

## POSITION DESCRIPTION

**POSITION:** Specialist Psychiatrist

**RESPONSIBLE TO:** Service Director, Mental Health Service Directorate  
Clinical Director, Mental Health Services

**Our vision:** All people live well, get well, stay well. Kaiāo te tini, ka ora te mano, ka noho ora te nuinga.

**Our mission:** Working with the people of our community to promote, encourage and enable their health, wellbeing and independence

**Our Values – Ā Mātou Uara:**

**Respect:** We care about, and will be responsive to, the needs of our diverse people, communities and staff.

**Innovation:** We will provide an environment where people can challenge current processes and generate new ways of working and learning.

**Teamwork:** We create an environment where teams flourish and connect across the organisation for the best possible outcome.

**Integrity:** We support an environment which expects openness and honesty in all our dealings and maintains the highest integrity at all times.

## **PURPOSE OF POSITION**

This role is a pivotal role for mental health and addictions services to support our integration programme. The vision for our programme is:

*Working with people of our community to promote, encourage and enable their health, wellbeing and independence by providing flexible responsive integrated mental health and addictions services.*

This role has been designed for an experienced clinician who has excellent skills in relationship development and networking. To provide a comprehensive, culturally sensitive best practice psychiatric service to the community as part of a multi-disciplinary team, as well as participating in policy development and clinical service planning.

The successful candidate will have proven clinical expertise, to support our system to be better integrated to improve our ability to be responsive, holistic, person centred and recovery focussed. They must demonstrate an awareness of the wider social determinants of health. They will ensure their contributions support the strengthening our system-wide priorities, as listed below.

### MH&A system-wide integration priorities



Achieve **Equity** and strengthen the **Equally Well** commitment by supporting district-wide access to safe and effective person centred care to reduce inequity and maximise wellbeing.



People and whanau are essential members of the care team "**nothing about us without us**".



We take a **whole of person** approach by ensuring strong intra and inter sectoral relationships to ensure people access the range of support available to achieve recovery and optimal outcomes.



We work as **one team** with person centred plan, assisted by appropriate sharing of information and innovative technology solutions.



We support a diverse workforce that is recovery focussed, fosters independence, and is well connected, to ensure we **build trust**, respect and confidence.



Supporting and monitoring our services to be integrated, flexible and responsive and a **high performing** network of people and agencies.

## ROLE RESPONSIBILITIES

RESPONSIBILITIES	EXPECTED OUTCOMES
<p><b>Clinical</b></p> <ul style="list-style-type: none"> <li>To provide client and family inclusive assessment and treatment for those referred to Mental Health Services</li> <li>Ensure flexible approach to providing psychiatric services to best meet service needs, including inpatients and community settings</li> <li>To provide outpatient forensic assessments and reports</li> <li>Provide psychiatric consultation and clinical leadership to other members of the multi-disciplinary Mental Health team</li> <li>Adequate inpatient and outpatient records and reporting requirements are maintained, the provisions of the Privacy Act are followed, and referring doctors receive timely written communication about their patients.</li> </ul>	<p>Clients are referred and prioritised according to appropriate guidelines and service contracts</p> <p>Clients are assessed and treated appropriately according to best practice standards</p> <p>Clients and their families are aware of the possible outcomes of treatment options and have given their consent accordingly</p> <p>All documentation is completed according to policy standards and reporting requirements.</p>
<p><b>Internal and External Networks</b></p> <ul style="list-style-type: none"> <li>Develop effective, collaborative working relationships with multidisciplinary, administrative and managerial staff within the Mental Health Service</li> <li>Develop effective working relationships with other District Health Board Services, regional healthcare providers, primary health providers and community agencies as appropriate</li> <li>There is an expectation to facilitate and support cross agency and cross sector work with our partners e.g. Police, Oranga Tamariki and Ministry of Education</li> <li>This position may be required to work across primary, community and secondary services as part of the delivery of an integrated Mental Health and Addictions model of care for Nelson Marlborough.</li> </ul>	<p>Participation in meetings as required</p> <p>Treatment partnerships with other health professionals are maintained and enhance client care</p> <p>Partnerships with cross agency and cross sector stakeholders established</p> <p>Strong reputation is built with colleagues in primary care.</p>
<p><b>Teaching and Education</b></p> <ul style="list-style-type: none"> <li>Provision of relevant psychiatric training and education mental health staff</li> <li>Within service and time constraints participate in relevant psychiatric training and education to other community health care agencies, particularly general practitioners</li> <li>Supervise Medical Officers</li> <li>Participate in training and supervision of junior medical staff.</li> </ul>	<p>Attendance at appropriate sessions.</p>

