Position Description

Position Details:

Title: Psychotherapy Coordinator (0.2FTE)

Department: Auckland Regional Psychiatric Registrar Training Programme

Location: Greenlane Clinical Centre

Reports to: Director(s) of Training (Auckland Regional Psychiatric Registrar Training Programme)

Professionally Accountable To: Operations Manager (Auckland Regional Psychiatric Registrar Training Programme)

Purpose of Position:

• To take all necessary steps to assist psychiatry registrars in obtaining supervision and appropriate clients for psychotherapy cases and to complete their PWC.
• To support registrars undertaking psychotherapy training within the Auckland Regional Psychiatric Registrar Training Programme so as to complete RANZCP training and the PWC without delays.

Key Accountabilities:

Teaching, Supervision and Leadership Responsibilities

• To advise, consult, liaise and educate registrars, consultants and others about psychotherapies available within the region. e.g. teaching about the PWC in the Academic Programme, workshops for PWC supervisors, information for registrars about locating suitable patients.

• To provide professional leadership in the delivery of psychotherapy training within the Auckland Regional Psychiatric Registrar Training Programme.

• To recruit, train and orientate new PWC supervisors to ensure the programme has sufficient supervisors such that registrar progress is not delayed.

• To link psychiatric registrars with appropriate psychotherapy supervisors for the PWC, to orientate registrars regarding the commencement of therapy, and to explain, where necessary, systems of reimbursement for private practice-based supervisors.

• To provide avenues of peer review and support for supervisors providing psychotherapy supervision (e.g. consultants, clinical psychologists or psychotherapists, either for the PWC
or for CBT and other short cases).

- To assist in the initial triage of clients referred for psychodynamic psychotherapy with registrars, and to circulate de-identified referrals to appropriate groups of registrars.
- To provide supervision for a small number of registrars in the programme for the PWC.
- To read and give feedback on draft registrar PWCs (both those directly supervised and those supervised by others) and to train and orientate a small number of other experienced PWC supervisors in the standards, so as to assist with this task.
- To maintain in-depth and current knowledge of RANZCP regulations, requirements and standards for all aspects of Psychotherapy Training in the programme.
- To practise in a manner consistent with established ethical and clinical practice standards as provided by the Medical Council of New Zealand, the Royal Australian & New Zealand College of Psychiatrists and other professional bodies.

**Consultation & Liaison**

- To attend and actively participate in regular Vocational Training Committee (VTC) meetings for the purposes of developing and maintaining all aspects of psychotherapy training within the programme.
- To liaise with the RANZCP regarding the standards and requirements for all aspects of psychotherapy training, the PWC, Psychotherapy EPAs and other short cases, in the programme.
- To consult and liaise with clinicians referring potential clients.

**Administration & Planning**

- To participate in the development and ongoing planning for psychotherapy training in the Auckland Regional Psychiatric Registrar Training Programme.
- To provide the VTC at least annual analyses of numbers of trainees engaged in various stages of the PWC, numbers of supervisors – total and in public vs private practice, etc.
- Participate as requested by the VTC Chair in evaluating the training programme
- Provide information to NRA as requested by the VTC Chair to support the maintenance of a database or databases for trainees, supervisors and run rotations

| Authorities: (as per delegated authority policy) | None |
| Direct Reports (if applicable): | Budget Accountability (if applicable): |
| None | None |

<p>| Relationships: | Vocational Training Committee Operations Manager | Vocational Training Committee |
| External | Internal |
| RANZCP | |
| NZTC | |</p>
<table>
<thead>
<tr>
<th>Health Workforce NZ</th>
<th>Registrars in the training programme</th>
<th>Others as appropriate to role.</th>
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<tbody>
<tr>
<td>University of Auckland</td>
<td>The Director(s) of Training DHB-based Training Facilitators The Academic Programme Director Consultant Psychiatrists, Psychologists and Psychotherapists accredited to supervise the Psychotherapy Written Case (PWC) and supervising short cases in the programme Community, Inpatient and Psychiatric Liaison Mental Health teams Professional Advisers</td>
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**PERSON SPECIFICATION**
(Use the Guide as below to fill in the grid)

