<table>
<thead>
<tr>
<th>Surname</th>
<th>First Name</th>
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<table>
<thead>
<tr>
<th>Position</th>
<th>1.0 FTE</th>
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<tbody>
<tr>
<td>Clinical Group</td>
<td>Mental Health Services Group, Waitemata District Health Board</td>
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<table>
<thead>
<tr>
<th>Title</th>
<th>Medical Officer, Community Alcohol and Drug Service</th>
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<tr>
<td>Reports to</td>
<td>CADS Service Clinical Director for Clinical Issues and CADS Manager for Operational Issues</td>
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### Functional Relationships with

**Internal**
- Clinical Director, Mental Health Services Group
- Service Clinical Director, Community Alcohol & Drug Services
- Lead Medical Officers, Community Alcohol & Drug Services
- Clinical Advisor, Community Alcohol & Drug Services
- Consumer Advisor, Community Alcohol & Drug Services
- All Community Alcohol & Drugs Services
- Service Clinical Directors, District Mental Health & Forensics
- All District Mental Health Services
- Isa Lei and Tupu Pacific Services
- MOKO and Te Atea Marino Maori Services
- Consumer Consultant, Mental Health Service Group

**External**
- Alcohol & Drug local and national forums
- National Centre for Treatment Development
- Local and Regional DHB Mental Health Services
- Local, regional and national mental health forums
- General Practitioners
- University of Auckland Medical School, Department of Psychiatry (undergraduate training)
- RANZCP (post graduate training)
- District Inspectors

**Date**
**Routine Activities**

Routine work requirements for a Medical Officer, Community Alcohol and Drug Service include the following:

**Clinical Duties**

To provide clinical assessment and interventions
- Best client outcomes where alcohol and drug use is reduced or stopped and clients are knowledgeable of safe use
- Participation in multi-disciplinary clinical decision-making.

Understands and demonstrates up to date knowledge of alcohol and drug use, particularly pharmacological interactions and the treatment of withdrawal
- Appropriate diagnosis and treatment
- Accurate assessment of client's needs
- Clients gain an understanding of their alcohol and drug use, and of treatment options.

To co-ordinate and provide optimal care within a biopsychosocial framework
- Appropriate application of multidisciplinary expertise within the team
- Improved and holistic outcomes for clients, resulting in sustainable change.

To establish partnership as the basis for a therapeutic relationship with clients
- Clients are assisted to achieve maximum control over their own health needs and access accurate and relevant health knowledge
- Relapse prevention strategies are promoted
- Clients and family are assisted in exercising their rights in relation to health care.

To apply best available evidence to meet needs; this will be from an integrated biopsychosocial framework
- Choices of actions for recovery are successfully imparted to client and family/support.

To maintain collaborative relationships with primary and tertiary care providers.
- Links with relevant other service providers are made when needs are identified
- Effective delivery of care; clear risk management and discharge planning
- Appropriate transfer of care and communication with providers in primary and tertiary care.

**Clinical Leadership**

To provide clinical leadership to the designated area’s multidisciplinary team, supporting colleagues and Clinical Team Leaders in best practice efforts
- Positively works in partnership with clinical teams
- Demonstrates flexibility in service delivery and in application of the Medical Officer resource within the CADS Services group
- Attends appropriate forums for overview of and colleague input to the team clinical service delivery
- Follows defined pathways for clinical decision-making.

To positively promote CADS Services to other primary, secondary and tertiary providers
- Positive feedback from other agencies.
Teaching and Supervision
To contribute to the provision of appropriate and regular clinical supervision of resident medical officers and medical trainees within the apprenticeship model
- Knowledge and skill enhancement for trainees
- Optimal management of clients with appropriate treatment interventions
- Promotion of professional leadership skills.

To provide a positive environment for training of medical students
- Positive feedback about experience of training from the Faculty of Medicine including the subjective experience of students

Teaching and supervision of other disciplines and co-workers within the service
- Knowledge and skill enhancement of colleagues of other disciplines and Community Alcohol and Drug workers.

Professional Development
To demonstrate commitment to ongoing professional development
- Regular attendance at peer review meetings
- Maintains vocational registration where appropriate
- Undertakes clinical supervision according to policy
- Appropriate use and application of CME resources.

Research
To advance professional expertise and knowledge by involvement in research activities
- Leadership or participation in research projects as requested by the Service Clinical Director.

Quality
To demonstrate commitment to quality activities and initiatives
- Actively contributes to risk identification and seeks improvements, contributing to clinical indicators, data capture, auditing of clinical practice, participation in pathways and associated documentation
- Identifies gap areas in documentation or Standard Operating Procedures and notifies the Service Clinical Director and Quality Manager.

To be responsible and accountable for all actions undertaken in the course of duties
- All documentation is legible, dated and signed with name and designation clearly written
- All documentation is in line with the New Zealand Health & Disability Standards 2008
- A therapeutic and physically safe environment is provided for clients, ensuring that confidentiality is maintained.

