

# Te Whatu Ora

## Health New Zealand

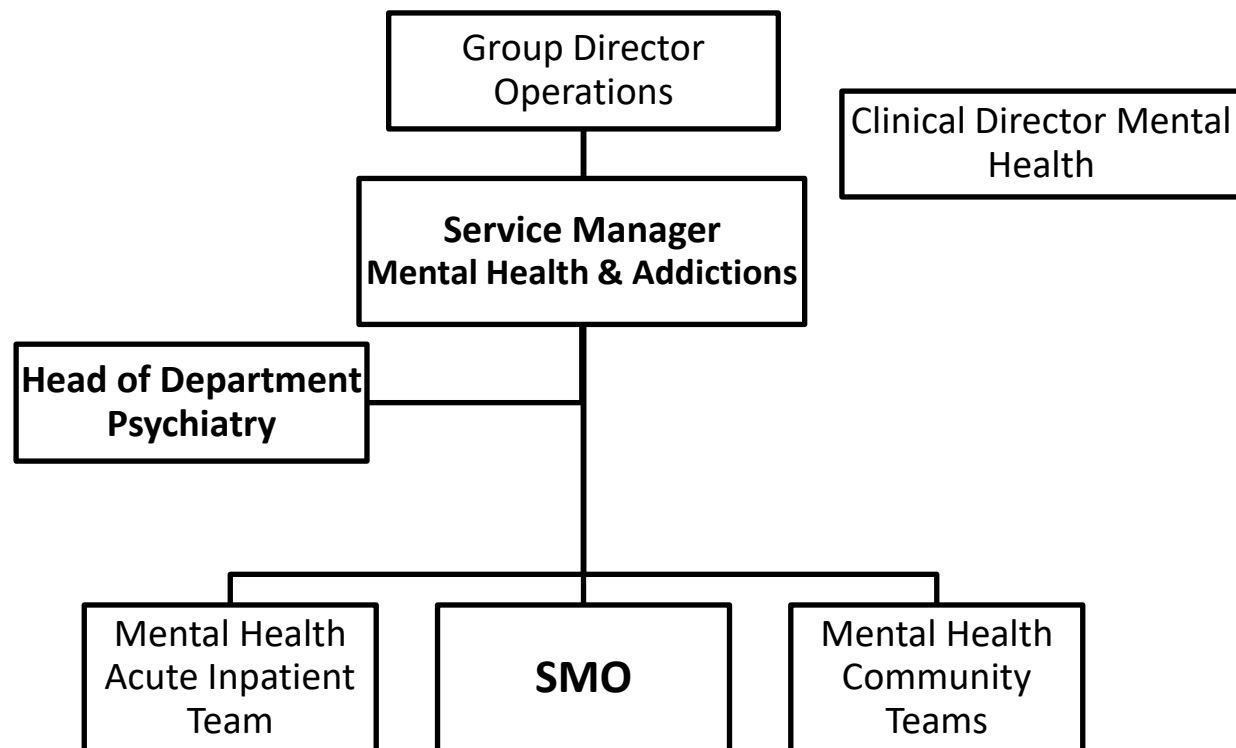
### Lakes

## POSITION DESCRIPTION

<b>Position</b>	<b>Consultant Psychiatrist, Adult In-patient or Community</b>	<b>Direct Reports</b>	Nil
<b>Responsible To</b>	Service Manager Mental Health & Addiction Services – Operational Issues Clinical Director Psychiatry – Clinical and Professional Issues	<b>Location</b>	Rotorua and Taupō
<b>Functional Relationship</b>	Head of Department Psychiatry Director of Area Mental Health Services (DAMHS)	<b>Financial Delegations</b>	Nil
<b>Relationships Internal</b>	Service Manager Mental Health Clinical Director Psychiatry Head of Department Psychiatry Director of Area Mental Health Services (DAMHS) Clinical (Nurse) Managers Clinical Nurse Leaders Associate Director of Nursing (ADoN) Nurse Practitioners Quality Coordinator Mental Health Nursing Staff Medical Staff Allied Health Staff Maori Administration Staff Duty Managers Maori Health Teams Te Aka Matua Team Multi-Disciplinary Teams Clinical Nurse Educators Clinical Nurse Specialists Clinical Nurse Directors Other Departments	<b>Relationships External</b>	Tangata Whaiora (Patients) Family, Whanau, Caregivers Community Agencies Other Health Providers (GPS; etc) Social Services

