

Te Whakatūranga ō Mahi | Position Description

Kaikōkiri - Champion of Wellness

Title	Kaikōkiri – General Practitioner		
Reports to	Kaiwhakahaere Primary Health		
Team	Practice Team		
Direct Reports	NIL	Total FTE	0.80 – 1.0 FTE

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 Tā 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

Whānau Wairarapa / he pepe ora
 Whānau Wairarapa – healthy futures

MISSION

He rarapa i nga ahuatanga e u ai te ha o te ora / Fostering innovation to achieve wellness.

Tēnei tūranga | About the role

The General Practitioner provides competent, patient-centred and culturally safe medical care that responds to the health needs of individuals and their whānau, and promotes wellness across the enrolled population.

Care is delivered in a way that upholds kaupapa Māori values and models of care, recognising whānau as central to wellbeing and supporting rangatiratanga through shared decision-making. The role contributes to improving equitable health outcomes, particularly for Māori and priority populations, by addressing barriers to access and supporting continuity of care.

The General Practitioner works closely with the nursing team and wider multidisciplinary workforce, providing clinical guidance, support, and collegial leadership to ensure coordinated, high-quality care. Clinical practice is evidence-based, aligned with current guidelines, and meets all legislative and professional standards.

Through collaborative practice, cultural humility, and a commitment to equity, the General Practitioner supports whānau to achieve improved hauora and long-term wellbeing.

Ngā Putanga Matua | Key Deliverables

Provide safe, high-quality, evidence based primary care aligned with RNZCGP Cornerstone standards
<p>This will be achieved by:</p> <ul style="list-style-type: none"> • Delivering clinical care that is consistent with current evidence-based guidelines, including HealthPathways, bpacnz guidance, and national screening and immunisation programmes. • Maintaining accurate, timely and comprehensive clinical documentation within the patient management system to support continuity, safety, and auditability of care. • Actively participating in clinical governance processes, including peer review, case discussion, incident reporting, and learning reviews. • Engaging in continuous quality improvement activities, including clinical audits, reflective practice, and participation in Cornerstone and Foundation accreditation requirements. • Maintaining current professional registration, Annual Practicing Certificate, indemnity insurance, and required certifications, and meeting ongoing competence requirements. • Practicing within a culturally safe framework that recognises equity, mitigates risk, and supports whānau-centred decision-making. • Contributing to a psychologically safe practice environment that encourages open communication, learning from adverse events, and continuous improvement.
Deliver culturally safe care as determined by whānau, embedding kaupapa Māori values and Māori models of care
<p>This will be achieved by:</p> <ul style="list-style-type: none"> • Practicing in a manner that whānau determine as culturally safe, demonstrating respect for whānau identity, values, beliefs, and lived experience, and responding to feedback with openness and accountability. • Embedding kaupapa Māori values such as manaakitanga, whanaungatanga, rangatiratanga, and kaitiakitanga in everyday clinical interactions and decision-making. • Engaging whānau as active partners in care through shared decision-making, clear communication, and support for health literacy and self-management. • Actively reflecting on and addressing unconscious bias, institutional racism, and power imbalances, including participation in cultural safety training, supervision, and reflective practice. • Contributing to a culturally safe workplace by supporting colleagues to strengthen their own cultural capability and by upholding Te Tiriti o Waitangi obligations in clinical practice and service delivery.
Contribute to improved equity of health outcomes for Māori and priority populations
<p>This will be achieved by:</p> <ul style="list-style-type: none"> • Actively identifying and addressing inequities in access, experience, and outcomes for Māori and priority populations using practice, PHO, and network data. • Applying an equity-focused clinical approach, including longer consultations where needed, flexible care pathways, and proactive follow-up to reduce barriers to care. • Supporting continuity of care and strong therapeutic relationships, particularly for whānau with complex or long-term health needs. • Embedding whānau-centred approaches that recognise the broader social, cultural, and structural determinants of health. • Using quality improvement activities, audits, and reflective practice to identify gaps in care delivery and implement changes that improve equity outcomes. • Advocating for whānau within the health system to support timely access to investigations, referrals, and specialist services. • Upholding Te Tiriti o Waitangi obligations by supporting Māori health gain, protection, and partnership in clinical practice and service delivery.

