

SCHEDULE A

The Services

Position title:	Medical and Health Lead
PNZ representative to whom the Contractor will report to:	PNZ Head of Games and Sport Delivery Milano Cortina 2026 – Deputy Chef de Mission
Internal relationships:	New Zealand Paralympic Team (NZPT) Leadership Team: athletes; coaches; support staff PNZ CEO and staff
External relationships:	Milano Cortina 2026 Organising Committee Milano Cortina 2026 Staff and Volunteers NZOC Health Team Lead IPC Staff Sport Integrity Commission Service Providers

KEY RESPONSIBILITIES

1. Pre-Games

- Liaison with the Milano Cortina 2026 Organising Committee to ensure the healthcare needs of the New Zealand Paralympic Games team are adequately addressed.
- Establish and document a clear approach to the delivery of healthcare support across the New Zealand Paralympic Team in preparation for and during the Paralympic Winter Games.
- In collaboration with the PNZ Head of Games and Sport Delivery ensure medical consumables and equipment are sourced and available for the Paralympic Winter Games.
- Ensure the education of Paralympic Winter Games team members on required health information and health requirements (eg. Health checks; vaccination status) prior to the Milano Cortina 2026 Paralympic Winter Games.
- In collaboration with Sport Integrity Commission and other agencies as required, ensure the NZPT is compliant with all anti-doping requirements, including the use of TUEs and testing.
- Ensure the completion and clinical review of pre-Paralympic Winter Games health evaluations on all team members (Para athletes and support staff) prior to the Paralympic Winter Games, including the appropriate preparation for managing, and communication of specific health conditions where indicated.
- Liaise closely with the HPSNZ Director of Performance Health, the NZOC Medical Lead, and respective NSO Medical Director to ensure the efficient and best practice management for the health needs of the NZPT members both in advance and during the Paralympic Winter Games.
- In the event of identified athletes having no identified sport-specific medical support, act in a coordination role to facilitate the optimal support of Para athlete's ongoing clinical needs where required.

2. Games Time

- Lead the NZPT Health team at the Milano Cortina 2026 Paralympic Winter Games.
- Establish an appropriate space and flow to facilitate optimal healthcare of team members.
- By example and leadership, facilitate best practice in the diagnosis and management of injury and illness in the Paralympic Winter Games environment.
- Ensure the timely and effective planning, management and coordination of all healthcare services to NZPT Para athletes and support staff at the Milano Cortina 2026 Paralympic Winter Games. This includes accredited and non-accredited members of the team who may reside outside of the athlete village.
- Be responsible for the athlete village healthcare facility and management of the setup and pack down of the facilities, detailed stock lists for freighting, and staffing rosters.
- In collaboration with the PNZ Head of Games and Sport Delivery ensure the team has appropriate access to team healthcare resources and supplies in the lead-up to and during the Milano Cortina 2026 Paralympic Winter Games.

- Ensure the maintenance of accurate medical records of all athletes and support staff at the Milano Cortina 2026 Paralympic Winter Games.
- Work closely with PNZ Leadership to ensure the appropriate communication of relevant clinical or health-related organisational matters. Specifically, communicate with the Chef de Mission on injury or medical issues that are likely to affect Para athlete or support staff performances at the Milano Cortina 2026 Paralympic Winter Games.
- Provide world leading clinical support to NZPT Para athletes, coaches and support staff with a focus on wellbeing, training and competition.
- As required, requested and agreed by the Chef de Mission assist with other operational team duties.
- In collaboration with PNZ leadership, ensure a process is established to mitigate and manage the requirements regarding the COVID-19 (or other infectious considerations) during the Paralympic Winter Games.

3. Post Games

- Provide a comprehensive written report to the PNZ Head of Games and Sport Delivery after the Milano Cortina 2026 Paralympic Winter Games detailing healthcare delivery. The report should specifically document the processes and outcomes to support future delivery plans.
- Participate in a full debrief of the Milano Cortina 2026 Paralympic Winter Games which will be conducted by an independent reviewer

4. Communications

- Ensure all communication of appropriate and relevant information is shared within the NZPT.
- Establish strong working relationships with all NZ team members, athletes, coaches and wider support team
- Liaise with NZPT staff in a timely manner

ROLES & RESPONSIBILITIES TIMELINE

May 2025 – February 2026

- Coordination support for identified Para athletes – meet with Para athletes in person (where possible)
- Development of operational plans and preparation for broader health team recruitment
- Games leadership meetings –held monthly
- Para sport meetings when required
- Sport Forum (1 day)
- Medical webinars to team
- Health, Safety & Wellbeing documentation preparation
- Consumable and stock management
- Preparation for Games time environment including HSW approaches and operations

Time Allocation: 2-3 hours per week up to the Paralympic Winter Games

Games period and post

- Games time delivery – full Position Description as shown above
- Follow up on clinical issues from Games
- Report Preparation

Time Allocation: Full time, if attendance required at the Paralympic Winter Games