

POSITION DESCRIPTION

POSITION: Clinical / Child & Family Psychology Intern

RESPONSIBLE TO: Manager/Clinical Coordinator iCAMHS

PROFESSIONAL RESPONSIBILITY TO: Professional Leader Psychology

FUNCTIONAL RELATIONSHIPS WITH:

Internal

Supervising Psychologist
Multidisciplinary Team
Psychology Leader
Wahi Oranga
Child & Adolescent Mental Health Service
Alcohol and Other Drug Service
Mental Health Services for Older People

External

Non-Government Organisations
Public Health Organisations
General Practitioner
Community Groups
Statutory Agencies
Consumer Groups

Health New Zealand | Te Whatu Ora Nelson Marlborough

Our vision | Tō tātou manako: All people live well, get well, stay well. *Kaiao te tini, ka ora te mano, ka noho ora te nuinga.*

Our mission | Tō tātou kaupapa: Working with the people of our community to promote, encourage and enable their health, wellbeing and independence. *Kei te mahitahi tātou hei whakapiki te oranga me te motuhaketanga o to tatou hapori.*

Our Values – Ō tātou whanonga pono

Respect | Manaakitanga: We care about, and will be responsive to, the needs of our diverse people, communities and staff. *Kia horahia te manaakitanga ki ngā iwi katoa me ngā hāpori, kaimahi hoki.*

Innovation | Auaha: We will provide an environment where people can challenge current processes and generate new ways of working and learning. *Kia auaha me whakahoutia i ngā pūkenga ākonga, me ngā mahi ki tēnei hāpori.*

Teamwork | Whakarāmemene: We create an environment where teams flourish and connect across the organisation for the best possible outcome. *Kia whakarāmemene i ngā kaupuni hauora katoa.*

Integrity | Ngākau tapatahi: We support an environment which expects openness and honesty in all our dealings and maintains the highest integrity at all times. *Kia taea i te ngakau tapatahi i runga i te tika me te pono i ngā mahi katoa.*

PURPOSE OF POSITION

Clinical / Child & Family Psychology Intern is a person undertaking the final stage of training in a recognised Postgraduate Diploma or Doctoral programme in Clinical Psychology, or the Postgraduate Child & Family Psychology programme. On successful completion of their practicum and academic requirements, they will be eligible for registration as a Psychologist under the Health Practitioners Competence Assurance Act, 2003.

At the time of engagement as a Psychology Intern, the person is not eligible for registration as a psychologist and must work under close supervision from a suitably experienced registered psychologist.

This Job Description is also to be used when employing a person who has not fully completed their Clinical or Child & Family Psychologist qualification requirements into a Clinical or Registered Psychology position. The person has completed the clinical or child & family psychology course papers and internship. They are still considered an Intern (see below) and cannot practice as a registered psychologist, and are required to maintain the Intern registration until obtaining full registration as a Psychologist.

The Clinical / Child & Family Psychology Intern:

- Holds current Intern Practising Certificate from NZ Psychologists Board
- Practices within Intern scope of practice
- Complies with the Health NZ (Nelson Marlborough) Intern position description
- Is employed on the Intern Psychologist salary of the APEX MECA
- Is required to have regular weekly on site supervision by a Senior Psychologist.

Health NZ Nelson Marlborough – Mental Health & Addiction Service (MHAS)

The vision of 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

The successful candidate will 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.



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 plans, 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.

RESPONSIBILITIES	EXPECTED OUTCOMES
Clinical To provide psychological assessment and treatment for clients referred to mental health services.	Referrals are actioned in accordance with service protocols, including informed consent. Assessments are comprehensive, complete and of relevance to the clients and referrer. The outcomes of the assessments are communicated to the MDT in an appropriate format and notes reflect formulation, treatment planning, presentation & progress towards goals. Works from a collaborative model with client and family, and other relevant parties On the basis of assessment, provide specialist psychological formulation and treatment as indicated. Provide specialist reports as required which are to be countersigned by Supervising Psychologist.
Team Work To become an active integral member of the multi-disciplinary teams.	Complies with organisational policies and procedures and behaviour is consistent with and according to professional Code of Ethics. Promotes best practise interventions for clinical needs of clients, and presents psychological perspective in the team. Actively participate in Health NZ In-service education.
Professional Development	To comply with the requirements of the HPCA Act and to seek professional advice where indicated. Attend regular supervision with a senior clinical psychologist as appropriate to the needs of the Intern. Attend Health NZ Psychologists professional meeting. Identify professional development needs and attend education and training opportunities required during their internship.

Professional delivery of Services	Apply and adhere to the legal, ethical, legislative and policy requirements as outlined in: Compliance with Health Practitioners Competence Assurance Act (2003) Health and Disability Commissioner, the Code of Health and Disability Services Consumers' Rights and the Privacy Act (1993) Adherence to the policies and procedures of Nelson-Marlborough District Health Board and the Mental Health Service Conduct oneself in a professional manner at all times.
General	Other duties as negotiated with your Manager Demonstrated compliance with obligations in Appendix 1 & 2.

PERSON SPECIFICATION

QUALIFICATIONS

- Currently completing the requirements of a recognised Postgraduate Diploma or Doctoral Clinical Psychology Programme, or the Postgraduate Child & Family Psychology programme.
- Registered as an intern with the New Zealand Psychologists Board, and holds current Intern Practising Certificate
- Student Member of NZ Psychological Society or NZ College of Clinical Psychologists

KNOWLEDGE AND SKILLS

- Assessment skills
- Able to provide specialised interventions including: neuropsychological and psychometric testing, and evidence based therapies.
- Experience in care co-ordination preferred but not essential.
- Experience in group therapy preferred, but not essential
- Experience working within multidisciplinary team
- Intermediate knowledge of Microsoft Office applications ie: Word, Excel, PowerPoint and Outlook
- Keeps up to date with available information technology relevant to position
- Understands and complies with Health NZ Information Technology policies

Cultural skills and competencies:

- A working knowledge of the Treaty of Waitangi and of Maori, Pacific Island and other ethnic cultural issues as they relate to mental health
- Demonstrated sensitivity and understanding of cultural issues and a commitment to bi-culturalism as well as cultural safety in the work place

PERSONAL ABILITIES

- Have a high degree of flexibility, enthusiasm and energy
- Ability to recognise and manage personal stress
- Initiative and self-motivation
- Ability to function well in teams
- Ability to work alongside a range of professionals in the health system

APPENDIX 1

General Responsibilities of an Employee of Health NZ | Te Whatu Ora Nelson Marlborough

1. Professional Responsibilities

As an employee of Health NZ Nelson Marlborough, 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 Health NZ Nelson Marlborough 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 Health NZ Nelson Marlborough 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

- Health NZ Nelson Marlborough 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 Health NZ Nelson Marlborough’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

Health NZ Nelson Marlborough 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

Health NZ Nelson Marlborough is a Smokefree Organisation. This applies to all staff and contractors working within Health NZ Nelson Marlborough 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 Health NZ Nelson Marlborough staff employed on Board business in the community.

APPENDIX 2

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.

Condition	Information to include in Position Description
TB Active	No person with active pulmonary or laryngeal tuberculosis (TB) is allowed to be at work in Health NZ Nelson Marlborough
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 ¹ New staff who will be working in clinical areas should be screened for MRSA if they have: • a chronic skin condition • been working in an overseas healthcare facility in the last year • been MRSA-positive in the last year
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 ²

¹Clinical 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.)

²Exposure-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.