Maintain timely, accurate and comprehensive clinical documentation and inbox management
<p>This will be achieved by:</p> <ul style="list-style-type: none"> • Completing contemporaneous, clear, and comprehensive clinical records for all patient interactions, ensuring documentation supports continuity, safety, and quality of care. • Managing clinical inboxes and task lists daily, with results, correspondence, and follow-up actions reviewed, actioned, and communicated to patients in a timely manner. • Using the patient management system consistently and effectively, including correct coding, use of recalls, alerts, and reminders to support proactive care and risk management. • Ensuring test results, referrals, and clinical correspondence are reviewed, acted upon, and closed within agreed timeframes, with clear documentation of actions taken. • Delegating and escalating tasks appropriately when absent, ensuring continuity and patient safety is maintained at all times. • Participating in documentation and inbox audits, and responding to audit findings through reflective practice and improvement actions. • Adhering to organisational policies, privacy requirements, and medico-legal standards relating to clinical records and information management.
Actively participate in quality improvement activities, audits and accreditation processes
<p>This will be achieved by:</p> <ul style="list-style-type: none"> • Participating in practice-wide and individual clinical audits, including reviewing outcomes, identifying areas for improvement, and implementing agreed actions. • Engaging in continuous quality improvement (CQI) activities that support safe, effective, equitable, and culturally responsive care. • Contributing to RNZCGP Cornerstone and Foundation accreditation processes, including providing evidence, participating in reviews, and supporting corrective actions where required. • Actively engaging in clinical governance activities such as peer review, case discussion, incident reporting, and learning reviews. • Reflecting on audit findings, adverse events, near misses, and whānau feedback to inform changes in practice. • Maintaining awareness of organisational policies, clinical guidelines, and quality standards, and supporting their consistent application in practice. • Demonstrating ongoing professional development through reflective practice, CPD activities, and contribution to service improvement initiatives.
Support continuity and coordination of care across the multidisciplinary team and external providers
<p>This will be achieved by:</p> <ul style="list-style-type: none"> • Working collaboratively with the nursing team, allied health professionals, and wider multidisciplinary workforce to ensure coordinated, person and whānau-centred care. • Maintaining clear, timely and clinically relevant communication with internal team members and external providers, including specialists, hospitals, community services, and social support agencies. • Ensuring referrals, care plans, and patient results are completed accurately, sent promptly, and followed up to support seamless transitions of care. • Actively participating in multidisciplinary meetings, case conferences, and care coordination discussions where appropriate. • Supporting whānau to navigate the health system by providing clear information, advocating on their behalf when needed, and connecting them with appropriate services. • Applying whānau-centred approaches to ensure care coordination reflects whānau priorities and holistic wellbeing.

Maintain professional registration, certification and ongoing competence requirements
<p>This will be achieved by:</p> <ul style="list-style-type: none"> • Maintaining a current Annual Practicing Certificate (APC) with the Medical Council of New Zealand and meeting all requirements for ongoing registration. • Holding appropriate professional indemnity insurance and ensuring it remains current. • Maintaining required clinical certifications, including resuscitation and emergency response training, in line with organisational and regulatory expectations. • Participating in ongoing continuing professional development (CPD) activities that meet MCNZ and RNZCGP requirements, including clinical education, peer review, and reflective practice. • Working towards or maintaining vocational registration (RNZCGP Fellowship) where applicable. • Participating in regular performance appraisal, peer review, and supervision processes to support clinical competence and professional growth. • Keeping accurate records of CPD, certifications, and professional activities to support appraisal, audit, and accreditation requirements. • Practicing within scope and seeking support, supervision, or referral where clinical needs exceed individual competence.
Uphold Te Tiriti o Waitangi obligations in clinical practice and service delivery
<p>This will be achieved by:</p> <ul style="list-style-type: none"> • Demonstrating an understanding of Te Tiriti o Waitangi and its principles of partnership, participation, and protection, and applying these meaningfully in everyday clinical practice and service delivery. • Working in partnership with whānau, hapū, iwi, and health providers to support Māori health gain and whānau-centred care. • Ensuring Māori perspectives, values, and aspirations are reflected in clinical decision-making, care planning, and service design. • Actively identifying and addressing inequities in access, experience, and outcomes for Māori through an equity-focused approach to care. • Supporting rangatiratanga by enabling shared decision-making and recognising whānau as central to wellbeing and care. • Engaging in ongoing learning and reflective practice to strengthen cultural safety, Te Tiriti competency, and understanding of systemic inequities. • Advocating for culturally responsive policies, practices, and pathways that reduce barriers and improve outcomes for Māori. • Contributing to a workplace culture that honours Te Tiriti o Waitangi and supports collective responsibility for Māori health equity.
Contribute to a psychologically safe, collaborative and learning-focused practice environment
<p>This will be achieved by:</p> <ul style="list-style-type: none"> • Demonstrating respectful, professional and inclusive behaviour that supports trust, openness, and mutual respect within the team. • Contributing to a psychologically safe culture where team members feel supported to speak up, ask questions, share concerns, and learn from mistakes without fear of blame. • Actively participating in team meetings, peer review, case discussions, and reflective practice to support shared learning and continuous improvement. • Responding constructively to feedback and engaging in open, respectful dialogue to improve individual and team performance. • Supporting colleagues through collegial supervision, mentoring, and shared clinical decision-making where appropriate. • Promoting a learning culture by participating in education, training, and quality improvement