Date

November 2023



## 1. Primary Purpose(s) of the Position

The Consultant Psychiatrist is required to undertake their clinical responsibilities and to conduct themselves in all matters relating to their employment, in accordance with best practice and relevant ethical and professional standards and guidelines, as determined from time to time by:

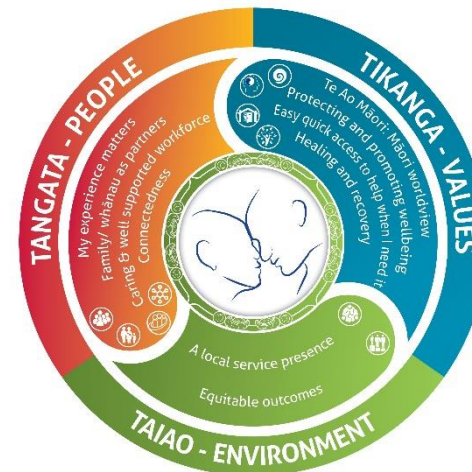
- The New Zealand Medical Association's Code of Ethics
- The practitioner's relevant medical college(s) and/or professional association(s).
- The New Zealand Medical Council
- The Health and Disability Commissioner; and
- Te Whatu Ora Lakes policies and procedures, except to the extent that they may be inconsistent with any other provision of this Agreement.

- To ensure provision of efficient Mental Health & Addictions services to the community served by the Mental Health & Addiction Services.
- To facilitate clinical guidance and instruction for the staff of the Mental Health & Addictions Service relating to medical matters
- To assist in the instruction, monitoring and advising of Registrars and Junior Medical Officers employed by the Mental Health & Addiction Service and other relevant services in the district of Mental Health policies and procedures.

The role will require knowledge and application of the Lakes Mental Health & Addiction Service Model of care “**Te Ara Tauwhirotanga - Pathways that lead us to act with kindness**” to provide the optimal environment and service to effect Tangata Whaiora (patient’s) wellness and recovery.

## Te Ara Tauwhirotanga- *Pathways that lead us to act with kindness* Model of Care for Mental Health and Addictions for Te Whatu Ora Lakes area

- **Tangata – People**
  - My experience matters
  - Family/Whānau as partners
  - Caring and well supported workforce
  - Connectedness
- **Tikanga –Values**
  - Te Ao Maori: Maori worldview
  - Protecting and promoting wellbeing
  - Easy quick access to help when I need it
  - Healing and recovery
- **Taiao – Environment**
  - A local service presence
  - Equitable outcomes



### Key Objectives

### Expected Outcomes

#### Clinical Practice

Ensure that Tangata Whaiora (patients) referred to the Mental Health & Addiction Service are seen as required and will accept referrals from such other persons as may from time to time be directed.

- Efficient and effective clinical practice will ensure that Mental Health & Addiction Services delivery for patients requiring assessment; medication and follow-up are monitored, maintained and evaluated within patient centred model and recovery focus
- All patients will have effective case management as a component of medical practice in conjunction with the assigned key worker.
- The Mental Health & Addictions Service ensure that consumers referred to other service providers have established contact and that the arrangements made for ongoing follow up are communicated to the patients, their

