



Calling for Expressions of Interest

Te Manu Mātārae

Māori Practitioner Advisory Committee for Medical Imaging and Radiation Therapy Practitioners

Te Poari Ringa Hangarau Iraruke | The Medical Radiation Technologists Board (the Board) has a responsibility under the Health Practitioners Competence Assurance Act 2003 to protect the public of Aotearoa New Zealand by providing mechanisms to ensure that practitioners are fit and competent to practise.

The Board has specific requirements under section 118i to set standards of clinical competence, cultural competence (including competencies that will enable effective and respectful interaction with Māori), and ethical conduct to be observed by health practitioners of the profession.

The Board established Te Manu Mātārae in 2023 as an advisory committee. After an exceptional year, further expressions of interest are being sought in order to continue the work that is being undertaken.

Expressions of interest are being sought from registered Māori practitioners from the medical imaging and nuclear medicine scopes of practice and from consumers of health care services, to assist the Board with reviewing key standards and to provide advice to the Board.

What will membership entail?

- Meeting to progress work that is currently being undertaken including review of key documents and participation in projects
- Providing advice to the Board on changes required to core documents to ensure that practitioners demonstrate knowledge skills and behaviours that enable effective interaction with Māori
- Some travel to Wellington
- Approximately four to six hours mahi per month
- Members are remunerated for their time and expertise

What you need to do if you are interested in becoming part of the committee

- Please email Chief Executive Dr Sue Calvert at sue.calvert@medsci.co.nz by the close of business on **1 September 2024** with your expression of interest. This should include your name, a summary of your recent positions and experience and a brief overview of why you want to be considered for this role.
- If you have any questions, please do not hesitate to contact our CE Dr Sue Calvert. We have attached the current Terms of Reference which are currently being reviewed and updated.

We look forward to hearing from you

TERMS OF REFERENCE

Te Manu Mātārae | Māori Practitioners Advisory Committee

Te Poari Ringa Hangarua Iraruke | The Medical Radiation Technologists Board is appointed under the Health Practitioners Competence Assurance Act 2003 to protect the health and safety of the public of Aotearoa New Zealand by providing mechanisms for medical imaging and radiation therapy practitioners to demonstrate they are competent and fit to practise.

Our work is guided by the values of:

Whakamārama: Accountability

Taking responsibility for our actions (and inactions)

Kōrerorero: Engagement

Listening to and talking with our stakeholders

Whaka Taurite: Equity

Promoting health equity for all New Zealanders

Kounga: Quality Standards

Taking a quality assurance approach with all that we do

Whakangārahu: Strategic Focus

Planning to meet future needs through flexibility and adaptability

Kotahitanga: Unity

Working with our stakeholders to promote quality and equitable health services

Introduction

This document sets out the roles and responsibilities of Te Manu Mātārae | the Māori Practitioners Advisory Committee which has been appointed by Te Poari Ringa Hangarau Iraruke | the Medical Radiation Technologists Board.

It provides guidance on Te Manu Mātārae's purpose, roles, responsibilities, operations, tenure, and obligations in accordance with the Health Practitioners Competence Assurance Act 2003 (the HPCA).

Role of the Māori Practitioners Advisory Committee

Te Manu Mātārae | the Māori Practitioners Advisory Committee has been established to provide advice to and receive feedback from Te Poari Ringa Hangarau Iraruke | the Medical Radiation Technologists Board regarding policy documents pertaining to the impact on Māori of the practice standards required of medical imaging and radiation therapy practitioners in Aotearoa New Zealand.

Responsibilities of Te Manu Mātārae

Te Manu Mātārae is responsible for advising on the content of Board policy documents to ensure they clearly set out expectations of medical imaging and radiation therapy practitioners in terms of practising in ways that are inclusive of and responsive to Māori.

To begin with, Te Manu Mātārae will review the terms of reference to ensure there is shared understanding between the Board and Te Manu Mātārae of its purpose, its function and roles and responsibilities. Following agreement, Te Manu Mātārae will then review the following policy documents and provide advice to the Board on recommended actions:

- Cultural Competence Standards for Medical Imaging and Radiation Therapy Practitioners
- Competence Standards for Medical Imaging and Radiation Therapy Practitioners
- Code of Ethical Conduct for Medical Imaging and Radiation Therapy Practitioners
- Continuing Professional Development for Medical Imaging and Radiation Therapy Practitioners

Powers of Te Manu Mātārae / Decision making

Te Manu Mātārae has been established in accordance with schedule 3 (16) and (17) of the Health Practitioners Competence Assurance Act 2003, which enables the Board to appoint committees, to regulate its procedures and to discharge, alter or reconstitute committees that have been appointed.