<p><b>Professional and Organisational Development</b></p> <ul style="list-style-type: none"> <li>• Meet Medical Council requirements for continuing professional development and accreditation</li> <li>• Attend professional meetings and staff forums as required</li> <li>• Participate in psychiatric peer reviews and case presentations on a regular basis</li> <li>• Work co-operatively in research that may be undertaken by the psychiatrist, other team members or colleagues or as part of the development of the Mental Health services</li> <li>• Contribute to the development of quality improvement activities within the Mental Health Service and wider District Health Board, hospital and Health services environment.</li> </ul>	<p>Demonstrated participation in and positive contribution to accredited continuing professional development, medical reviews and quality improvement activities</p> <p>Attends courses and conferences, participates in clinical attachments and generally demonstrates knowledge of best practise methodologies and treatments</p> <p>Participate in Service Planning and Development.</p>
<p><b>Children's Team</b></p>	<p><i>Children's Action Plan - Children's Teams</i> are a government initiative which support vulnerable children. This position has been identified as being likely to fulfil a role with or alongside the Children's Team (e.g. Children's Team member, Lead Professional and/or provision of support in regard to the development of a child's action plan). If this opportunity arises, NMH will provide support and training to enable you to meet the requirements of this responsibility. If you are assigned as a Lead Professional, NMH expects you to act within the scope of the <i>Children's Action Plan Lead Professional</i> role profile (copy available from Human Resources).</p>
<p><b>Quality Improvement</b></p>	<p>A quality, customer-focused service is provided at all times, which follows best practice</p> <p>Participation in quality improvement processes in your area of work.</p>
<p><b>General</b></p>	<p>Other duties as negotiated with Service Management and Clinical Director</p> <p>Obligations contained in Appendices 2 &amp; 3 are met.</p>

## PERSON SPECIFICATION

### **QUALIFICATIONS**

- Fellowship of the Royal Australian and NZ College of Psychiatrists, or equivalent qualification eligible for vocational registration in New Zealand
- Clean driver's licence

### **EXPERIENCE**

- Experience working as a general adult consultant psychiatrist in community setting(s), preferably including crisis assessment and management

### **KNOWLEDGE and SKILLS**

- Demonstrable commitment to current standards of evidence-based and best practice
- Knowledge of legislation as it affects general adult psychiatric practice e.g. the Mental Health Act
- Knowledge of and demonstrable commitment to the Treaty of Waitangi
- At least a basic knowledge of Microsoft Office applications i.e.: Word, Excel, PowerPoint and Outlook
- Keeps up to date with available information technology relevant to position
- Understands and complies with Nelson Marlborough Health (NMH) Information Technology policies

### **PERSONAL ATTRIBUTES**

- Excellent verbal and written (including report writing) communication skills
- Excellent time management and organisation skills
- Excellent interpersonal skills
- Commitment to client centred and family inclusive care, working collaboratively with clients in setting treatment goals and involving family accordingly
- Ability to work effectively in multidisciplinary teams
- Total commitment to client oriented care and quality standards
- Willingness to work collegially with staff across the district

## **APPENDIX 1**

### **INFORMATION FOR PSYCHIATRISTS**

The Nelson Marlborough population is just under 140,000. Clinical services are based in either the city of Nelson serving the Nelson and Tasman regions or in Blenheim serving Marlborough. There are also some rural clinics serving outlying communities.

Services across Nelson Marlborough consists of the following:

- Comprehensive community based adult mental health teams.
- Acute Inpatient Unit in (Nelson) serving Nelson Tasman and Marlborough.
- Comprehensive community based Child and Adolescent Teams including a range of specialist community based services.
- Inpatient and community based psychogeriatric services.
- Addictions service.
- Christchurch based regionally delivered Specialist Psychiatric Services
  - Forensic Services
  - Eating Disorders Service
  - Mothers and Babies Service
  - Child and Youth Inpatient Service.

