

POSITION DESCRIPTION

DECEMBER 2008

This Position Description is a guide and will vary from time to time and between services and / or units to meet changing service needs

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.

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

POSITION TITLE:

Clinical Psychologist

REPORTS TO (Title):

Clinical Manager / Consultant Clinical Psychologist

REPORTS ON A DAILY BASIS TO:

Clinical Manager / Consultant Clinical Psychologist

PRINCIPAL OBJECTIVES

To provide a comprehensive psychological service to the assigned IDPH (Intellectually Disabled Persons Health) Units within the CDHB Mental Health Service. This will include assessment of clients and team work to ensure that high quality, client centred services are being delivered in accordance with the Clinical Psychology competency document for this position level. The post requires the possession of the appropriate clinical skills to work within both Civil and the IDCCR Act (2004) cases as required.

FUNCTIONAL RELATIONSHIPS:

(Who are the customers / consumers / patients)

INTERNALLY:

- | | |
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| 1. | Members of the Multi Disciplinary team |
| 2. | Clinical Manager |
| 3. | Consultant Clinical Psychologist for Area |
| 4. | Professional Advisor |
| 5. | Clinical Director |
| 6. | Other Mental Health Division Services |

EXTERNALLY:

1	Family, Whanau, relatives and significant others
2	Consumer Representatives / Community Agencies - Relevant to the client.
3	Primary Health Practitioners
4	Faculty of the University of Canterbury Psychology Department
5	IDCCR Agencies
6	Legislative Bodies

KEY PERFORMANCE OBJECTIVES:

Task	Compliance with Health and Safety legislation and organisational policy and procedures are adhered to in the interest of patients, fellow employees and self. It is the objective of all employees to make our organisation a healthy and secure environment for all who work, visit or receive care from it.
Expected Result	Unit / Department meets the annual audit requirements set by the CDHB.
Task	<u>ASSESSMENT.</u> To provide specialist psychological assessments, risk analysis and associated legal assessments as required by the Intellectually Disabled Persons Health Service. Must be able to use specialist psychological interviewing, diagnostic, behavioural and appropriate psychometric assessments based on current literature (and availability) as required. <u>Expected Result</u> <ul style="list-style-type: none">• Comprehensive assessment conducted and discussed with the Team.• Clear, written assessment reports are provided as required.• Appropriate and timely written reports are written in accordance with Unit / Service SPF, as well as in accordance with IDCCR Act requirements.• Reports will include a clear psychological formulation, diagnosis and appropriate treatment recommendations / plans.• Assessment is completed following principles of cultural safety.• Significant others / family are involved as appropriate.
Expected Result	<u>Performance Measures:</u> <ul style="list-style-type: none">• Documentation in clinical file of all processes.• Summary and Management Plan completed in accordance with Unit / Service SPF, as well as within the judicial requirements as stipulated within the IDCCR Act.• Correspondence with all parties completed in accordance with both the Unit / Service SPF and the IDCCR Act.• Compliance with Service Statistic requirements.

Task

<p><u>INTERVENTION.</u> To design and implement a variety of empirically based interventions and risk analyses for individuals, groups, or systems with complex behavioural & psychiatric needs as appropriate to the setting and presenting problems. Will also provide professional oversight / monitoring of interventions.</p> <p><u>Expected Result</u></p> <ul style="list-style-type: none">• Adherence to an MDT approach regarding the identification of treatment goals.• Clients will be provided with documented Management / Treatment plans.• Adherence to Informed Consent requirements at all times.• Use of appropriate and accepted models of treatment, based on current literature and as per the Team's philosophy & Service Provision Framework (SPF), and in accordance with IDCCR Act requirements.• Able to devise behavioural or other psychological programmes for other Mental Health disciplines, or clients' significant others to implement where appropriate.• Consults with other health professionals in the Team, and IDCCR Act agencies regarding clients' needs / management.• Treatment / Intervention is culturally safe and includes consultation with Maori Health Workers, as appropriate.• Involvement of significant others / family, as appropriate.• By negotiation: Provision of Case Management involving, co-ordination of ongoing assessment, treatment, review and discharge planning to assigned / negotiated case load. Assigned caseload will depend on the level of other professional responsibilities, (e.g., supervision, teaching, research, professional meetings) as determined in performance planning.	<p><u>Performance Measures:</u></p> <ul style="list-style-type: none">• Progress notes completed as per SPF requirements.• Regular audit as per Mental Health Division policy.• MDT / Clinical / Peer supervision of cases.• Attendance at Clinical / Review Meetings and presentation of case material to these forums.
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Expected Result

Task	<p><u>EDUCATION AND TRAINING.</u> Will present material to Unit / Service or other groups in order to inform practice and convey a psychological perspective on clinical issues. Will be involved with Training opportunities / placements on offer to Clinical Psychology students when appropriate.</p> <p><u>Expected Results:</u></p> <ul style="list-style-type: none"> • Provision of psychological knowledge and expertise for other professionals within the Team and across teams as required. • May provide community groups and relevant organisations with appropriate psychological knowledge about specialist area of practice. • Exchange of ideas and sharing of skills through consultation with colleagues. • Learning objectives of students are met.
Expected Result	<p><u>Performance Measures:</u></p> <ul style="list-style-type: none"> • Documentation in clinical notes provides clear Clinical Psychology perspective. • Team's philosophy, standards and policies indicate multi-disciplinary perspective. • Feedback from training / teaching consumers.
Task	<p><u>LIAISON</u> Will undertake Close consultation with IDCCR agencies and related NGO's, medical and other health professionals within the IDPH / Mental Health Service and any other designated agencies to ensure the delivery of the best service and care possible.</p> <p><u>Expected Results:</u></p> <ul style="list-style-type: none"> • Contributes to the treatment plans at assessment presentations and patient review meetings. • Provision of psychometric knowledge, psychological assessment, treatment and expertise within IDPH, IDCCR agencies and across other teams as required. • Consultation with Regional / National groups (e.g., IDCCR, Professional bodies, Ministry of Health), as required. • To provide supervision to other health professionals within the Team / Unit and / or other Mental Health Division Services, by negotiation and at the direction of the Clinical Manager and Consultant Clinical Psychologist for the area.
Expected Result	<p><u>Performance Measures:</u></p> <ul style="list-style-type: none"> • Documentation in clinical file, inclusive of Clinical Psychology perspective. • Team philosophy, standards and policies indicate multi-disciplinary perspectives. • Collection of feedback from persons supervised, liaised with or consulted with. • Statistics completed.