Te Manu Mātārae has the power to provide the Board with advice and recommendations on the changes required to the core documents to ensure that practitioners demonstrate knowledge, skills and behaviours that enable effective interaction with Māori.

Any recommended changes that are proposed by Te Manu Mātārae and agreed by the Board may need to undergo a consultation process with practitioners before final approval and implementation.

The Board has the ultimate responsibility for decision making on any changes that are required as it is the body appointed by Ministry of Health with the mandate for public protection.

Further advice will be sought from Te Manu Mātārae following any consultation process that is undertaken.

Membership

Te Manu Mātārae members are appointed through an expressions of interest process. Te Manu Mātārae members will be health professional members and also a lay/consumer(s) of health care services, representative(s). Appointments will be made by the Chief Executive in consultation with the Board Chair and with the Board's endorsement.

Membership will comprise:

1. A minimum of four Tangata Whenua registered Medical Imaging or Radiation Therapy practitioners
2. A minimum of one Tangata Whenua lay person/consumer of health care services
3. A current member of the Medical Radiation Technologists Board

Te Manu Mātārae is appointed for an initial term of 12 months during which time it will review the terms of reference and four policy documents as previously listed. Te Manu Mātārae will ideally have up to a maximum of nine members at any one time.

These are paid positions and members will be remunerated in line with the current Board fees framework.

Expertise

As the main work of Te Manu Mātārae is to advise the Board in terms of the relevance and appropriateness of policies and guidelines from the viewpoint of Māori, members may have a strong background in te ao Māori and tikanga Māori and come with a background of lived Māori experience. It is desirable that they have an understanding of Te Reo Māori me ngā tikanga Māori.

Practitioner Te Manu Mātārae members will be registered medical imaging or radiation therapy practitioners, and ideally come from a range of scopes of practice for the profession.

Members will be able to apply their cultural identity and experiences to the context of medical imaging and radiation therapy services that support equity of service provision and lead to better outcomes for Māori.

Chair

Te Manu Mātārae will appoint a Chair or Co-Chairs from the membership. Ideally the Chair/Co-Chairs will not be the member who is also a Board member.

The Chair is/Co-Chairs are responsible for convening of meetings, managing meeting protocols and procedures, and approving meeting agendas and draft minutes.

Seeking further advice/support from Haemata, a Māori consultancy, is the responsibility of the Chair/Co-Chairs.

The term of the Chair/Co-Chairs is 12 months.

Operation of Te Manu Mātārae

Te Manu Mātārae will liaise with the Board through the Chief Executive. Te Manu Mātārae will be provided with support by a staff member from the Medical Sciences Secretariat, the Board's secretariat. Such support to include minute taking, meeting arrangements and other requirements as agreed. Te Manu Mātārae will also be provided with policy and procedural advice from the Board secretariat staff, this will be provided to assist Te Manu Mātārae to understand the role and function of the Board and the requirements of the HPCA on it.

Advice and support are provided in order to support Te Manu Mātārae's decision making and recommendations.

During its establishment phase Te Manu Mātārae will be supported by Haemata to agree its approach to and execution of its roles and responsibilities. While input from Haemata is envisaged as being short-term, they will remain available to Te Manu Mātārae on an as-needed basis.

Te Manu Mātārae is responsible for deciding how often, and by what means, it will meet. A meeting schedule is to be agreed by Te Manu Mātārae and forwarded to the Board for their endorsement. This is to ensure alignment with budget and because the Medical Radiation Technologist's Board is responsible for the prudent use of registrants' fees. The Chair is/Co-Chairs are responsible for liaising with the Chief Executive to ensure that Te Manu Mātārae has the resourcing and support it requires.

The meeting quorum will be three Te Manu Mātārae members, including the lay person.

Meetings are to be minuted, the format of those minutes being as agreed by Te Manu Mātārae. The Chair/Co-Chairs of Te Manu Mātārae is/are to ensure a copy of each set of meeting minutes is forwarded to the Chief Executive's Executive Assistant via the administrative support provided by Medical Sciences Secretariat for inclusion in the next scheduled meeting of the Board.

The Chair/Co-Chairs of Te Manu Mātārae, or their delegate, is to attend each meeting of the Board during their 12-month tenure, to advise on progress and any issues with the policy work being undertaken by Te Manu Mātārae.

Review of Te Manu Mātārae

The Board will undertake a review of Te Manu Mātārae after nine months of its establishment with a view to whether Te Manu Mātārae will continue past its initial 12-month tenure, and/or a revision of its purpose and responsibilities.

The review will be managed through a face-to-face consultative process with Te Manu Mātārae.