

Te Whakatūranga ō Mahi | Position Description

Kaikōkiri - Champion of Wellness

Title	Kaikōkiri – Physician’s Assistant		
Reports to	Kaiwhakahaere Primary Care (with delegated clinical oversight from GP/NP as appropriate)		
Team	Practice Team		
Direct Reports	NIL	Total FTE	0.80
Nature of Position	6 month fixed term (Parental Leave)		

Ko wai mātou | Our organisation

The kaupapa for Whaiora was first considered in 1995 at a hui at Papawai Marae, Greytown. Ngāti Moe hapu, led by Dr Janice Wenn and Kim Workman, structured a proposal for a ‘by Māori for Māori’ community-based health service for the Wairarapa. Initially Whaiora Whanui was developed under the umbrella of the Ngāti Kahungunu Māori Executive, Taiwhenua (NKMET). With the mandate from Wairarapa hapū, Whaiora Whanui became an autonomous entity and was established as a Charitable Trust on 13 December 2000.

Whaiora provides a range of community health and social services to the Wairarapa community, our boundaries are Pukaha Mt Bruce to Remutaka Summit – we also work with whānau in Eketahuna.

Our services also include a Very Low Cost Access Medical Centre for Masterton residents.

VISION

Wairarapa He Waioara / Wairarapa A Place of Wellness

MISSION

He rarapa I nga ahuatanga e u ai te ha o te ora / To pursue and participate in ways of bringing about wellness

Tēnei tūranga | About the role

The Kaikōkiri – Clinical Administration Assistant supports General Practitioners, Nurse Practitioners and the wider clinical team by providing high-quality clinical administration under agreed direction and delegation frameworks. The role contributes directly to safe, efficient clinical workflows while upholding kaupapa Māori values, cultural safety and whānau-centred care.

This is an unregulated role. Clinical accountability remains with the delegating clinician in accordance with Whaiora policy.

Ngā Uara | Our Values in Practice

This role actively upholds: - Kaupapa Māori – Māori worldviews, tikanga and mātauranga Māori embedded in daily practice - Whānaungatanga – building respectful, trusting relationships with whānau and colleagues - Manaakitanga – care, respect and dignity in all interactions - Equity and Hauora – supporting Māori health gain and improved outcomes - Te Tiriti o Waitangi – partnership, protection, participation and equity

Essential Functions

Ngā Mahi Matua Key Responsibilities	
Patient Care & Clinical Workflow	<ul style="list-style-type: none"> • Support clinicians under direction and delegation to maintain efficient, safe clinical workflows • Process normal results, recalls and screening information according to policy • Schedule appointments, referrals, tests and Shared Medical Appointments • Follow up hospital discharges and external clinical encounters • Monitor clinician inboxes and escalate urgent matters • Communicate results and health information clearly and respectfully to patients • Enter clinical data accurately using appropriate codes
Communication & Documentation	<ul style="list-style-type: none"> • Sort, prioritise and action incoming clinical correspondence • Extract relevant information from letters for coding and patient records • Document all patient communication accurately and appropriately • Work collaboratively with nurses, HCAs and clinicians on clinical enquiries • Escalate tasks outside delegation scope
Administration & Coordination	<ul style="list-style-type: none"> • Prepare and distribute correspondence and documentation • Liaise with external agencies on behalf of clinicians as instructed • Monitor templates and clinician availability to support continuity of care
Continuous Improvement & Quality	<ul style="list-style-type: none"> • Identify opportunities to improve systems and workflows • Support accreditation requirements • Comply with all legislative, professional and organisational standards
Kaupapa Māori & Indigenous Health System	<ul style="list-style-type: none"> • Apply kaupapa Māori frameworks and mātauranga Māori in daily practice • Promote culturally safe care and whānau voice • Support hauora models and equitable outcomes for Māori, including tāngata whaikaha • Use and promote te reo Māori, tikanga and wairuatanga appropriately
Health, Safety & Risk	<ul style="list-style-type: none"> • Uphold Whaiora health and safety policies and NZ legislation • Identify, report and manage workplace hazards and risks • Participate in emergency management training • Protect patient privacy, confidentiality and data security
Learning & Professional Development	<ul style="list-style-type: none"> • Participate in performance reviews and training plans • Maintain up-to-date knowledge relevant to the role • Engage in cultural safety and professional development

Whānaungatanga | Relationships

Internal	External
<ul style="list-style-type: none"> GPs, NPs, Nurses, HCAs, Clinical Pharmacist - Practice and Outreach Teams - Kaiwhakahaere Primary Care - All Whaiora kaimahi 	<ul style="list-style-type: none"> Whānau, hapū, iwi and marae - Te Whatu Ora, Te Aka Whai Ora - Medical centres, hospitals and community providers - Public health and emergency services

Ngā Āhuatanga | Person Specification

Essential	<ul style="list-style-type: none"> Eligible to work in NZ Medical qualification (awaiting registration) or strong medical/clinical knowledge Experience in a clinical or patient-care setting Strong administrative and organisational skills Experience using Patient Management Systems and Microsoft Office Excellent communication and interpersonal skills Understanding of Health & Disability, Privacy and Patient Code of Rights Commitment to kaupapa Māori and Te Tiriti o Waitangi
Desirable	<ul style="list-style-type: none"> Familiarity with NZ medical terminology Experience in kaupapa Māori or Māori health settings
Ngā Pūkenga Capabilities & Behaviours	<ul style="list-style-type: none"> Whānaungatanga – builds strong, respectful relationships Integrity – ethical, professional, confidential Resilience & Adaptability – calm under pressure, flexible in change Initiative & Innovation – improves systems and processes Teamwork – contributes positively to collective success Accountability – manages time, priorities and responsibilities effectively
Variation to Duties	<ul style="list-style-type: none"> This position description outlines the primary responsibilities of the role and may be amended by agreement to meet changing organisational needs.

PLEASE SIGN TO ACKNOWLEDGE YOUR ACCEPTANCE OF THIS JOB DESCRIPTION.

Employee Name

Signature

Date

Employer Name

Signature

Date