terminology Commitment to a career in health	
Skills/Knowledge/Behaviour	<p>Ability to use personal computer and basic software applications including MS Word, Excel, PowerPoint and Outlook</p> <p>Excellent communicator – Expresses information effectively, using written and oral communication skills.</p> <p>Understanding of tikanga Maori or Maori / Pacific values and beliefs</p> <p>Informs supervisor of any absence from work experience that occurs. Completes documentation legibly and in a timely manner e.g. timesheets.</p> <p>Must be able to read and interpret information.</p> <p>Ability to work in a team environment. a variety of situations and with various individuals and/or groups. Must be able to work under supervision. Knows when to seek help.</p>	<p>Ability to use range of software applications to an intermediate level. Basic website development or design.</p> <p>Ability to listen and draw out information and check understanding.</p> <p>Ability to communicate in Te Reo Maori or Pacific Island language</p> <p>The ability to work effectively and efficiently.</p> <p>Seeks out opportunities to support others in achieving goals.</p> <p>Manages work and recognises/ addresses barriers and takes into account changing priorities.</p>

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	<p>Must be punctual, organised and work in a neat and tidy manner. Sets work experience goals/objectives and achieves in a timely manner.</p> <p>Demonstrates good customer service skills in interaction with patients/family/whanau/caregivers and staff</p> <p>Must be well presented, neat and tidy, with clean clothing/uniform daily and appropriate footwear.</p> <p>Self-motivate, resourceful and the ability to work with enthusiasm and a keenness to learn.</p> <p>Endeavours to build knowledge and skills, acknowledges and learns from mistakes and improves outcome.</p> <p>Recognises and respects individual differences and rights.</p>	
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