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| **POSITION DESCRIPTION**  Burwood Hospital Psychology Department | logo300 |

September 2022

This Position Description is a guide and will vary from time to time and

between services and/or units to meet changing service needs

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| The Canterbury District Health Board is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies. | | | | |
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| Organisational Vision The CDHB’s vision is to improve the health and well being of the people living in Canterbury. Organisational Values  * Care & respect for others * Integrity in all we do * Responsibility for outcomes | | | | |
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| **POSITION TITLE:** | | | Clinical Psychologist (or post graduate equivalent)  Health Psychologist or Rehabilitation Psychologist | |
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| **REPORTS TO (Title):** | | | Clinical Manager, Burwood Psychology Department, Burwood Hospital, Older Persons Health & Rehabilitation. | |
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| **REPORTS ON A DAILY BASIS TO:** | | | Clinical Director and the Service Manager Pain Management Service, Burwood Hospital | |
| **PRINCIPAL OBJECTIVES** | | | | |
| To utilise professional knowledge and skills that contribute significantly to the clinical assessment, management and treatment of persons with chronic pain.  To assist with the evaluation management and treatment of distress and disability associated with chronic pain.  To contribute to the ongoing review and development of the Pain Management Centre’s activities and ensure Best Practise Outcomes for patients.  To provide support and cover for Psychologist colleagues in the Burwood Psychology Department, by negotiation, as required. | | | | |
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| **FUNCTIONAL RELATIONSHIPS:**  (Who are the customer/consumers/patients) | | | | |
| **INTERNALLY:** | | | | |
|  | As required with the Medical Director, Service Manager, interdisciplinary team members - Pain Management Centre, Allied Health Clinical Manager Clinical Psychology, Burwood Hospital, Older Persons Health & Rehabilitation, medical referrers, administrative staff – Pain Management Centre, other Canterbury District Health Board clinical staff. | | | |
| **EXTERNALLY:** | | | |
|  | | As required with patients/clients and their families, Mental Health Services, General Practitioners and Specialists, relevant professional organisations and community support groups. | |

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| **KEY PERFORMANCE OBJECTIVES:** | |
| Task | **The Psychologist is responsible for the psychological assessment of individuals with chronic pain and the development of management plans to ensure the delivery of appropriate health care to clients referred to the Pain Management Centre.** |
| Expected Result | 1. Evaluation and assessment will be completed for both Outpatients and In-patients with chronic pain who are referred to this service. 2. The development and implementation of clinical management plans for patients with chronic pain. 3. Provide identification of significant psychosocial and psychological stressors. This includes the reviewing of questionnaire responses and the presentation of these findings. 4. Timely completion of appropriate reports and findings based on evaluations. 5. Provide significant participation in Multi-disciplinary Pain Management Programmes, contribute to the patient’s education needs and the review of each programme’s progress. 6. Participate to the development, refinement and delivery of educational and therapy programs and media to groups and individuals. Delivery may be in vivo and/or remotely via electronic media. 7. Provision of individual therapy to assist with the development of individual coping strategies for managing chronic pain. 8. Ensure liaison with Mental Health Services, referrers, and other clinical staff on the ongoing management of patients. 9. Activity / workload statistics to be maintained in accordance with Canterbury District Health Board’s clinical casemix requirements. |
| Task | **The Psychologist is responsible for maintaining ongoing and effective communication with members of the interdisciplinary team at the Pain Management Centre.** |
| Expected Result | 1. To work in an effective interdisciplinary team approach. 2. The communication of information in a timely, relevant and effective manner. 3. Identification and engagement with psychosocial and psychological concerns in cooperation with other team members. 4. Availability for staff debriefing and support as required. |
| Task | **The Psychologist will contribute to the ongoing education of interdisciplinary team members regarding pain management, utilising techniques that are developed from psychology.** |
| Expected Result | 1. At service level presenting individual case studies, specific topics related to pain management and service development issues at department education sessions. |
|  | 1. Presenting outside of the service to other departments and service areas on the management of chronic pain. 2. Contingent upon their own levels of skill and experience, providing supervision for Psychology students and Interns who may be in their 4th, 5th, or 6th year of clinical training. 3. Provide ongoing informal education of team members regarding psychological issues in the management of patients with chronic pain. |
| Task | **The Psychologist will contribute to the ongoing review of activities of the service and contribute to the development of this service.** |
| Expected Result | 1. Ensure collection, storage and analysis of information that pertains to the service’s activities. 2. Implement audit processes to review the activities of the service. 3. Contribute to reports and presentations of review or research findings at regular intervals. 4. Contribute to innovations in the delivery of pain management services including evolving therapeutic modalities and the use of technology to amplify professional resources. |
| Task | **The Psychologist is responsible for maintaining ongoing and effective communication with the Medical Director, Service Manager and** **Allied Health Clinical Manager, Clinical Psychology, Burwood Hospital, Older Persons Health & Rehabilitation**. |
| Expected Result | 1. The Medical Director, Service Manager and The Clinical Manager Burwood Psychology department are kept informed of any issues relating to service delivery in the clinical area. |
| Task | **The Psychologist will ensure that the Canterbury District Health Board’s Occupational Safety & Health requirements are met.** |
| Expected Result | 1. Work in a safe and healthy manner to prevent harm to themselves or others. 2. Be pro-active in identifying and controlling hazards through staff meetings.      1. OSH accidents are reported directly to the Clinical Charge Nurse. |
| Task | **The Psychologist will undertake other duties as reasonably requested by the Clinical Manager Clinical Psychology, Burwood Hospital, Older Persons Health & Rehabilitation, Medical Director and/or Service Manager from time to time. A consultation process may be required to ensure that requests are appropriate and agreement shall be sought with both parties to ensure this.** |
| Expected Result | 1. To ensure that all duties required to be performed in the best interests of Canterbury District Health Board are done so in a competent and effective manner. |

