

**Expression(s) of Interest (EOI) for two membership positions on the
Diabetes National Clinical Network Reference Group
New Zealand Child and Youth Clinical Network Program**

The New Zealand Child and Youth Clinical Networks (NZCYCN) are calling for applications from people who have an interest in diabetes services for tamariki and/or rangatahi within Aotearoa, to join the Reference Group (RG) of the Diabetes Clinical Network.

We are specifically seeking professionals with an Allied Health background and/or experience in working alongside Māori and Pacific communities.

Applicants should align with the Paediatric Society of New Zealand (PSNZ) strategy; Te Tiriti o Waitangi provides overarching guidance, supported by interconnected themes to improve equity, strengthen partnership and connectiveness, and build a culturally responsive workforce that has the skills and resources to support nationally consistent model of care, standards of practice, and quality of service. The full PSNZ strategic plan can be found here:
<https://www.paediatrics.org.nz/about>.

We have a focus on strengthening our equity lens therefore we will prioritise applicants who identify and have experience working within Māori and Pacific communities. If you are interested in being a member of a group that provides national quality improvement for tamariki and their whānau with diabetes we would love to hear from you.

The aim of all the RGs is to improve outcomes for pēpi, tamariki, rangatahi in the context of their whānau. Further information about the program can be accessed via the NZCYCN's website:

<https://www.paediatrics.org.nz/our-work/nz-child--youth-clinical-networks/diabetes>

How do Networks work?

Clinical Networks receive funding and administrative support to work collaboratively to improve the delivery of services to whānau in a range of settings. Work plans are developed by the RG then approved by the NZCYCN Governance Group with deliverables that have timeframes. This may include practice guidelines, whānau information, education for health professionals and a range of other activities that are based on best evidence.

RG's include a multi-disciplinary team of people across a range of health settings; primary, secondary, and tertiary and across a geographical range in Aotearoa New Zealand. The whānau voice is also integral to the RG.

How often does the RG meet?

The Reference Group meets approximately six to eight times per year. This usually includes five short online meetings and one face-to-face day meeting, usually either in Wellington or Auckland.

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The Terms of Reference (ToR) provide an overview of governance and the responsibilities of the functions expected from the RG. These are attached to this document. We recommend you discuss submitting your application with your workplace (if appropriate) so that you can receive time to attend the face-to-face meetings. All transport costs and expenses associated with travel are funded.

Term of appointment

The term of the appointment currently is to the end of **June 2026**, as this aligns with our contract with the Ministry of Health.

How to apply

If you have the experience we are looking for, we invite you to send an email or an attached letter with a brief summary of the skills, experience and qualifications you would bring to this role.

Please also attach your CV and include your contact phone number.

Send your application to the NZCYCN Support Administrator, Kat Kirchmann, by email: kat.kirchmann@paediatrics.org.nz by Friday 5 September, 2025.

Terms of Reference

New Zealand Clinical Network for Children and Young People with Diabetes

As kaitiaki (caregivers/guardians) of diabetes related services, it is a collective responsibility to establish an environment that facilitates a pathway for people with diabetes to navigate te ao mate huka - the world of diabetes¹

Horopaki | Context

Approximately 2000 taitamariki and whānau are affected by diabetes in Aotearoa and have the burden of diabetes care for most of their lives. The incidence and prevalence of both type 1 and type 2 diabetes are increasing. Disparity in diabetes outcomes are predicted by ethnicity and socio economic status, where those who are most deprived or are Māori/Pasifika are most at risk of developing short and long term complications. There are also regional differences in workforce, outcomes, and access to gold standard therapies which contribute to disparity. The management of diabetes is currently undergoing rapid evolution. In Aotearoa, access to new therapies often lags in comparison to similar western health systems globally. Further, when they are made available, Māori and Pasifika are not accessing these in an equitable way. The New Zealand Clinical Network for Children and Young People with Diabetes (the CN), aims to improve the health and wellbeing of people and whānau affected by diabetes, in an equitable way.