initiatives, and sharing knowledge and insights with the wider team.

- Modelling professional accountability, integrity, and cultural humility in all interactions.
- Contributing to a safe and supportive work environment by recognising and addressing behaviours or systems that may undermine wellbeing or psychological safety.

Ngā Putanga Matua | Key Deliverables

Deliver high-quality primary medical care consistent with RNZCGP Cornerstone standards

This will be achieved by:

- Providing comprehensive assessment, diagnosis, treatment, and follow-up that is evidence-based, clinically appropriate, and aligned with recognised guidelines such as HealthPathways, bpacnz, and national programmes.
- Practicing within the RNZCGP scope of general practice and meeting Cornerstone requirements for clinical quality, safety, and governance.
- Maintaining accurate, timely, and complete clinical documentation to support continuity of care and audit requirements.
- Participating in clinical governance activities, including peer review, case discussion, incident reporting, and learning reviews.
- Engaging in continuous quality improvement through audits, reflective practice, and implementation of improvement actions.
- Maintaining current professional registration, certification, and competence in line with MCNZ and RNZCGP requirements.
- Working collaboratively within the multidisciplinary team to ensure coordinated, patient and whānau-centred care.
- Practicing in a culturally safe and equitable manner, recognising the needs of Māori and priority populations and addressing barriers to access and outcomes.

Provide assessment, diagnosis, treatment, referral and follow-up

This will be achieved by:

- Undertaking comprehensive clinical assessments using appropriate history taking, physical examination, and investigations to inform accurate diagnosis.
- Developing and implementing evidence-based treatment plans in partnership with patients and their whānau, incorporating shared decision-making and health literacy support.
- Prescribing and providing interventions safely and appropriately within scope of practice and in accordance with current clinical guidelines.
- Referring patients to internal and external services, including specialists, allied health, and community supports, when care needs exceed the scope of primary care.
- Ensuring referrals are completed accurately, sent promptly, and followed up to confirm receipt, outcomes, and ongoing care requirements.
- Providing timely and appropriate follow-up of investigations, treatment responses, and referrals, with clear documentation of actions and outcomes.
- Using recall, reminder, and tracking systems to support continuity of care, particularly for people with long-term or complex health needs.
- Communicating clearly with patients and whānau about diagnoses, treatment options, next steps, and follow-up plans.

Work collaboratively within a multidisciplinary team

This will be achieved by:

- Building respectful, professional, and effective working relationships with nurses, nurse practitioners, allied health professionals, pharmacists, administrative staff, and other clinicians.
- Actively participating in multidisciplinary team meetings, case conferences, and care planning discussions to support coordinated, patient and whānau-centred care.
- Sharing clinical expertise, providing collegial support, and seeking input from others to support safe and effective decision-making
- Communicating clearly, respectfully, and in a timely manner to ensure shared understanding of roles, responsibilities, and care plans.
- Valuing diverse perspectives, including cultural, clinical, and professional viewpoints, and incorporating these into collaborative practice.
- Supporting a team culture grounded in trust, psychological safety, and continuous learning.
- Working in partnership with community providers to support integrated, holistic care pathways for whānau.