### **DUTIES OF PSYCHIATRISTS INCLUDE:**

- Provision of competent assessment treatment and discharge care to patients in both planned and crisis situations.
- Attend to Mental Health Act work.
- Clinical Leadership of Multidisciplinary Teams.
- Formal Supervision of Medical Officers / Registrars / House Surgeons.
- Training and education of junior medical staff, medical students other staff and students.
- Collegial support and assistance to colleges including the direct provision of clinical cover to colleagues on leave etc.
- To work at all times in a manner to enhance the clinical services and professional reputation of Nelson Marlborough Health mental health service.

### **ACADEMIC MEETINGS**

- There is a psychiatric medical staff, peer review and/or journal club meeting each week.
- There are several weekly clinical meetings about medical and surgical topics at Nelson Hospital.

## **GENERAL**

### **A. THE CHILD & ADOLESCENT MENTAL HEALTH SERVICE**

There are 1.3 Child Psychiatrists in the Nelson team making a total of 2.1 for the Nelson Marlborough region. Each CAMHS has a multi-disciplinary team made up of Psychologists, Nurses, Occupational Therapists and Social Workers. The Marlborough team have a weekly MDT meeting. The team in this region work closely with partner agencies (i.e. Barnardos) and also with Paediatrics.

### **B. INPATIENT SERVICE**

26 bed purpose built acute inpatient unit in Nelson serves the adult and CAMHS inpatient needs for the district.

There are two fulltime consultant psychiatrists each leading a multi-disciplinary teams providing acute inpatient support.

Admissions to the inpatient unit are usually brief. A peer review audit meets regularly to examine appropriateness of admissions and length of stay.

The psychiatrist is responsible for assessments, planning and implementing a comprehensive treatment programme that addresses psychological, social, and medication issues and follow-up care.

### **C. COMMUNITY OUTREACH AND CRISIS INTERVENTION SERVICE**

Psychiatrists work closely with crisis worker DAO's undertaking assessments and treatment planning for patients.

### **D. FORENSIC SERVICE**

The psychiatrists work closely with the forensic nurse liaison, providing case management for forensic patients as clinically indicated.

Forensic patients requiring inpatient assessments are either admitted to the Nelson Inpatient Unit or sent to the regional forensic unit in Christchurch.

### **E. CONTINUING CARE SERVICE**

Psychiatrists liaise and case managers work with the support of multidisciplinary teams to provide ongoing psychiatric, psychological and social support to clients with severe and enduring mental health conditions.

### **F. CONSULTATION - LIAISON SERVICE**

In Nelson there is a dedicated part-time consultation liaison psychiatrist who assess patients on the medical and surgical wards when requested to by the medical and surgical teams. Liaison activities in Marlborough are part of the General Consultant Psychiatry duties.

### **G. ON-CALL (Nelson only)**

Psychiatrists are rostered on-call 1:7 during the week and weekend with. The on-call psychiatrist provides consultation to the admitting medical officer/registrars and to the on-call DAO / Crisis Worker (including Marlborough). The on-call psychiatrist makes rounds on the acute admission ward on weekends.

### **H. CLINICAL MANAGEMENT**

Psychiatrists provide leadership, supervision, and education to members of multidisciplinary teams in the different areas of the service.

## **I. POLICY DEVELOPMENT AND CLINICAL PLANNING**

Most policy development and planning will be done in context by the clinical teams under the direction of the general manager of the mental health service.

## **J. CLINICAL DIRECTOR for MENTAL HEALTH SERVICE**

One psychiatrist, in addition to his or her clinical duties, undertakes the responsibilities of clinical director, representing colleagues in policy and planning issues not covered by the unit planning teams. Consultant Psychiatrist are required / requested to provide occasional leave absence cover for this position.

## **K. DIRECTOR OF AREA MENTAL HEALTH SERVICE**

One psychiatrist, in addition to his or her clinical duties undertakes the responsibilities of Director of Area Mental Health Services, a statutory position overseeing the application of mental health laws. This position provides a clinical balance to management positions.