## Key Objectives

## Expected Outcomes

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	<p>families/whanau and their carers; and other service providers, prior to patients exiting or being transferred from the Service.</p> <ul style="list-style-type: none"><li>• Communication and co-ordination between the Mental Health &amp; Addiction Service and community agencies is adequate and timely. The priority of the patient's needs for community management is indicated to the relevant community agencies.</li></ul>
<b>Ward work</b> As specified	<ul style="list-style-type: none"><li>• As Te Whatu Ora Lakes considers the implementation of Te Ara Tauwhirotaunga Model of Care, we will work closely with the SMO workforce to consider new ways of working which may include requests to move to a different department as service needs change.</li><li>• Although rarely occurs for young people under iCAMHS care, the SMO must liaise with the consultant with inpatient responsibilities in regards to the clinical management of the patients on the ward, and supervision, support and guidance of the junior medical staff and other clinical staff. There is a weekly Ward Clinical Conference to facilitate this.</li><li>• At times it may be necessary to provide leave cover to other departments including the in-patient ward.</li></ul>
<b>Non Clinical time/duties</b>	<ul style="list-style-type: none"><li>• Regular participation in Continuing Medical Education and attendance at the departmental weekly teaching programme (Tuesday afternoons 2.30 to 4pm). This is considered part of agreed non-clinical time.</li><li>• As appropriate and as approved by the Service Director Mental Health &amp; Addiction Services the Psychiatrist will attend conferences nationally and internationally, local post-graduate meetings and will report to the Mental Health &amp; Addiction Services on the information and knowledge obtained.</li><li>• May undertake research during regular working hours as time permits. Any research undertaken and involvement in therapeutic trials shall first have received formal approval of the Research Ethical Committee and shall be in accordance with the protocol of that committee and Te Whatu Ora Lakes policy</li><li>• Progress reports will be made to the Research Ethical Committee as requested.</li><li>• The Psychiatrist will develop to the best of his/her ability, computer literacy to enable the best utilisation of modern technology.</li><li>• Personal literature review – in accordance with college Continuing Professional Development guidelines.</li><li>• Participation in national and regional organisations dedicated to education and maintenance of standards within psychiatry</li><li>• Administrative tasks not directly associated with clinics or ward work, (i.e. participation in service meetings, interviews, organisational meetings</li><li>• Preparation of materials for and provision of formal teaching of junior medical staff, nursing staff and other clinical support staff. (Includes teaching of trainee interns and medical students).</li><li>• Peer review and audit activities</li><li>• Business meetings</li><li>• Clinical Pathway development</li><li>• Credentialing</li><li>• Participate in Service planning and community consultation as required to identify community service needs.</li></ul>

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**Key Objectives****Expected Outcomes**

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- Assist the Service Manager in strategic planning to enable the Service management to provide an attainable and financially viable business plan.
- Assist colleagues and appropriate staff in the effective recruitment to the Service of health professionals as required. The Psychiatrist will assist to ensure that the Service remains within budget but consistent with the need to safeguard the welfare of clients and appropriate medical standards.
- Assist with the Service Manager, Head of Department, Line Managers and DAMHS in the inquiry into client complaints or serious incident report

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**On-Call duties**

- Roster frequency 1:6 (2nd on-call), general psychiatry cover (adults, adolescents and older adults). Average 4.33 hours' actual working time per week per psychiatrist.
- Accept a roster that ensures 24-hour service delivery to cover psychiatric emergencies
- Accept direct referrals from the ED and psychiatric referrals from other disciplines in the general hospital
- Provide consultative advice to GPs
- Available to acute psychiatric ward, Mental Health Inpatient Unit staff
- Under the direction of the Service Manager, during regular hours provide the scheduled clinical sessions for colleagues who are unexpectedly unavailable for any reason, so as to ensure least service disruption.
- Medical consultation to Crisis Services will be ensured in order to action all client approaches to the service.
- Be the Responsible Clinician for all Mental Health Act patients when on call out of hours as delegated by the DAMHS.
- Provision of training and supervision of registrars after hours
- When on-call during the week (Monday–Friday) the hours are 0800 – 1600 and 1600 – 0800 as per the Out of Hours roster.
- When on-call for the weekend the hours are 1600 Friday – 0800 Monday
- When on-call the psychiatrist will remain immediately available to respond by phone and able to attend the hospital within (1 hour)

*NOTE: The average level of call-back and acute call activity will be reviewed and amended as changes to staffing occur or as required.*

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**Record Keeping and Quality Assurance**

Demonstrates a commitment to clinical leadership in cooperation with the Clinical Director Psychiatry and Operational Managers