To recognize individual responsibility for workplace Health and Safety under Health and Safety Act 1992
- Waitemata District Health Board’s Health and Safety Policies are read and understood and relevant procedures applied to own work activities
- Workplace hazards are identified and reported including self-management of hazards where appropriate.
- The Health and Safety Representative for area can be identified
Working within organisational values and vision
To deliver services in accordance with Community Alcohol and Drug Services and the wider Mental Health Service Group philosophies, priorities and objectives
- Philosophies and values are known and supported
- Client rights and responsibilities are actively supported
- All conduct is ethical and within the bounds of professional confidentiality
- Safety standards are known and met.

To recognize the principles of the Treaty of Waitangi while acknowledging cultural and social difference of all groups
- Waitemata District Health Board’s commitment to biculturism is honoured
- An understanding of the Tiriti O Waitangi is demonstrated and applied in practice
- Cultural advice is sought
- Work co-operatively with culturally appropriate staff
  - Attend “Tuu Ngaatahi” Standing Together Workshop if required
Waitemata District Health Board’s Promise and Values

"best care for everyone"

This is our promise to the Waitemata community and the standard for how we work together. Regardless of whether you work directly with patients/clients, or you support the work of the organisation in other ways, each of us makes an essential contribution to ensuring Waitemata DHB delivers the best care for every single patient/client using our services.

"everyone matters"

Every single person matters, whether patients/clients, family members, or staff members.

"with compassion"

We see our work in health as a vocation and more than a job. We are aware of the suffering of those entrusted to our care. We are driven by a desire to relieve that suffering. This philosophy drives our caring approach and means we will strive to do everything we can to relieve suffering and promote wellness.

"connected"

We need to be connected with our community. We need to be connected within our organisation -- across disciplines and teams. This is to ensure care is seamless and integrated to achieve the best possible health outcomes for our patients/clients and their families.

"better, best, brilliant"

We seek continuous improvement in everything we do. We will become the national leader in health care delivery.

---

**Behavioural Competencies**

**Adheres to Waitemata District Health Boards 4 organisational Values of:**

**Everyone Matters**

**With Compassion**

**Connected**

**Better, Best, Brilliant.....**

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<thead>
<tr>
<th>Behavioural Competencies</th>
<th>Behaviour Demonstrated</th>
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<tr>
<td>Communicates and Works Co-operatively</td>
<td>• Actively looks for ways to collaborate with and assist others to improve the experience of the healthcare workforce, patients &amp; their families and the community &amp; Iwi.</td>
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<tr>
<td>Is Committed to Learning</td>
<td>• Proactively follows up development needs and learning opportunities for oneself and direct reports.</td>
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| Is Transparent | • Communicates openly and engages widely across the organisation.  
• Enacts agreed decisions with integrity. |
| Is Customer Focused | • Responds to peoples needs appropriately and with effective results  
• Identifies opportunities for innovation and improvement |
| Works in Partnership to Reduce Inequality in Outcomes | Works in a way that:  
• Demonstrates awareness of partnership obligations under the Treaty of Waitangi.  
• Shows sensitivity to cultural complexity in the workforce and patient population.  
• Ensures service provision that does not vary because of peoples’ personal characteristics. |
| Improves health | • Work practices show a concern for the promotion of health and well-being for self and others. |
| Prevents Harm | • Follows policies and guidelines designed to prevent harm.  
• Acts to ensure the safety of themselves and others |
<table>
<thead>
<tr>
<th>Clinical Activities</th>
<th>Non-Clinical Activities</th>
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<tbody>
<tr>
<td>Managerial/Leadership</td>
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<tr>
<td>Direct patient contact</td>
<td>Service planning/admin/meetings</td>
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<tr>
<td>Notes/reports on patients</td>
<td>Service interface</td>
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<tr>
<td>Communication with patients</td>
<td>Supervision – in Multi Disciplinary Team of all others outside of apprenticeship model</td>
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<tr>
<td>Contact with patients’ families</td>
<td>Personal supervision</td>
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<tr>
<td>Multi Disciplinary Team meeting – patient focus, handover Peer review re specific</td>
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<tr>
<td>patient/case conference</td>
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<tr>
<td>Reading re a specific patient – impacts on interventions in particular case</td>
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<tr>
<td>Obtaining files/results</td>
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<tr>
<td>Referrals and transfer of care matters</td>
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<tr>
<td>Assisting with clinical research studies</td>
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<tr>
<td>Quality Activities</td>
<td>Quality Activities</td>
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<tr>
<td>Supervision:</td>
<td>Quality processes:</td>
</tr>
<tr>
<td>• as apprenticeship model – RMO training</td>
<td>• Service audit</td>
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<tr>
<td>• provision of individual supervision (college / training requirements)</td>
<td>• Health services research studies</td>
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<td>• Audits, Quality Reviews and SIRPS</td>
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<td>• Recertification requirements (that is, MOPS)</td>
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<td>Professional Development and Activities</td>
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<tr>
<td>General work-related reading</td>
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<tr>
<td>Teaching</td>
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<tr>
<td>Journal club/grand rounds</td>
<td>(Community) health promotion activities</td>
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Unless specifically negotiated with your Service Clinical Director, all Non-Clinical duties, including reading and research, will be undertaken within the workplace.

VERIFICATION:

Employee:_____________________________________________________

Date:________________________________________________________

General Manager:_____________________________________________