## **L. EDUCATION**

Psychiatrists provide education for clinical staff and community groups.

## **M. RECORDS**

Psychiatrists are responsible for ensuring that adequate inpatient and outpatient records are maintained, that the provisions of the Privacy Act are followed, and that referring doctors receive timely written communication about their patients.

## **N. COMMUNICATIONS**

All the psychiatrists participate and provide clinical leadership to in multi-disciplinary meetings. These forums exist within and between inpatients and community services across all services within mental health. As senior clinicians and clinical leaders psychiatrists have an important responsibility in ensuring excellent and effective communication between the different areas of the service and maintaining collegially effective and respectful relationships between teams.

## **O. COMMUNITY HEALTH**

Psychiatrists are required to promote effective relationships with related community services providing education and participating actively in policy development.

## **P. PERSONAL EDUCATION AND RESEARCH**

Permanent FTE staff are entitled to 10 days paid conference study leave and \$16,000 pro rata towards continuing medical education (CME) annually. There is a psychiatric library with a number of New Zealand, British and American journals. Case management presentations are held regularly.

Psychiatrists may undertake research in accordance with the local Research Ethical Committee's protocol.

## **Q. QUALITY ASSURANCE**

Psychiatrists develop and implement quality assurance programmes. This includes peer review of cases at a weekly medical meeting and quarterly review of forensic and high-risk cases at a meeting with colleagues and a visiting forensic psychiatrist.

## **R. RISK MANAGEMENT**

Psychiatrists take part in a risk management programme for high-risk patients. Psychiatrists will be involved in assessing and improving any unsafe working conditions.



## **APPENDIX 2**

### **General Responsibilities of an Employee of Nelson Marlborough Health (NMH)**

#### **1. Professional Responsibilities**

As an employee of NMH you are required to:

- Maintain any qualifications, including registrations and practising certificates, required for legal and safe practice.
- Keep yourself up to date on knowledge, best practices and legislation relating to your work.
- Make a personal contribution towards effective and efficient working relationships within your team and with other NMH departments.
- Ensure you carry out your work in a way that is customer-focused and meets professional standards.
- In conjunction with your manager, identify your own training needs and plan to meet these needs.
- Manage your own time and prioritise your work effectively.

#### **2. Health, Safety and Wellbeing**

- Compliance with all health and safety legislative requirements.
- Compliance with the ACC Partnership Programme requirements.
- Compliance with all organisation-wide health and safety policies and procedures.
- Compliance with the Health and Safety Manual, any relevant chemical information and the emergency plan.
- Work is carried out in a healthy and safe manner and others are encouraged and assisted to work in the same way.
- Unsafe workplace conditions/practices (hazards) are identified, reported and mitigated/rectified early.
- Knowledge of identified hazards is kept up to date.
- Reportable event form is completed (via *Safety First*) for any accident or injury which has taken place at work, ensuring, in the case of injury, that your supervisor or manager is notified within 24 hours.
- Co-operation, support and promotion of occupational health and safety actions and initiatives in the workplace.

#### **3. Right to Raise Concerns**

- All employees of NMH are expected and encouraged to immediately ask questions, and raise any concerns/issues with their colleagues at their place of work, particularly if the care of a patient could potentially be compromised.
- All staff are expected to act professionally and to actively listen to the concerns or opinions of others being raised at the time.

#### **4. Child Wellbeing and Protection**

NMH is committed to identifying, supporting and protecting vulnerable children. The prevention of abuse and enhancing the wellbeing of children and their families aims to keep vulnerable children safe before they come to harm so they can thrive, achieve and belong. As an employee you are required to comply with all relevant legislation e.g. the Vulnerable Children Act 2014 and the Children, Young Persons and their Families Act 1989. You are also required to:

- Contribute to and support the organisation's strong commitment to a child centred approach to protect children across the region.
- Act at all times in the best interest of the children and young people, putting their interests first.
- Ensure collaborative working practices and recording and sharing of information to address abuse, suspected abuse or disclosure of abuse in a timely and appropriate fashion.

