

## **POSITION DESCRIPTION**

05/12/2024

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

Health New Zealand (HNZ) 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**

Our 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:**

Psychologist- Child Development Service

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

Clinical Manager Child Development Service

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

Clinical Manager Child Development Service

### **PRINCIPAL OBJECTIVES**

Delivery of high-quality service for children with disabilities and their whānau, by providing psychological assessment

### **FUNCTIONAL RELATIONSHIPS:**

#### **INTERNALLY:**

1	CDS Clinical Manager
2	CDS team members
3	Paediatricians and Children's Health Staff
4	Autism Coordinators, Child Development Coordinator, CNS Child Development
5	Psychology Professional Lead, Child Health and Psychology Clinical Lead, Christchurch Campus
6	Other Professional and Clinical Leaders
7	Child and Family Safety Service
8	Director of Allied Health, Christchurch Campus
9	Other Te Whatu Ora Waitaha Managers / Team Leaders / Staff

#### **EXTERNALLY:**

1	Tamariki, Whānau, Caregiver
2	Needs Assessment and Service Coordination Agencies
3	Psychology Board
4	Ministry of Education staff
5	Schools and preschools
6	Relevant NGOs
7	Oranga Tamariki
8	General Practitioners and Practice Nurses
9	Well Child Providers
10	Other Child and Family related disability and community sector agencies
11	Psychology training institutions

## **KEY PERFORMANCE OBJECTIVES:**

<b>Task</b>	<b>Clinical Practise</b>
	Provides appropriate, effective, objective and clear psychological formulations based on thorough assessment
<b>Expected Results</b>	<ul style="list-style-type: none"><li>• Consider differential diagnosis for children with suspected Autism and Intellectual Developmental Disorder</li><li>• Use of a wide range of assessment tools including psychometrics in a variety of settings including CDS clinic, home, and school.</li><li>• Work collaboratively with the child, whānau and the multi-disciplinary team</li><li>• All communication, correspondence, contacts, assessments, recommendations, are clearly and objectively documented in the child's clinical file.</li><li>• Children and their whānau are referred to services as appropriate</li></ul>
<b>Task</b>	<b>Case Management</b>
	Clinical consultation is coordinated as required to assure the highest standard of care
<b>Expected Results</b>	<ul style="list-style-type: none"><li>• Clinical notes are documented in an accurate and timely manner, and securely stored.</li><li>• Decisions re case coordination are effectively recorded and communicated to all appropriate and involved parties, including families / whānau</li><li>• Appropriate clinical services and referrals are provided for the child / tamariki.</li><li>• Safe discharge / referral is provided as appropriate.</li></ul>
<b>Task</b>	<b>Team Work</b>
	Works as an active, positive, creative and supportive member of a multidisciplinary team
<b>Expected Results</b>	<ul style="list-style-type: none"><li>• Engages in a collaborative service delivery approach with colleagues from the team and other services</li><li>• Acknowledges, respects and utilises the skills and knowledge of colleagues from the team and other services appropriately.</li><li>• Ensures that psychological skills, knowledge and professional perspectives are made available to assist colleagues in a positive, proactive and professional manner.</li><li>• Participates as a member of the multidisciplinary team in the appropriate assessment, treatment and follow-up of children and their families/whānau</li><li>• Clear lines of communication are effectively utilised and professional accountability for practice is demonstrated.</li></ul>
<b>Task</b>	<b>Ethical and Legal Practice</b>
	Maintains the professional standards of the Code of Ethics for psychologists working in Aotearoa. New Zealand, 2002

**Expected Results**

- Complies with relevant legislative, regulatory, service and professional requirements.
- Demonstrates knowledge of the legal requirements and responsibilities of the Children, Young persons and Their Families Act 1989.
- Demonstrates knowledge of the legal and ethical requirements pertaining to informed consent and other procedures that may impact on the rights of Children and their families / Whanau.
- Child and Family related information is managed according to the requirements of the Privacy Act 1993 (Health information and Privacy Code 1994).
- Statistical information and data are regularly recorded and reported as required.