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<th>Essential</th>
<th>Desirable</th>
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<tr>
<td><strong>Education/Achievements</strong></td>
<td>• Registered Consultant Psychiatrist with a current Practicing Certificate</td>
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<td>• Accredited or accreditable as a Psychotherapy Written Case (PWC) supervisor in the Auckland Regional Psychiatric Registrar Training Programme</td>
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<td><strong>Experience</strong></td>
<td>• A current or recent practitioner of psychodynamic psychotherapy</td>
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<td>• Has had at least two years of supervision in this type of therapy themselves</td>
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<td>• Participates in further professional development in psychodynamic psychotherapy, such as a psychotherapy-oriented peer group, self-guided learning through a professional development plan, completion of a training program (e.g. Certificate of Advanced Training in Psychotherapies) or equivalent.</td>
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**Competency**
| **Clinical Knowledge/Ability** | • Skills and experience in the assessment and treatment of clients with psychiatric disorders.  
• Good knowledge of RANZCP regulations, requirements and standards for all aspects of psychotherapy training in the programme, particularly the PWC.  
• Familiarity with service issues within regional Mental Health Services.  
• Familiarity with Tiriti O Waitangi and the guidelines for cultural assessment. |
| **Communication/Interpersonal Skills.** | • Excellent interpersonal and communication skills and the ability to build positive networks  
• High ethical standards and a good understanding of boundary issues. |
| **Flexibility** | • Ability to adapt and work effectively within a variety of situations, and with various individuals or groups. |
| **Planning and Monitoring** | • Develops action plans to accomplish goals, establishes timeframes and allocates resources.  
• Identifies and removes barriers.  
• Monitors progress and addresses problems to achieve outcomes. |
| **Organising** | • Leadership and organisational skills  
• Administrative skills so as to organise, monitor, and keep records of trainees completing psychotherapy requirements and the PWC. |
| **Self Management** | • Sets high standards and strives to achieve stretching goals  
• Displays drive and energy and persists in overcoming obstacles.  
• Copes with stress, is resilient to change and understands personal limitations.  
• Is proactive and displays initiative. |
Working for Auckland DHB – Expectations of Employees

Citizenship
All employees are expected to contribute to the innovation and improvement of Auckland District Health Board as an organisation. This means:

- Using resources responsibly
- Modelling Auckland DHB values in all interactions
- Maintaining standards of ethical behaviour and practice
- Meeting Auckland DHB’s performance standards
- Participating in organisation development and performance improvement initiatives
- Helping to develop and maintain Maori capability in Auckland DHB, including developing our understanding of the Treaty of Waitangi and ways in which it applies in our work
- Raising and addressing issues of concern promptly

The Employer and Employee Relationship
We have a shared responsibility for maintaining good employer/employee relationships. This means:

- Acting to ensure a safe and healthy working environment at all times
- Focusing our best efforts on achieving Auckland DHB’s objectives

A performance agreement will be reached between the employee and their direct manager and/or professional leader containing specific expectations.

Consumer/Customer/Stakeholder Commitment
All employees are responsible for striving to continuously improve service quality and performance. This means:

- Taking the initiative to meet the needs of the consumer/customer/stakeholder
- Addressing our obligations under the Treaty of Waitangi
- Involving the consumer/customer/stakeholder in defining expectations around the nature of the services to be delivered and the timeframe
- Keeping the consumer/stakeholder informed of progress
- Following through on actions and queries
- Following up with the consumer/customer/stakeholder on their satisfaction with the services

Professional Development
As the business of Auckland DHB develops, the responsibilities and functions of positions may change. All staff are expected to contribute and adapt to change by:

- Undertaking professional development
- Applying skills to a number of long and short term projects across different parts of the organisation
- Undertaking such development opportunities as Auckland DHB may reasonably require