Kaupapa | Purpose

The CN, provides clinical leadership and oversight to ensure there is a planned and consistent approach to the provision of diabetes services for taitamariki across Aotearoa New Zealand. The aim of the network is to improve the care of taitamariki with diabetes and support their whānau through clinical networking, development of resources, and audits.

This will be achieved by:

- a) Development and implementation of quality improvement activities to improve equity of access to healthcare for taitamariki with emphasis on Māori, Pasifika, and disabled communities.
- b) Develop national mechanisms and tools that support and equip whānau to be informed and involved in their healthcare.
- c) Providing leadership through developing partnerships and connections across health and education sectors.
- d) Promote health workforce development and support to enable professionals to use evidence-based practice in a culturally safe framework.
- e) Promoting the Clinical Network as the expert advisory group in child and youth diabetes in Aotearoa.
- f) Developing the Clinical Network and embedding activities to ensure sustainability.
- g) Providing advice on monitoring and auditing of services that will inform continuous quality improvement
- h) Providing advice on specific areas as requested by the Governance Group (the Sponsor) and Manatū Hauora Ministry of Health.

All of these are to be reflected in the annual CN work plan which is reviewed quarterly.

¹ Te Kaiwhakahaere Māori te Roopu mate huka Debbie Rawiri - Te Whatu Ora Waitaha Canterbury

Mana Whakahaere | Governance and Support

The Paediatric Society of New Zealand – Te Kāhui Mātai Arotamariki o Aotearoa is the contract holder for Manatū Hauora contract for the NZ Child & Youth Clinical Network (NZCYCN) programme and has appointed a Governance Group to provide governance and support to all the Networks. This includes:

- the provision of clear direction and support to the CN to deliver the required outcomes as documented in the Network's terms of reference and the annual work plan
- the provision of strategic and whole-of-sector perspective to ensure the Network is appropriately integrated with Manatū Hauora related policies, work streams and initiatives
- This CN will provide regular advice on services, achievements and treatment issues to the Governance Group.

Whanonga Pono | Guiding Principles

Te Tiriti o Waitangi provides overarching guidance, supported by interconnected themes to improve equity, strengthen partnership and connectiveness, to implement a nationally consistent model of care, standards of practice, and quality of service. Te Tiriti o Waitangi overarches the following four themes:

Health Equity: The CN is committed to achieving equity in access to health care and health outcomes. Firstly, for Māori, as tangata whenua and partners with the Crown under Te Tiriti o Waitangi, but also for the many groups that make up Aotearoa New Zealand's diverse population.

Partnership and Connectiveness: The CN recognises that for taitamariki with diabetes to flourish in health and wellness the delivery of services nationally requires partnership and connection both within the network of services that deliver health services, and across sectors that impact tamariki wellness.

People: Tāngata o Tamariki: Cultural awareness and cultural safety will ensure that health needs of Māori are prioritised. The CN will integrate what we know (scientific knowledge) to enable tamariki and whānau to actively engage with health services in a way that enables them to flourish.

Improving Practice: The Clinical Network will have frameworks to improve Māori health outcomes. The focus of network activity will ensure participation from Māori within the Network and / or by co-partnership model development to ensure Māori will be fully involved in the design, delivery, and evaluation of services.

Hōkaitanga | Scope

The focus of this national CN is on the provision of activities that support improving care provided to tamariki, rangatahi, and whānau who receive advice and treatment for diabetes.

Hanga | Network Structure

The membership and participation in the CN will reflect recognised experts and clinical leaders in taitamariki diabetes services, key sector management, non-government organisations representation and the whānau perspectives. A Reference Group will oversee the development and progress of the network. There will be a maximum of 14 members who, between them, will be representative of multidisciplinary professional groups and whānau as well as geographical spread across the motu.