Ahurea Haumaru | Cultural Safety & Equity

Practice in a manner that whānau determine as culturally safe. Acknowledge unconscious bias, institutional racism and inequity, and apply Māori models of care such as Te Whare Tapa Whā and Whānau Ora.

This will be achieved by:

- Practising cultural safety as defined by whānau, demonstrating respect for identity, values, beliefs, and lived experience, and responding openly and constructively to whānau feedback.
- Embedding kaupapa Māori values such as manaakitanga, whanaungatanga, rangatiratanga, and kaitiakitanga in everyday clinical interactions and decision-making.
- Engaging in shared decision-making that supports rangatiratanga, health literacy, and whānau-led goals.
- Actively reflecting on and addressing unconscious bias, power imbalances, and institutional racism through ongoing cultural safety training, supervision, and reflective practice.
- Using equity-focused data and quality improvement activities to identify and address disparities in access, experience, and outcomes for Māori and priority populations.
- Working in partnership with external providers, Māori health practitioners, and the wider multidisciplinary team to deliver coordinated, culturally responsive care.
- Upholding Te Tiriti o Waitangi obligations by supporting Māori health gain, partnership, participation, and protection in clinical practice and service delivery.

Te Tiriti o Waitangi | Treaty of Waitangi

Demonstrate understanding of Te Tiriti o Waitangi and apply its principles meaningfully in clinical practice, service delivery and engagement with whānau, hapū and iwi.

This will be achieved by:

- Demonstrating an understanding of Te Tiriti o Waitangi, including its historical context and contemporary relevance, and applying its principles of partnership, participation, and protection in

everyday practice.

- Working in partnership with whānau, hapū, iwi, and Māori health providers to support Māori health aspirations and whānau-centred models of care.
- Ensuring Māori perspectives, values, and aspirations are reflected in clinical decision-making, care planning, and service delivery.
- Supporting rangatiratanga by engaging in shared decision-making and recognising whānau as central to wellbeing and care.
- Actively identifying and addressing inequities in access, experience, and outcomes for Māori through equity-focused clinical and service approaches.
- Participating in ongoing learning, training, and reflective practice to strengthen Te Tiriti competency, cultural safety, and understanding of systemic inequities.
- Advocating for culturally responsive systems, pathways, and practices that reduce barriers and improve outcomes for Māori.
- Contributing to organisational relationships and engagement with iwi, hapū, and Māori communities in ways that are respectful, sustainable, and aligned with kaupapa Māori values.

Using Whaiora systems.

This will be achieved by:

- Using the patient information system (MedTech Evolution) effectively e.g. Whaiora Codes, advanced forms and re-call systems
- Demonstrating a working knowledge of Whaiora protocols and policies with regard to clinical practice
- Using Sharepoint and email facilities
- Reporting 'events' or untoward incidents as per professional standards and Whaiora policy

Whānaungatanga | Relationships

- Patients/whanau
- General Practitioners Practice Nurses
- Reception and administration staff
- Ambulance personnel
- Community and secondary providers District Nurses
- Other health professionals
- Management

Paearu Matua me ngā Paearu Pai Ake | Essential criteria:

QUALIFICATIONS/SKILLS/EXPERIENCE

Matua Essential	
Qualifications (eg, tertiary, professional)	Registration as a medical practitioner in New Zealand. Maintaining or working towards a Fellowship of RNZCGP
	Maintaining a yearly Annual Practicing Certificate Indemnity Insurance cover
Business / Technical Skills	Clinical competence Comfortable with computerised patient management systems

Experience (technical and behavioural)	<ul style="list-style-type: none"> • Experience working in a general practice / primary care setting or equivalent clinical environment. • Demonstrated competence in assessment, diagnosis, treatment, referral, and follow-up across a broad range of presentations. • Experience managing long-term conditions, preventive care, and health promotion. • Familiarity with evidence-based clinical guidelines and pathways (e.g. HealthPathways, bpacnz). • Experience using computerised patient management systems and managing clinical documentation, results, and inbox workflows. • Experience working within multidisciplinary teams to deliver coordinated, patient and whānau-centred care. • Understanding of the New Zealand health system, including referral pathways and community-based services.
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PLEASE SIGN TO ACKNOWLEDGE YOUR ACCEPTANCE OF THIS JOB DESCRIPTION.

Employee Name

Signature

Date

Employer Name

Signature

Date

Initial _____