

C O U N T I E S
M A N U K A U
H E A L T H



POSITION DESCRIPTION

Mental Health & Addictions Psychiatrist

This position is not considered a children's worker under the Vulnerable Children Act 2014

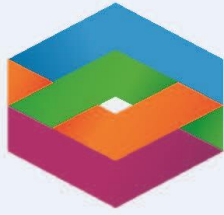
Position Holder's Name:

Position Holder's Signature:

Manager/Supervisor's Name:

Manager/Supervisor's Signature:

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Counties Manukau Health			



Healthy Together

Our Strategic Goal

We care about achieving health equity for our community.

Together, the Counties Manukau health system will work with others to achieve equity in key health indicators for Maaori, Pacific and communities with health disparities by 2020.

We will measure the impact we have on healthy life years every year. This is our commitment to act and be deliberate in our choices and priorities.

This means that people will live longer healthier lives in the community.

Our Shared Values

Kind

Care for other people's wellbeing.

Excellent

Safe, professional, always improving.

Valuing everyone

Make everyone feel welcome and valued.

Together

Include everyone as part of the team.



COUNTIES
MANUKAU
HEALTH

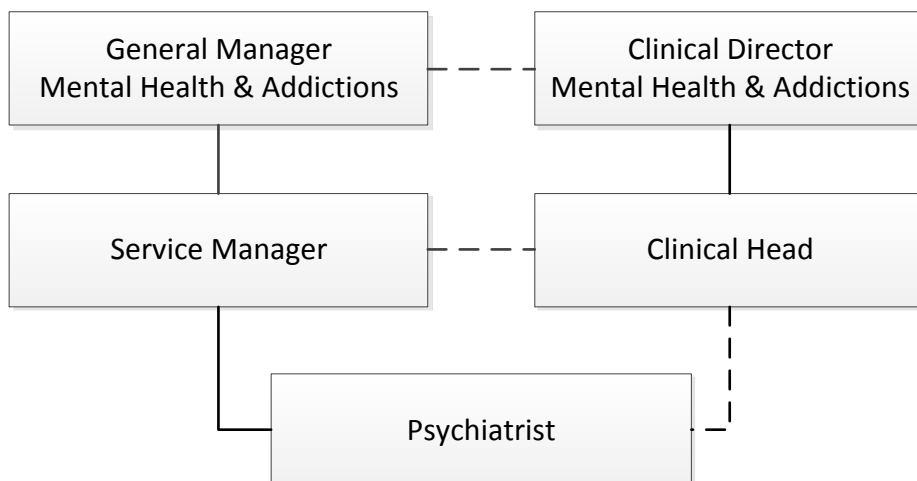
PURPOSE OF THE POSITION

This position is responsible for providing effective clinical leadership within a designated mental health service, ensuring it is safe, evidence based and customer focussed. They will also provide expert opinion to the wider community on a range of mental health issues and work in collaboration with General Practitioners and other health professionals to best meet the mental health and emotional needs of service users, within the secondary and primary care/ locality environments.

The position holder will work in partnership with the service user, their family/whaanau and other members of the multi-disciplinary team to achieve best care utilising a range of therapies including psychotherapy, psychotropic medication, social strategies and other interventions. Utilising a person centred approach, they will undertake comprehensive psychiatric assessments to arrive at an accurate diagnosis, formulation and treatment plan that considers the interaction between physical and mental illness and the unique needs and attributes of the individual service user. Attention will be paid to physical health issues of mental health and addiction service users recognising the high prevalence of significant health issues and the related premature mortality experienced by service users. They will also ensure that the service users' family/ whaanau/ carer are actively involved and that their approach considers the array of social and cultural factors that impact on the individual.

The person in this position is required to work in close collaboration with the Team Manager for the relevant Mental Health service and with the other psychiatrists based with that service. This working relationship is in alignment with the principles of Clinical Governance and is designed to demonstrate the integration of clinical and management leadership in order to achieve the service aims. There is a requirement to uphold and demonstrate the Counties Manukau Health Strategic Goal and Shared Values.