Task	<p><u>RESEARCH.</u> Support and Participate in / initiate research programmes.</p> <p><u>Expected Results:</u></p> <ul style="list-style-type: none"> • Contribution to the Team / Unit in areas of treatment research and service provision. • Contribute to the design, data collection, analysis and write up of research projects as appropriate. • Presentation of findings to Team / Unit and other appropriate forums. • Contribute to the publication of research.
Expected Result	<p><u>Performance Measures:</u></p> <ul style="list-style-type: none"> • Written reports. • Active research programmes. • Feedback from participants at presentations.
Task	<p><u>PERSONAL AND PROFESSIONAL DEVELOPMENT</u> Set personal and professional goals and objectives to review work roles in order to maintain efficiency and morale. Regularly review them with appropriate management and / or professional advisor.</p> <p><u>Expected Results:</u></p> <ul style="list-style-type: none"> • Goals and objectives are set with Unit Manager and/or professional advisor to extend clinical practice. • Participates in supervision. • Keep up to date with current developments in the field and attend approved courses, seminars, and conferences. • Links are maintained with profession and professional body. • Participates in an annual performance appraisal.
Expected Result	<p><u>Performance Measures:</u></p> <ul style="list-style-type: none"> • Written objectives and goals are reviewed, at least annually. • Attendance at courses, seminars, conferences is documented.
Task	<p><u>PROFESSIONALISM</u> Practice is professional and ethical/medico-legal requirements are met.</p> <p><u>Expected Results:</u></p> <ul style="list-style-type: none"> • Demonstrate a working knowledge of legal requirements relevant to the Unit / Service, (e.g., Mental Health Act, Property and Welfare Acts and Privacy of Information code). • Complete all documentation concisely, accurately and objectively. • Demonstrate a working knowledge of all legal and ethical requirements pertaining to informed consent, seclusion, restraint and any other procedure likely to affect a patient's right and balance with public safety. • Practice is professionally competent in accordance with the Standards of Practice / Code of Ethics, as set down by the Psychologist Board and Psychologists' Act.

Expected Result	<p><u>Performance Measures:</u></p> <ul style="list-style-type: none"> • Statistics completed. • Undertakes annual Performance Review.
Task	<p><u>POLICY</u> Participate in the formulation and initiation of Unit, Service or Division CDHB policy.</p> <p><u>Expected Results:</u></p> <ul style="list-style-type: none"> • Contributes to Unit / Service philosophy and objectives from a psychological view • Contributes to local and national issues based on experience and area of speciality
Expected Result	<p><u>Performance Measures:</u></p> <ul style="list-style-type: none"> • Team philosophy, standards and policies reflect / acknowledge Clinical Psychology input. • Documentation of submissions, etc.
Task	<p><u>ADDITIONAL FUNCTIONS</u> To perform delegated responsibilities additional to those in the job description, by negotiation.</p> <p><u>Expected Results:</u></p> <ul style="list-style-type: none"> • Initiate negotiations on change in job description as appropriate
Expected Result	<p><u>Performance Measures:</u></p> <ul style="list-style-type: none"> • Monthly statistics. • Completed appointed tasks to the satisfaction of the Manager
Task	<p><u>TO ENSURE ALL ACTIVITIES AND ACTIVITY LEVELS ARE BOTH CONSISTENT WITH AND MEET THE GOALS AS STATED WITHIN THE UNIT STRATEGIC PLAN.</u></p> <p><u>Expected Results:</u></p> <ul style="list-style-type: none"> • To contribute to the strategic planning within the Unit • To meet all contact activity levels from the strategic plan • To be fully conversant with the Strategic Plan and targets for year • To maintain negotiated activity levels throughout the year. • Ensure that performance audit and quality assurance programmes are implemented, monitored and met.
Expected Result	<p><u>Performance Measures:</u></p> <ul style="list-style-type: none"> • Maintaining accurate monthly statistics. • Completed appointed tasks to the satisfaction of the Manager

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

QUALITY:

Every staff member within CDHB 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

- New Zealand Post Graduate Diploma in Clinical Psychology (or overseas equivalent)
- Registration with the New Zealand Psychologists' Board.
- Current Practising Certificate
- Formal clinical experience (Post Diploma) in Intellectual Disability
- Ability to conduct formal clinical Risk Assessments
- Subscribes to Scientist-Practitioner model

Desirable

- Previous experience working in a Mental Health Service
- Previous experience working in a multi disciplinary team
- Completed a recognised / approved supervision training program
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PERSONAL ATTRIBUTES:

MANDATORY

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
- Effective communication skills, both verbal and written
- Good problem solving skills
- Ability to work as part of a team
- Computer literacy
- Clean unrestricted Drivers Licence

DESIRABLE

- Ability to prioritise activities
- Effective interpersonal skills

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.