Ngā Mematanga | Membership

Suggestions for strategic leadership within the Reference Group may include some of the following:

- Partnership with Te Aka Whai Ora
- Māori and Pacific leadership

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- Paediatric Endocrinologist(s) - Mātanga Rata Mate Huka
- Paediatrician(s) with expertise and interest in the treatment of taitamariki with diabetes – Rata Tamariki Mate Huka
- Nurse Practitioner(s) – Mātanga Tapuhi
- Specialist registered nurse(s) – Tapuhi Mate Huka
- Dietitian(s) – Mātanga Mātai Kai
- Whānau of taitamariki living with diabetes
- Psychologist(s) – Kaimātai Hauora Hinengaro
- Scientist(s)
- Pharmacist specialist
- Māori and Pacific health providers
- As required additional specialists can be invited for discrete pieces of work

Appointment process and length of term

Appointment to membership of the Reference Group will be approved by the Diabetes CN Chair. At every face-to-face hui, the make-up of the Reference Group and term of the members will be reviewed.

Extended Membership Group

The aim of this extended group will be to provide additional support to the activities and projects outlined in the network's workplan and will be open to those with interest and expertise in diabetes management for taitamariki in Aotearoa. Ideally there will be representation across all Te Whatu Ora Districts and centres where there is clinical management of taitamariki with diabetes.

Kawenga | Roles and Responsibilities

The CN's Reference Group Chair will be responsible for:

- providing clinical leadership, advice, information and direction for taitamariki 'networked' services
- working with the CN to develop and maintain an annual work plan
- ensuring formal communication/information processes are developed and implemented to enable timely and consistent sharing of information with all relevant organisations
- managing meeting processes and ensuring a high level of documentation to support outcomes
- acting as spokesperson for the CN
- develop and support cross-organisation networks by:
 - developing and retaining active relationships with national groups
 - retaining professional relationships with Australia and/or other international groups

Reference Group members will be responsible for:

- attending and contributing to scheduled video conference calls and face-to-face meetings
- providing national leadership and direction
- activity contributing to the agreed deliverables in the work plan and providing updates on achievements and/or work in progress to the MoH via the quarterly reporting process
- contributing to resource development(s) for the [NZCYCN website](#)
- reporting back to other Reference Group members on their areas of expertise
- responding to requests for information and advice from other members of the CN

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- actively participating in the CN processes including the receipt, review and communication of information, as and when it becomes available
- not disclosing any confidential information, meeting content or making media statements without the prior approval of the Reference Group and Chair
- development of a Strategic Plan that is informed by relevant MoH documents.

The NZCYCN Management Team will provide support to the CN including:

- the provision of a CN Facilitator to provide additional, expert support, to the CN
- providing administrative support to CN meetings through distribution of the agenda and recording of the minutes
- oversight of business rules and financial matters
- coordination and support for the development of the annual work plan
- coordination and support for agreed communication/information processes
- coordination across Networks to support opportunities from cross facilitation, integration and sharing knowledge
- project management of specific projects as per agreed CN annual work plan

Whakawhitiwhitinga Kōrero | Communications

The Reference Group's communication process and meeting schedule is as follows:

- the majority of contact within the group will be via e-mail
- members will review requests in a timely manner, (typically 10 working days)
- meetings will be held approximately 2 monthly by Zoom and once face-to-face. These meetings will be supported by the Management Team.
- Draft minutes will be circulated no later than a fortnight following the meeting date
- A quorum for a formal meeting will require 50% of Reference Group members + 1
- The CN will contribute articles to the NZCYCN's publication CNet as relevant
- The CN will provide resources and information on the [NZCYCN website](#) and follow the agreed process for the submission of this material
- The CN will provide support for the updating of parent information on the [KidsHealth website](#)
- The CN will communicate with stakeholders and interested parties on a quarterly basis

Pūrongo | Reporting and Accountability

- The Group is accountable to Te Kāhui Mātai Arotamariki o Aotearoa through the NZCYCN Governance Group who then provide an annual report to Te Whatu Ora
- Quarterly reporting will be by approved by the Chair
- Quarterly reports will be forwarded to the Clinical Network Support Manager by the 7th of April/July/October and January Review

Arotake | Review

These Terms of Reference will be reviewed by the Reference Group every two years.