PLACE IN THE ORGANISATION



NATURE AND SCOPE OF RESPONSIBILITIES

Key Accountabilities	Standards / Achievements
<p>Clinical Responsibilities: <i>To provide high quality assessment and treatment services within a multidisciplinary team that are culturally appropriate and in accordance with professional standards and ethics and organisational policy and procedures</i></p>	<ul style="list-style-type: none"> • Undertakes clinical responsibilities and conducts themselves in all matters relating to their employment, in accordance with best practice and relevant ethical and professional standards and guidelines as determined from time to time by: <ul style="list-style-type: none"> ▪ The New Zealand Medical Council; ▪ The Royal Australian and New Zealand College of Psychiatrists; ▪ The policies, protocols and guidelines of Counties Manukau Health; ▪ The Health and Disability Commission; ▪ The New Zealand Medical Association. • Provide high quality assessment, formulation and management for service users seen in clinical practice. • Comprehensive assessments, treatment goals, psychiatric formulations, diagnoses, ongoing measures and progress notes are clearly documented within the clinical record system. • Effective management of risk. • Works from a collaborative model with service user and informed consent is evident. • Communication with relevant parties (including service user, General Practitioners, other referrers, other caregivers, family/whaanau, other health professionals and relevant other parties involved or potentially involved in the care of the service user). • Encourages involvement of family/whaanau in the care of the service user. • Progress is evaluated against agreed treatment goals, and clinical notes, care plans and other relevant documents are updated. • Appropriate use of and compliance with statutory requirements of legislation relevant to delivery of health care (with particular attention to Mental Health Act, Privacy Act, Protection of Personal and Property Rights Act, Criminal Justice Act, Crimes Act, Bill of Rights Act, Code of Health and Disability Consumer's Rights).

Key Accountabilities	Standards / Achievements
	<ul style="list-style-type: none"> • Provide appropriate medical reports to the courts, coroner, Police, Ministry of Transport, LTSA and lawyers as required by law in keeping with the principles of the Privacy Act. • To undertake consult liaison activities with other parts of the health/social sector. • Responsible for attending designated clinical meetings at the appointed times and for using resources within agreed protocols and guidelines (where they exist). These activities may be required to occur within a variety of identified sites within the relevant locality. These may change from time to time as directed by the Clinical Head/ Clinical Director (as appropriate). The activities associated with these responsibilities include: <ul style="list-style-type: none"> ▪ Service user contact time; ▪ Contact with families/whaanau/ carers; ▪ Active liaison with other medical or clinical staff, agencies or organisations involved in the delivery of care to service users; ▪ Clinical documentation time; ▪ To be accessible by and available for service users in accordance with the principles of good clinical management; ▪ Availability for urgent consultations and management of a flexible/ responsive diary; ▪ Consultation with other specialists; ▪ Supervising the practice of other health professionals; ▪ Clinical administration time.
<p>Co-ordination and leadership of clinical activity, including Service Development</p>	<ul style="list-style-type: none"> • Advises Team/ Service Manager of appropriate clinical workload and staffing to ensure: <ul style="list-style-type: none"> ▪ Safe, quality clinical practice occurs; ▪ Teaching and clinical audit activities occur; ▪ Other contractual and/or professional obligations are fulfilled. • Ensures effective communication with other services to advise if service provision is compromised.

Key Accountabilities	Standards / Achievements
	<ul style="list-style-type: none"> • To effectively function as part of a multidisciplinary team in the assessment and management of service users referred to the clinical service. • To attend and actively participate in agreed/ relevant leadership meetings (i.e. Clinical Governance). • To work with other members of the multidisciplinary team in the resolution of identified problems or issues creating an impediment to quality clinical practice or team function. • To participate in identified activities related to health and social service integration – working in partnership to design and deliver services within the locality environment. • To contribute to cover for colleagues leave or absence, in a manner that is fair and equitable. • To participate and contribute in the development and implementation of strategic and service planning for Mental Health and Addictions, and to provide clinical direction in planning for these services.
<p>Supervision and Teaching – <i>Clinical Supervision is defined in the broadest sense as general oversight of clinical activities which may include direct supervision.</i></p>	<ul style="list-style-type: none"> • To provide supervision or oversight or mentoring for colleagues where appropriate. • To be available for members of the multidisciplinary team in the management of more complex clinical, legal or social issues and to offer leadership in his situation as requested. • To undertake associated activities which may include, but not limited to: <ul style="list-style-type: none"> ▪ Oversight of clinical activities; ▪ Direct supervision of clinical care; ▪ Participation in case review and referral meetings; ▪ Availability for consultation with other staff (including primary care); ▪ Allocation and review of referrals; ▪ Consulting with other specialists; ▪ Supervision of follow-up programs.

