

# Expression of Interest

## Digital Primary Care Steering Committee

## Digital Primary Care Steering Committee

### Expression of Interest

Health New Zealand | Te Whatu Ora is excited to welcome expressions of interest from our valued primary care partners to join our newly formed steering committee, providing governance and direction to the Digital Primary Care programme. Being part of the steering committee provides an opportunity to make a real difference for all New Zealanders who will need to access and use digital primary care systems.

### About the Digital Primary Care programme

Following recent **announcements** by the Minister of Health, Health NZ is progressing work to support the new digital 24/7 telehealth system.

The programme builds on previous knowledge and work undertaken, such as the COVID-19 response technology and the recently paused Hira programme.

This work is being undertaken by the Digital Services team, with partnership and leadership from the Living Well directorate within Health NZ, key internal clinical stakeholders, and Ministry of Health. We are working to phase-in 24/7 telehealth services and build key digital infrastructure along the way.

Some of this digital infrastructure will include the Shared Digital Health Record (SDHR), continuing work on GP2GP and tools, applications and systems to support an integrated 24/7 telehealth system. Together, they will make it easier for New Zealanders to see a doctor or other health professional for high quality health care, when they need it.

### Who are we looking for?

We would welcome your interest if you:

- are currently working within the primary care sector in a leadership or governance role.
- are passionate about digital development in the primary care sector and supporting better patient care and outcomes through digital tools.
- are looking for an opportunity to influence and guide the Digital Primary Care programme.
- are committed to championing and promoting patients and their needs.

- are a relationship builder with established networks and contacts to support this programme of work.
- have ideas on how we can use digital tools to support and enable better patient care and outcomes.
- have interests in the bigger picture for the primary care sector.

For more detailed information about the opportunity and the candidate requirements, please refer to the attached position description.



## Steering Committee Member

### Role description

#### **Purpose of the role**

- To apply a strategic view on the direction and delivery of the Digital Primary Care programme to enable Health NZ to achieve the successful roll out of national 24/7 telehealth services.
- To enhance primary care sector expertise and experience on the programme and to enable better decision making for the steering committee.
- To bring existing, and build new, networks and partnerships in the primary care sector to ensure connected and inclusive decision-making.
- Collaborate with other committee members to ensure the Digital Primary Care programme delivers on Government expectations.
- To contribute oversight to the delivery of the Digital Primary Care work programme

#### **Responsibilities of committee members**

Working together, committee members will:

- set the strategic direction for the Digital Primary Care programme.
- provide expert advice to the wider programme.
- set clear expectations of the delivery team.
- be a champion for the Digital Primary Care programme in their primary care and clinical networks.
- connect with other primary care sector experts and champions to support the update and roll out of Digital Primary Care initiatives.
- identify and manage risks both to the programme and the primary care sector.

## Candidate requirements

Candidates for the committee should have:

- commitment and passion for the modernisation of primary care, and support achieving better patient care and outcomes through digital tools and products.
- leadership experience and mana in the primary care sector.
- excellent relationship management, communication, teamwork, and collaboration skills.
- innovative thinking on how to use digital tools and systems to improve health outcomes and patient care for New Zealanders.
- an ability to assess risks and identify relevant mitigations, where required.

## Other considerations for candidates

- Membership of or affiliation to sector representative bodies (e.g. GPNZ, Te Kāhui Hauora Māori, Royal College of General Practitioners, GenPro, Hauora Taiwhenua Rural Health Network) is desirable.
- Primary care clinical leadership experience is desirable.
- Prior experience working at a governance level with steering committees or working groups is desirable.

## You'll also need:

- the support of your current management or practice to undertake the role. (This could be part of your professional development.)
- The time to attend Digital Primary Care Steering Committee meetings and participate in initiatives, projects or events to add value to the work programme (estimated at a day per fortnight).

## Expression of Interest (EOI) – Questions and Answers

### 1. How many members are being recruited?

We are looking to fill two vacancies on the steering committee. They will join existing steering committee members.

### 2. Is the membership restricted to the primary care sector?

The EOI process is open to anyone who believes they meet the candidate requirements, but extensive primary care sector experience and leadership is a key requirement.

### 3. Can the steering committee members be located outside of Wellington?

Yes, it is a national committee, run online via MS Teams.

**4. What is the process once I submit my EOI?**

We will shortlist the candidates whose EOI response best meets the requirements. There will be a face-to-face or virtual meeting with those shortlisted. The process will include getting to know you, your skills and experience to ensure the candidate is a good representative for the primary care sector.

**5. Who will conduct the face-to-face meeting?**

A small panel from existing steering committee members.

**6. Will referee checks be required?**

We may require reference checks and validation of candidate requirements.

**7. Do you have to be a senior manager or a primary care leader to apply?**

No, we want to have a diverse committee and anyone who believes they meet the candidate requirements is encouraged to apply, noting that governance and primary care leadership experience is part of the requirements.

**8. Can you apply even if you do not have all the skills outlined in the role description?**

Yes, we encourage people to apply if they are interested in the role, have some of the desired skills and experience and have other relevant skills and attributes that are not listed in the role description.

**9. How will we make decisions on who is selected?**

- a. Where there are multiple expressions of interest that meet our requirements, we will meet with the candidates to explore what additional factors they could bring to the role.
- b. We will consider various factors, including equity, geographic representation, care settings, access, and workforce diversity, while maintaining alignment with broader strategic goals and requirements.
- c. We will communicate with those shortlisted and not successful to ensure they are aware of why they did not make the final selection.

**10. Will there be an induction?**

New members will be welcomed via the committee meeting. New members will have support from existing or previous committee members who can bring them up to speed on activities and priorities. Additional meetings with project team(s) can be arranged as required.

**11. How often are committee meetings held?**

The steering committee currently meets every 2 weeks for 2 hours.

**12. Is this opportunity paid?**

Yes. Remuneration will be discussed with the successful applicants. This will be arranged either via an AoG Talent Services panel provider or directly with the successful applicant if

AoG procurement rules allow it.

**13. What if I have more questions?**

Please email Communications and Engagement Lead Dan Ryan (dan.ryan@tewhatauora.govt.nz). Questions and answers that apply to all potential EOI applicants will be collated and communicated to all applications.

## Expression of Interest Form

## Personal Details

Name	
Current Position	
Company	
City	

## Candidate Requirements

<p><b>What is your experience within the primary care sector?</b></p>	
---	--

Candidate Requirements

<p>What is your experience working in digital transformation?</p>	
<p>What is your experience in leadership, governance or overseeing programmes or functions?</p>	

Candidate Requirements	
<p>What do you think you bring to this opportunity that makes you unique?</p>	
<p>Have you been on steering committees or governance groups in the past?</p>	



Candidate Requirements

What other attributes, skills or experience do you have that is relevant to the role?

Candidate Requirements	
<p><b>Do you have any conflicts of interest that could impact an impartial view or impact your decision-making?</b></p> <p>(i.e., your family member works for a Patient Management Vendor, or your practise intends to express interest in digital primary care funding/work?)</p>	
<p><b>Can you commit to the time required to</b></p>	

Candidate Requirements	
be committee member?	
Have you attached your CV and cover letter?	