

# POSITION DESCRIPTION

October 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

Te Whatu Ora – Health New Zealand, Waitaha Canterbury is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.

## **Organisational Vision**

Te Whatu Ora Waitaha's vision is to improve the health and wellbeing of the people living in Canterbury.

## **Organisational Values**

- Care & respect for others
- Integrity in all we do
- Responsibility for outcomes

## **POSITION TITLE:**

Consultant Psychiatrist

## **REPORTS TO (Title):**

Clinical Director  
Service Manager

## **REPORTS ON A DAILY BASIS TO:**

Clinical Manager/Charge Nurse Manager

## **PRINCIPAL OBJECTIVES**

To take clinical responsibility for specialist psychiatric assessment and treatment to clients of the Adult Mental Health Services.

To work co-operatively in and take a clinical leadership role in the multi-disciplinary team.

## **FUNCTIONAL RELATIONSHIPS:**

(Who are the customer/consumers/patients)

### **INTERNALLY:**

1	Consumers and their families/whanau
2	Caregivers
3	Chief of Psychiatry, Specialist Mental Health Service
4	Other teams and services within the Specialist Mental Health Service
5	Consumer and Family Advisors
6	Maori Mental Health Service

### **EXTERNALLY:**

1	General practitioners
2	Relevant community and government agencies
3	Other mental health services
4	Other primary care services
5	NGO community services

## **KEY PERFORMANCE OBJECTIVES:**

Task	<p><b>To undertake clinical responsibilities and to conduct him/herself in all matters relating to her employment, in accordance with best practice and relevant ethical and professional standards and guidelines, as determined from time to time by:</b></p> <ul style="list-style-type: none"><li>• <b>The New Zealand Medical Council</b></li><li>• <b>The Royal Australian and New Zealand College of Psychiatrists</b></li><li>• <b>The Health and Disability Commissioner</b></li><li>• <b>Other relevant legislation and statutes.</b></li></ul>
Task	<p><b>To take responsibility for quality assessment and treatment to clients presenting to the service</b></p> <ul style="list-style-type: none"><li>• <b>Carrying out assessments</b></li><li>• <b>Overseeing assessments and treatment by other team members</b></li><li>• <b>Providing consultation for management issues that arise for team clients.</b></li><li>• <b>Maintaining agreed quantity of service</b></li><li>• <b>Undertaking clinical audits, peer review and quality improvement programmes supported by the Mental Health Division</b></li><li>• <b>Adhering to reporting timelines</b></li><li>• <b>Undertaking agreed research</b></li></ul>
Expected Result	<ul style="list-style-type: none"><li>• All required documentation is complete</li><li>• Agreed output volumes are maintained</li><li>• Statistics are provided as required by divisional policies</li></ul>
Task	<p><b>To disseminate knowledge and skills</b></p> <ul style="list-style-type: none"><li>• <b>By supporting the development of a learning oriented working environment</b></li><li>• <b>To community and lay groups by way of health promotional activities</b></li><li>• <b>By review and supervision of other staff where appropriate</b></li><li>• <b>By participation in the teaching of medical students and junior medical staff by agreement</b></li></ul>
Expected Result	<ul style="list-style-type: none"><li>• Agreed teaching commitments are carried out</li></ul>
Task	<p><b>To undertake the role of Responsible Clinician pursuant to the requirements of the Mental Health (Compulsory Assessment and Treatment) Act 1992</b></p>
Expected Result	<ul style="list-style-type: none"><li>• Assessments and documentation are completed in accordance with the requirements of the Act and CDHB policy.</li></ul>
Task	<p><b>To carry out all clinical work safely and effectively</b></p>
Expected Result	<ul style="list-style-type: none"><li>• Clinical care is provided in accordance with published policies within the mental health division.</li><li>• Regulative procedures relating to Health and Safety requirements and related CDHB policies are adhered to.</li><li>• Clinical practice is culturally safe.</li><li>• There is appropriate written and verbal communication with general practitioners and other primary caregivers.</li><li>• All aspects of clinical care are appropriately documented</li></ul>

Task	<ul style="list-style-type: none"> <li>• <b>To participate in service assessment, development and review</b></li> </ul>
Expected Result	<ul style="list-style-type: none"> <li>• Attendance at appropriate meetings</li> <li>• Any agreed projects are completed</li> </ul>
Task	<p><b>To undertake other relevant administrative duties such as</b></p> <ul style="list-style-type: none"> <li>• <b>Co-ordinate medical staff leave arrangements within the team.</b></li> <li>• <b>Assist in developing and maintaining relevant clinical standards, protocols and procedures</b></li> </ul>
Expected Result	<ul style="list-style-type: none"> <li>• Leave is mutually agreed between medical members of the team</li> <li>• Attendance at appropriate meetings</li> <li>• Relevant protocols and procedures are up to date</li> </ul>
Task	<p><b>Participate in Ongoing Education</b></p>
Expected Result	<ul style="list-style-type: none"> <li>• Membership of recognised Maintenance of Professional Standards programme as required by NZ Medical Council</li> </ul>

### **HEALTH & SAFETY:**

- Observe all Te Whatu Ora Waitaha's 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

### **QUALITY:**

Every staff member within Te Whatu Ora Waitaha is responsible for ensuring a quality service is provided in their 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.

### **QUALIFICATIONS & EXPERIENCE:**

#### Essential

- Current vocational registration in Psychiatry or Psychological Medicine with the Medical Council of New Zealand
- MRSA clearance.
- Understanding of the Treaty of Waitangi and its implications for care of Tangata Whaiora

#### Desirable

- Experience in the care and treatment of consumers in Adult Psychiatry and AOD
- Fellow or affiliate of RANZCP



**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.
- Ability to provide inspirational and motivational leadership
- Ability to work co-operatively, provide advice and leadership within the multi-disciplinary setting.
- Ability to relate well to clients and families from diverse ethnic backgrounds.

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.