Key Accountabilities	Standards / Achievements
	<ul style="list-style-type: none"> • Where delegated by the Clinical Head/ Clinical Director, the psychiatrist will be accountable for clinical decision relating to treatment programs, oversight and review of clinical activities, effective liaison with other treatment staff, use of resources within agreed protocols and guidelines decision concerning discharge/ transfer ensuring that an appropriate after-care program is in place and regular review of any treatment program including medication. • The psychiatrist has responsibility to exercise discretion to report cases/ incidents which, in the psychiatrist's opinion, may warrant the attention of the Clinical Head/ Clinical Director. • Supervision of Trainees (Registrars) in Psychiatry in accord with standards of the Royal Australian and New Zealand College of Psychiatrists. Attendance at supervisor's workshops may be required. • There may be input to the supervision and training of students from other professional disciplines, or with other agencies, as negotiated individually from time to time. • There will be a contribution to the general and on-going professional development of all clinical staff within service based activities. • The psychiatrist will be expected to participate in receiving supervision in an appropriate forum to be agreed with the Clinical Director. This may include team based processes, Peer Review or other individual or group activity.
<p>Human Resource Management</p>	<ul style="list-style-type: none"> • Works with the Clinical Head in ensuring Medical Officers Special Scale are competent, motivated and well trained by agreeing accountabilities and standards of performance and regularly providing feedback, taking corrective action as appropriate and acknowledging good performance. • Assisting with the identification and provision of professional development opportunities for staff within the service which are relevant to role and scope of practice.

Key Accountabilities	Standards / Achievements
	<ul style="list-style-type: none"> To work collaboratively with the SMOs in their work area to facilitate cover arrangements for any leave requests, ensuring that service needs are met and policies are followed.
Professional Development, including Audit	<ul style="list-style-type: none"> The psychiatrist will attend to his/ her own professional development through on-going participation in activities to maintain and enhance standards of practice (including peer review, attendance at CME meetings, academic activities, and individual review and appraisal of evidence in regard to service provision and service user care) and will seek reimbursement where applicable in an accurate and timely manner using the approved documentation. Attendance at particular activities supported by the organisation will be in accord with service direction and requirements and will be agreed with the Clinical Director and Service Manager. Undergo credentialing by the CMH Credentialing Committee in order to confirm their scope of practice. This needs to be completed before an appointment occurs, and then part of the Annual Professional Appraisal process. Audit time is made available to the psychiatrist on a regular basis. Audit activity will be undertaken on areas of service delivery or professional practice agreed by the psychiatrist and his/ her Clinical Head, to contribute to the development of practice of the psychiatrist and the quality of service provided by the organisation.
Routine Duties – Clinical/ Non Clinical	<ul style="list-style-type: none"> The psychiatrist will perform clinical/ non clinical duties as outlined in their workbook. Other activities may be negotiated and jointly agreed with the Clinical Director and Service Manager, from time to time. This may include time for research, clinical audit, or particular areas of clinical activity.
After Hours Roster	<ul style="list-style-type: none"> The Psychiatrist is required to participate in the relevant after hours on call roster.

Key Accountabilities	Standards / Achievements
<p>Cultural Safety & Diversity</p> <p>Working knowledge of the Mental Health and Addictions Cultural Capability Plan</p> <p>Commitment to the principles of Treaty of Waitangi</p> <p>Honouring Cultural Diversity</p>	<ul style="list-style-type: none"> • Application of cultural competencies within the HPCA Act 2003 evidenced in annual Performance Development Review and Professional Development. • Recognise Maaori as tangata whenua. • Understand the importance of equal opportunity to healthcare access and outcomes from that service. This may require differing levels and types of service provision. • Respect, sensitivity, cultural awareness is evident in interpersonal relationships. • Our cultural differences are acknowledged by respecting spiritual beliefs, cultural practices and lifestyle choices.
<p>Utilise Information Technology</p>	<ul style="list-style-type: none"> • Demonstrate ability to access and use available clinical information systems. • Is conversant with applications required for specific discipline/role. For example, i.PM, Concerto, Outlook, etc. • Maintains own professional development by attending relevant IT educational programmes.

