JOB DESCRIPTION

ASSESSOR

The Assessor has a commitment to protect, promote and support breastfeeding. The Assessor has a comprehensive knowledge of the Baby Friendly Hospital Initiative (BFHI) documents used in assessments of maternity facilities and the Baby Friendly Community Initiative (BFCI) documents used in community services. The Assessor has attended the New Zealand training course for BFI Assessors and has been accredited by the Board of the New Zealand Breastfeeding Authority (NZBA). The Assessor undertakes BFI assessments and reports to the Lead Assessor.

Tenure

As determined by the NZBA.

Hours of Work

Flexible

Expenses

Expenses are to be agreed by the NZBA Executive Officer.

Contract

All materials used by the assessment team members are supplied by the NZBA and must be returned within the assessment pack. This includes taxi chits, name badges, facility/service information collected in the course of the assessment and unused documents. Vehicles provided for assessment by the NZBA must be driven by the Lead Assessor or the designated driver (named on the contract) only, unless otherwise directed by the NZBA.

Responsibilities

1. To liaise with the Lead Assessor
2. To complete the BFI Assessment within the timeframe allocated.
3. To maintain confidentiality regarding the facility/service assessment at all times.
4. To ensure the privacy of women and families involved in the assessment is maintained.
5. To be familiar with any changes in health policies pertinent to BFHI and BFCI.
6. To fully understand the New Zealand BFHI and BFCI documents and their application in the maternity facility/health service.
7. To acknowledge and respect the principles of the Treaty of Waitangi.
8. To ensure all information / materials are returned to the Lead Assessor at the completion of the assessment process.
9. To be committed to the BFI assessment whilst employed as an Assessor (this is your work priority).
10. Any possible conflict(s) of interest needs to be declared to the NZBA, prior to the assessment, or to the Lead Assessor, if one arises during the assessment time for a decision.

Performance Measures

1. The BFI Assessment process is adhered to.
2. The Assessor maintains his/ her knowledge and familiarity with the changing health system.
3. Identify and discuss any BFI initiatives that reflect the application of the Treaty of Waitangi.

Person specifications

- A commitment to the Treaty of Waitangi.
- A thorough understanding of the BFHI and BFCI working documents.
- A commitment to improving breastfeeding rates in New Zealand.
- An understanding of the Maternity Facility Service Specifications.
- An up to date knowledge of the current Maternity Notice pursuant to Section 88 of the Health and Disabilities Services Act 2002.
- Be smokefree.
- Good communication skills both written and oral.
- A professional manner.
- The ability to work well within a team.
- The ability to work independently and to meet deadlines.
- The ability to respect and ensure confidentiality.

Designation

Designation as an Assessor is for 3 years. Those wishing to reapply are required to attend a BFI update at least every three years and submit a current Curriculum Vitae and application form for reconsideration.