

Position Description: Coordinator – NZ Breast Device Registry

Directly reports to: Board of NZBDR for professional matters

NZAPS Executive Manager for operational matters

Overall Brief

The New Zealand Association of Plastic Surgeons/*Te Kāhui Whakamōhu Kiri* has established The New Zealand Breast Device Registry (NZBDR) Charitable Trust/ *Te Rehita Taputapu Uma o Aotearoa* which has overall responsibility for the New Zealand Breast Device Registry.

The NZBDR will be a comprehensive registry for implanted breast devices in New Zealand.

The purpose of the registry is to monitor and reduce the risk of adverse health outcomes and complications for women with these devices. The registry will also facilitate high-quality research and support clinical decision making/auditing with a view to improving outcomes and standards of care for New Zealand breast device patients.

The Registry has been developed by Medic Alert, who will provide ongoing IT support and management of the registry.

Key Roles

The NZBDR coordinator will be responsible for the day-to-day coordination and management of the Registry which will involve: supporting and managing registry users; receiving and managing data requests; reporting to and liaising with the NZBDR Trustees, NZBDR Governance Group, NZBDR Clinical Advisory Group(CAG), users, patients, stakeholders and Medic Alert.

The coordinator will be employed by the New Zealand Association of Plastic Surgeons/*Te Kāhui Whakamōhu Kiri* on behalf of the NZBDR.

Key accountabilities	Key deliverables
Manage the system on a day-to-day basis	<ul style="list-style-type: none"> • Create, manage and maintain all user registrations via their HPI numbers. • Establish user access to the registry, and amend access as required • Review and test access as required • Undertake audit of new users • Train users on using all aspects of the system • Primary contact point for all users • Answer general queries on the database functionality and dataset definitions
Primary contact for	<ul style="list-style-type: none"> • Track and action requests from patients to opt out of registry

patients/ industry stakeholders	<ul style="list-style-type: none"> Respond to requests from patients and industry stakeholders
Develop and maintain issues/incidents register	<ul style="list-style-type: none"> Actively review /action the issues/incidents register Act as central point for receiving issues from users and reporting issues (as necessary) to Medic Alert Act as central point for liaising with users on issues that Medic Alert have fixed and closing issues once Users have signed them off
Registry Updates	<ul style="list-style-type: none"> Act as central point for collating/managing enhancement requests from users Obtain approval on requests from appropriate governing group Amend fields into the data set as required/approved Act as central point for signing off enhancement requests with Medic Alert Maintain a register of changes Report dataset changes every six months to the CAG for review Run data cleaning reports as required and review/action results Update SOP as required and submit to HDEC for approval
Primary contact for data/research requests.	<ul style="list-style-type: none"> Action data requests as required and advise CAG as appropriate Maintains a registry of data request and final data reports
Mortality data update	<ul style="list-style-type: none"> Undertake annual registry update with Ministry of Health mortality data reports and undertake required action.
Executive reporting	<ul style="list-style-type: none"> Data reports as required for governance meetings Preparation of annual report to the Governance Board Assistance with budget management Assistance with annual financial report

Key skills/experience

The ideal candidate would have the following key skills, experience and attributes:

- Understanding of healthcare environment
- Competent in the use of information technology including databases, Microsoft Office and Outlook
- Basic understanding of statistical analysis
- High level of initiative to work independently
- Excellent time management and organizational skills and the ability to prioritize tasks
- High level of accuracy and attention to detail
- Effective communication skills
- Knowledge of the Treaty of Waitangi and Māori Core Values
- Knowledge of legal and ethical responsibilities
- Clinical knowledge of breast devices/procedures and clinical terms

Key relationships and reporting

Reporting

The NZBDR Coordinator will report to the NZBDR Governance Board for clinical and management issues and the NZAPS Executive Manager for administrative matters..

Key internal relationships

NZAPS/TKWK: Executive Manager, President,

NZBDR: Trustees, Governance Group, Clinical Advisory Group

Key external relationships

Medic Alert

Registry users

Public

Industry stakeholders

Ministry of Health

Location

The location of the role will depend on the successful candidate but may be associated with a regional Te Whatu Ora Department of Plastic and Reconstructive Surgery. Working from home will also be considered.

Hours

8-10 hours per week

Dated: 19 August 2024