COMMUNICATION AND INTERPERSONAL SKILLS

Will be required to interact on a regular basis with a range of Counties Manukau Health staff members including:

- Clinical Director – Mental Health and Addictions
- General Manager – Mental Health and Addictions
- Mental Health Clinical Heads
- Other SMOs
- Junior Medical Staff
- Service Managers – Mental Health Services
- Clinical Nurse Director – Mental Health Services
- DAMHS
- Team Managers
- Clinical Quality and Risk Manager and Quality Co-ordinator
- Mental Health Professional Leaders
- Clinical and non-clinical members of the multidisciplinary teams
- Various advisory and support staff

Externally there will be contact with:

- Primary Care staff
- Locality Leadership groups
- Medical Council of New Zealand
- Other Statutory Authorities
- Vocational Training Committees
- Community and Legislative bodies
- Royal College of Physicians
- HDC
- ACC
- MOH

Situations may often call for tact, diplomacy and will require information to be handled in a discreet and sensitive manner.

In conflict situations the Psychiatrist will be required to exercise sound judgement, negotiation and persuasiveness skills, toward facilitating a workable outcome.

PROBLEM COMPLEXITY

The Psychiatrist will be regularly challenged by a wide range of issues and competing demands. There will be a requirement to be able to prioritise issues and negotiate time frames, while still providing a quality customer service.

The range of problems will be diverse and require solutions customised to meet the circumstances of the service user. Therefore opportunities will arise to provide innovative options to the service user based on proven outcomes.

There will be demands to meet deadlines, maintain accuracy and quality of information. Failure to do so could impact on the organisation in terms of service delivery and patient safety.

The Psychiatrist will refer to the Clinical Head or Clinical Director, Mental Health and Addiction Services, for advice or second opinion.

SCOPE FOR ACTION

The Psychiatrist, in partnership with their team/ unit Manager, are empowered to make decisions or recommendations relating to their designated team and is encouraged to use initiative and problem solving skills to develop innovative approaches to issues.

Discretion is required to be exercised in releasing confidential information to the appropriate parties.

This position description is not exhaustive and the incumbent may be requested to perform any reasonable task within the scope of the position as requested by the Service Manager /or Clinical Head/ Clinical Director. This position description will be reviewed from time to time in consultation with the incumbent.

DIMENSION OF THE POSITION

Will be responsible to the Clinical Director, Mental Health and Addictions Services and General Manager, Mental Health and Addictions Services for the achievement of agreed objectives and operates within the confines of Counties Manukau Health.

POSITIONS REPORTING IN THIS ROLE

Directly : Nil

Indirectly : Multidisciplinary teams and administrative staff

PERSON SPECIFICATIONS

	Minimum	Preferred
Qualification	<ul style="list-style-type: none"> • Vocational registration with the MCNZ as a Psychiatrist in General Psychiatry or subspecialty • Current annual practising certificate • A full NZ Driver's Licence with no limitations • Current Medical Indemnity Insurance 	<ul style="list-style-type: none"> • Fellow of the Royal Australian and New Zealand College of Psychiatry
Experience	<ul style="list-style-type: none"> • Expert Clinical experience as a psychiatric trainee or psychiatrist 	<ul style="list-style-type: none"> • Previous experience in the New Zealand Mental Health system
Skills/Knowledge/Behaviour	<ul style="list-style-type: none"> • Demonstrated knowledge and expertise related to speciality • Is able to provide professional advice to team members in relation to clinical/operational skills and practice • Is able to overview the clinical/operational practice of team members to ensure service users'/organisation's needs are addressed • Displays respect and regard for people and focuses on staff involvement and empowerment • Is skilled at leading discussions and providing clear direction • Recognise the importance of developing all team members • Highly developed communication, listening and conflict resolution skill • Understands and effectively uses team dynamics and varying operating styles to build team processes and strengths • Demonstrated commitment to being responsive and accessible to staff • Understands the complexity of the multi-disciplinary environment and particularly the importance of effective clinical leadership and the SMO – Manager relationship 	<ul style="list-style-type: none"> • Research and training skills • Demonstrated leadership skills • Demonstrated cultural competence in working with Maori and Pacific populations • Skills in leading and managing service provision