**Task****Quality of Service**

To actively contribute to continuous quality improvement activities within the service

**Expected Results**

- Reviews systems /processes as and when required
- Contributes to the development and update of policy and procedures.
- Feedback from consumers is sought and is utilised to inform quality improvement initiatives.
- Complaints received about the service are dealt with promptly, in consultation the Clinical Manager according to CDHB policy.
- Gathers information to assist with any evaluation processes.

**Task****Effective Partnerships**

Ensures that relationships are developed with relevant external agencies

**Expected Results**

- Develops relationships with all relevant agencies and services for liaison and to facilitate close co-ordination and collaboration
- Liaises with community organisations, other services and parent groups where appropriate and as casework demands.
- Meet with other agencies, where appropriate, to exchange ideas, establish needs and develop a network of information resources.
- Ensure transitions achieve the best outcomes for children / tamariki and families / whānau.

**Task****Te Tiriti o Waitangi (Treaty of Waitangi)****Expected Results**

- Work practices demonstrate:
- Partnership and shared decision making with Māori
- Participation and consultation with Māori
- Protection of Māori needs, values and beliefs
- Demonstrates an understanding in health of barriers and disparities that affect Māori

**Task****Personal & Professional Development**

Assumes responsibility for personal and professional / work education and development

<b>Expected Results</b>	<ul style="list-style-type: none"> <li>• Maintains and/or extends knowledge and skill base required for effective performance</li> <li>• Identifies any learning needs</li> <li>• Maintains annual professional registration</li> <li>• Negotiates with management to attend appropriate education and training</li> <li>• Participates in own performance review annually</li> </ul>
<b>Tasks</b>	<ul style="list-style-type: none"> <li>• <b>General Duties</b></li> </ul>
	Perform other duties as reasonably required by the manager in accordance with the conditions of the position
<b>Expected Results</b>	<ul style="list-style-type: none"> <li>• <b>All other additional duties are performed in an efficient manner, to the required standard and within a negotiated timeframe</b></li> </ul>

### **HEALTH & SAFETY:**

- Observe all Health New Zealand Canterbury's safe work procedures and instructions
- Ensure your own safety and that of others
- Report any hazards or potential hazard immediately using Safety First electronic reporting system
- 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 Health New Zealand Canterbury'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 HNZ 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.

### **BEHAVIOURAL COMPETENCIES:**

#### ***PERSONAL SKILLS***

#### **Communicates and Works Co-operatively;**

- Actively looks for ways to collaborate with and assist others to improve the experience of the healthcare workforce, patients & their families and the community & Iwi.

#### **Is Committed to Learning;**

- Proactively follows up on own development needs and learning opportunities.

#### **Is Transparent;**

- Communicates openly and engages widely across the organisation.
- Enacts agreed decisions with integrity.

**Is Patient Focused;**

- Responds to 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.

**QUALIFICATIONS & EXPERIENCE:**

- Registered as a Psychologist
- New Zealand Post –Graduate Diploma in Clinical Psychology, Child and Family Psychology, Educational Psychology or overseas equivalent
- Demonstrated clinical competence with children with disabilities and / or mental health issues.

**Essential**

- Relevant Tertiary Qualification
- Experience in Child Disability Sector
- An understanding of Child Health Services.
- An understanding of relevant NZ child disability sector legislation and standards.

**Desirable**

- Full Driver's license – ability to drive manual car.
- Excellent communication and interpersonal skills
- Effective time management
- Knowledge of the Treaty of Waitangi and its implications for the health sector.

**PERSONAL ATTRIBUTES:****MANDATORY**

- Comply with the HNZ code of conduct and integrity with profession-specific code of ethics.
- Demonstrated ability to provide appropriate psychology service for people up to the age of 16 years from a variety of cultural backgrounds.
- Demonstrated ability to build supportive responsive relationships with children, young people and families.
- Respects and provides individual differences in cultural and family values.
- Is reliable and can work independently but is also an effective team member.
- Can prioritise own workload and manage own time effectively.
- Experience in working with various cultural and socio-economic groups.
- Ability to earn respect and co-operation of stakeholders e.g. HNZ management, clinicians, referral agencies, Maori and Pacific peoples.

**DESIRABLE**

- Good decision making skills
- Good problem solving 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.