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| **HEALTH & SAFETY:** |
| * Observe all Canterbury DHB safe work procedures and instructions * Ensure your own safety and that of others * Report any hazards or potential hazard immediately * Use all protective equipment and wear protective clothing provided * Make unsafe work situations safe or, if they cannot, inform your supervisor or manager * Co-operate with the monitoring of workplace hazards and employees health * Ensure that all accidents or incidents are promptly reported to your manager * Report early any pain or discomfort * Take an active role in the Canterbury DHB’s rehabilitation plan, to ensure an early and durable return to work * Seek advice from your manager if you are unsure of any work practice |

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| **QUALITY:** |
| Every staff member within CDHB is responsible for ensuring a quality service is provided in there area of expertise. All staff are to be involved in quality activities and should identify areas of improvement. All staff are to be familiar with and apply the appropriate organisational and divisional policies and procedures. |

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| **QUALIFICATIONS & EXPERIENCE:** |
| **The Psychologist must:**  - Hold a practicing certificate from the New Zealand Psychologists Board registering them to practice under the Health Practitioners Competence Assurance Act 2003.   * Have a minimum of a Masters Degree in Psychology with a Diploma of Clinical Psychology, or equivalent qualification. * Possess time management and organisation skills and an ability to prioritise work and work under pressure. * Possess excellent written and verbal communication skills. * Work comfortably within the interdisciplinary team approach. * Demonstrate a commitment to ongoing professional development.   **The Psychologist should ideally:**  Have experience in the area of health psychology, preferably in the evaluation and management of chronic pain, and have an awareness of the emotional and psychological effects of chronic pain.  Have experience in a rehabilitation setting working with psychologically and/or physically impaired people.  Have had experience with a consultation – liaison psychiatry setting.  Have had experience with questionnaires used in the evaluation of chronic pain and be confident in the analysis and data systems the questionnaires require.  Be skilled in cognitive/behavioural therapy, group work and relevant adjunctive therapies, such as hypnosis.  Have counselling skills and experience in family therapy principals would also be an advantage. |
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| **PERSONAL ATTRIBUTES:**  **Key Behaviours:**   * Ability to “work together” in a truthful and helpful manner. * Ability to “work smarter” by being innovative and proactive. * Accepts responsibility for actions. |

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by staff in this job classification. Staff members may be requested to perform job related tasks other than those specified.