

POSITION DESCRIPTION

Canterbury

District Health Board

Te Poari Hauora o Waitaha
Child Health Service

March 2010-03-10

This Position Description is a guide and will vary from time to time and between services and/or units to meet changing service needs

The Canterbury District Health Board is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.	
Organisational Vision The CDHB's vision is to improve the health and well being of the people living in Canterbury.	
Organisational Values <ul style="list-style-type: none">• Care & respect for others• Integrity in all we do• Responsibility for outcomes	
POSITION TITLE:	Family Advisory Council Member
REPORTS TO (Title):	Family Advisory Council Chair Child Health Clinical Governance Committee
<u>Purpose and Role</u> As a member of the Family Advisory Council you will play a key role as an advocate for consumers of the Child Health Service providing an overall perspective. This will influence planning, policy service development and improvement in the Child Health Service. The Family Advisory Council is also the formal mechanism for the partnership between families and staff with a focus on improvement and planning.	
<u>FUNCTIONAL RELATIONSHIPS:</u> (Who are the customer/consumers/patients)	
INTERNALLY:	
1	The Children's Health Clinical Governance Committee
2	Child Health Staff
EXTERNALLY:	
1	Representative Council Members - to their organisation
2	Canterbury District Health Board Volunteers
3	Other families / consumers of the Child Health Service

KEY PERFORMANCE OBJECTIVES:

Task	To actively participate in the discussions and Family Advisory Council activity
Expected Result	<ul style="list-style-type: none"> • Provide insight and comment on subjects as they arise. • Be familiar with the Canterbury District Health Board Policy on Confidentiality • Contribute at meetings, and provide advice and review relevant documents between meetings as requested • Reply to emails or mail in a timely manner adhere to relevant sections of the Canterbury District Health Board Code of Conduct • Review draft agenda and provide amendments or additions by the end of the week preceding the meetings • Provide comment on, and be prepared to discuss any documents sent out as a pre read prior to the meetings • Contribute to an annual Action Plan for proposed tasks and projects. • To contribute to a 6 monthly report to the Child Health Clinical Governance Committee (see Reporting and Accountability)
Task	<ul style="list-style-type: none"> • Work in the spirit of partnership and collaboration with other Family Advisory Council members
Expected Result	<ul style="list-style-type: none"> • Maintaining the confidentiality of the council • Work hard at building rapport within the group • Respecting others contributions and being sensitive to their views • Show good judgement when an issue requires the council member to analyse an issue without bias. • Adhere to relevant sections of the Canterbury District Health Board Code of Conduct. • Refrain from making media statements and refer all such requests to Communications Manager, Canterbury District Health Board.
Task	Represent consumer groups while working within the values of the Child Health Service
Expected Result	<ul style="list-style-type: none"> • Provide feedback on current issues in children’s healthcare • Provide feedback from the consumer group perspective on Child Health issues • Bring their experiences as family members of a child or young person with health problems to the table, regardful of personal bias.
Task	To make recommendations to the Child Health Clinical Governance Group
Expected Result	<ul style="list-style-type: none"> • Work to reporting deadlines as informed by the Chair • Obtaining group consensus on what goes forward to Child Health Clinical Governance Group

HEALTH & SAFETY:

- Observe all Canterbury District Health Board safe work procedures and instructions
- Ensure your own safety and that of others. Members are strongly encouraged not to attend the Family Advisory Council during periods of acute illness or stress with their child, which is related to their ongoing relationship with Child Health Service.
- Report any hazards or potential hazard immediately
- Ensure that all accidents or incidents are promptly reported to your manager

Reimbursement	This is a voluntary position.
Financials	There is no budget attached to this group
Meetings / Agenda/ Minutes	<ul style="list-style-type: none">• Family Advisory Council meets every four weeks up to three hours or as agreed by members• A convenient time and day will be negotiated once the Family Advisory Council is established• Family Advisory Council members will receive minutes from the previous meeting and a draft agenda for the next meeting at least two weeks prior to the meeting date.• Provision will be made for rural participants to link via conferencing facilities.

EXPERIENCE:

You have had a child who has been, or is currently a consumer of the Child Health Service – Canterbury

Desirable:

Previous membership of a committee of board

PERSONAL ATTRIBUTES:

Mandatory:

Key Behaviours

- Ability to “work together” in a truthful and helpful manner.
- Ability to “work smarter” by being innovative and proactive.
- Accepts responsibility for actions.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by staff in this job classification. Council members may be requested to perform job related tasks other than those specified.