	Minimum	Preferred
Personal Qualities	<ul style="list-style-type: none"> • Has strong interpersonal skills • Committed to own personal development • Is able to inspire and motivate other to commit to and work towards the organisational/service goals • Problem solver • Integrity 	<ul style="list-style-type: none"> • Behaviours demonstrate confidence in people and belief in their skills

HEALTH AND SAFETY ACCOUNTABILITIES (Management roles)

Health and Safety (H&S) is a key accountability of all Counties Manukau Health (CM Health) staff.

All CM Health Managers are responsible to:

Zero harm

- Engage in safe workplace practices and manage the health and safety of your employees and other people in the workplace.
 - Engage in safe work practices.
 - Ensure all Incidents involving staff are reported, investigated and any corrective actions are completed and closed off when completed in the Incident reporting system in line with CM Health Policies and Procedures.
 - Ensure all corrective activities are completed and controls are reviewed after incidents.
 - Ensure all staff are Inducted/Oriented to the division/service/work area and recorded in the OneStaff database and participate in Occupational Health and Safety matters.
-

Risk management

- Manage all hazards, risks and incidents in the workplace by identifying, evaluating, reporting and controlling them effectively by maintaining a Hazard and Risk Register that is reviewed and kept up to date on an ongoing basis.
 - Stop work where there is an immediate risk of serious harm and escalate to the appropriate manager.
 - Maintain Occupational Health of employees due to workplace hazardous exposures.
-

Safety Management System Requirements

- Ensure you and the employees understand and follow CM Health's Occupational Health and Safety policies and Health and Safety regulations, what your responsibilities are under the policies and implement these requirements effectively into your work area.
 - Manage the work area's risk profile and how these relate to the corporate risk profile and implement and resource mitigation controls.
 - Engage your employees to participate in Occupational Health and Safety matter.
-

Work safely

- Report for duty in a fit state, free from the influence of alcohol or other drugs.
 - Provide and wear the necessary Personal Protective Equipment for yourself and your staff when undertaking specific activities, or when in nominated areas.
 - Ensure procedures are in place for clinical and plant equipment to be operated safely.
 - Participate in relevant safety training, manage and maintain safety related competencies for yourself and your employees.
 - Be in possession of required and current Certificates of Competency (If relevant to your position).
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HEALTH AND SAFETY ACCOUNTABILITIES (non-management roles)

Health and Safety (H&S) is a key accountability of all Counties Manukau Health (CM Health) staff.

All CM Health Employees are responsible to:

Zero Harm

- Engage in safe workplace practices and take care of the health and safety of themselves, other employees and people in the workplace.

Risk Management

- Identify, evaluate and report all hazards and incidents they are aware of in the workplace.
- Adhere to apply risk controls, identified in risk assessments, such as 'Safe Operating Procedures'.
- Follow safety instructions.
- Stop work when there is an immediate risk of serious harm and notify the appropriate manager.
- Ensure nothing they do or don't do will cause harm to themselves or others.

Safety Management System Requirements

- Understand and follow CM Health's Occupational Health and Safety policies, Health and Safety regulations, and personal responsibilities as outlined by these policies.
- Follow all Occupational Health and Safety policies and procedures.

Work Safely

- Report for duty in a fit state, free from the influence of alcohol or other drugs.
 - Participate in consultation activities regarding matters affecting your health, safety and wellbeing.
 - Wear the required Personal Protective Equipment when undertaking specific activities or when in nominated areas.
 - Operate clinical or plant equipment safely.
 - Participate in relevant safety training, and maintain safety related competencies.
 - If relevant to your position, be in possession of required and current Certificates of Competency.
-