**5. Legislation, Regulations and Board Policies**

You are required to be familiar with and adhere to the provisions of:

- All relevant acts and regulations
- All Board, hospital and department policies
- All relevant procedure manuals
- The “Employee Obligations” within NMH’s Disciplinary Policy.

**6. Confidentiality**

You are required to:

- Adhere to the Privacy Act 1993, the Health Information Privacy Code 1994 and subsequent amendments in regard to the non-disclosure of information.
- Maintain strict confidentiality of patient, applicant and employee information at all times.

**7. Risk Management**

You are required to:

- Support and promote actions and initiatives in your work area which enable risks to be identified and eliminated or reduced.
- Be especially aware of those risks which have high cost or safety implications.
- Complete an accident/incident report for any accident, incident or near miss which has taken place at work.
- Respond to complaints according to appropriate policies.

**8. Security**

You are required to:

- Wear your identification badge at all times when on site or when carrying out official duties.
- Notify Human Resources of any changes required for your ID badge.
- Report any suspicious or unusual occurrence to the security officer, orderly or telephone operator.
- Complete an incident report for any incident which has or might have compromised the safety of staff, patients and visitors.

**9. Treaty of Waitangi**

NMH is committed to its obligations under the Treaty of Waitangi. As an employee you are required to give effect to the principles of the Treaty of Waitangi: Partnership, Participation and Protection.

**10. Smokefree**

NMH is a Smokefree Organisation. This applies to all staff and contractors working within NMH buildings, grounds and vehicles. Staff are required to comply with the policy and ensure all visitors, patients and others are informed of the policy. This also applies to NMH staff employed on Board business in the community.

Please sign below to confirm that you have read, understood and agree to the responsibilities and expectations outlined in this position description.

Signed: ..... Date: .....

### **APPENDIX 3**

The preferred candidate is required to complete a Pre-Employment Health Questionnaire. The table below outlines the tests to be carried out - depending on the nature of the position applied for.

<b>Condition</b>	<b>Information to include in Position Description</b>
TB Active	No person with active pulmonary or laryngeal tuberculosis (TB) is allowed to be at work in NMH
TB Latent	Staff who expect to have contact with patients or infectious materials must have assessment of previous TB exposure at the time of employment
BBV	No person who is susceptible to hepatitis B is allowed to have contact with patients or human materials (e.g., blood) unless they have taken part or agree to take part in a blood-borne virus education, prevention and vaccination program
MRSA	No person colonised or infected with methicillin-resistant <i>Staphylococcus aureus</i> (MRSA) is allowed to work in clinical areas <sup>1</sup> New staff who will be working in clinical areas should be screened for MRSA if they have: <ul style="list-style-type: none"> <li>• a chronic skin condition</li> <li>• been working in an overseas healthcare facility in the last year</li> <li>• been MRSA-positive in the last year</li> </ul>
Skin	No person with a skin condition that by virtue of its site and type could be an infection risk is allowed to have contact with patients, food, microbiology samples or sterile items
Measles/Rubella	No person who is susceptible to measles or rubella is allowed to have contact with pregnant women.
VZV	No person susceptible to varicella-zoster virus (chickenpox) is allowed to have contact with newborn babies or pregnant women
EPP	No person who has detectable hepatitis B e antigen or high levels of hepatitis B virus DNA in their serum is allowed to undertake or assist with exposure-prone surgical procedures <sup>2</sup>

<sup>1</sup>Clinical areas include inpatient medical and surgical wards (includes Medical Units, AT&R Units, Surgical Wards, Paediatrics, Day Stay, Neonates and Women's Health). Screening does not apply to staff working in outpatient areas (e.g., clinics, Radiology, Respiratory Function lab) or in DSS, Mental Health or Drug and Alcohol services (transmission of MRSA is less likely and infection is rare in these sites.)

<sup>2</sup>Exposure-prone surgical procedure = a procedure where there is the potential for direct contact between the skin (usually finger or thumb) of the health care worker and sharp surgical instruments, needles, or sharp tissues (spicules of bone or teeth) in a blind or highly confined anatomic site such as a body cavity or in poorly visualised and/or confined body sites. Such sites include body cavities encountered during emergency and trauma procedures, abdominal, cardiothoracic, obstetric/gynaecological, orthopaedic and oral surgery.