- To provide advice to the Service Manager / Clinical Director on Standards of Practice.
  - As required by the Service Manager Mental Health & Addiction Services, the Psychiatrist will participate in the formulation and implementation of a Quality Assurance Programme which includes the establishment and review, within an agreed time frame, of protocols and procedures for the Mental Health & Addictions Service.
  - Participate to ensure that Mental Health & Addiction Services are prepared for accreditation when such accreditation is due.
  - Demonstrate commitment to the employer's philosophy of Continuous Improvement and will participate actively in service and individual credentialing systems as these evolve within Te Whatu Ora Lakes.
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**Key Objectives****Expected Outcomes**

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	<ul style="list-style-type: none"><li>• In order to maintain high standards of practice, the Psychiatrist will participate regularly with colleagues within and outside the service in a process of peer review and continuing medical education.</li><li>• Patient records will be comprehensive, accurate, timely and legible.</li><li>• Quality assurance requirement for patient records will be maintained and monitored.</li><li>• Referring agencies will receive written reports.</li><li>• Information will be made available for input to the patient database.</li><li>• Contributions to staff records will be completed as required.</li></ul>
<b>Clinical Resource Management</b>	<ul style="list-style-type: none"><li>• Advise the Service Manager Mental Health and Head of Department Psychiatry immediately of any illness which will prevent the Psychiatrist from performing their duties.</li><li>• In the event of civil emergency, the Psychiatrist will carry out such other duties as may be required by the Service Manager Mental Health.</li><li>• Facilitate, as appropriate consultation with other Mental Health service professionals in respect of care of patients and will encourage and participate in multidisciplinary team meetings discussing the care and treatment of patients.</li></ul>
<b>Patient Advocacy and Cultural Issues</b>	<ul style="list-style-type: none"><li>• Ensure that he/she respects the role of any independent patient advocate.</li><li>• Respects cultural concerns and ensures cultural safety in patient contacts.</li><li>• Respects each individual patient's dignity and rights, and ensures that informed consent is obtained in accordance with service policy before undertaking any procedures.</li><li>• Utilises Te Ara Tauwhirotaanga – "Pathways that lead us to act with kindness" model of care to engage with services users/whaiora, whanau/family, visitors and multidisciplinary teams.</li><li>• Incorporates and follows the principles of the model of care Te Ara Tauwhirotaanga into day to day business activities.</li></ul>
<b>Relationship building</b> Liaison with partner organisations	<ul style="list-style-type: none"><li>• Develop strong working relationship with partner organisations such as Te Utuhina Manaakitanga (TUM) / Manaaki Ora.</li><li>• Establish agreed roles and responsibilities between services</li></ul>
<b>Statutory requirements</b>	<ul style="list-style-type: none"><li>• The Mental Health (Compulsory Assessment and Treatment) Act 1992; and the Amendment Act 2021</li><li>• Responsible Clinician role under the MH(CAT)Act 1992 and the Amendment Act 2021.</li><li>• Criminal Procedure (Mentally Impaired Persons) 2003</li><li>• Alcohol and Drug Act</li><li>• Protection of Personal and Property Rights Act 1988</li><li>• Code of Health and Disability Services Consumers' Rights</li><li>• Privacy Act 2022</li><li>• Health Information Privacy Code 2020</li></ul>

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**Key Objectives****Expected Outcomes**

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- Substance Addiction (Compulsory Assessment and Treatment Act) 2017 - (SACAT).
- The requirements of the Mental Health (Compulsory Assessment and Treatment) Act, the Criminal Procedure (Mentally Impaired Persons Act, the Children and Young Persons Act, Alcohol and Drug Act and all other associated acts relevant to the clinical practice of psychiatry will be observed.
- The psychiatrist will carry out all duties and obligations of the role of Responsible Clinician within the meaning of the term in The Mental Health (CAT) Act 1992 and The Amendment Act 2021.
- The psychiatrist will apply for appointment by the Review Tribunal under Sections 59 and 60 of The Mental Health (CAT) Act 1992 and The Amendment Act 2021 (if eligible for appointment) and will then review patients as required.
- Procedures involving patients will meet statutory requirements and be fair and clinically appropriate.
- Any observed deficiency in the system will be promptly investigated and dealt with appropriately following discussions with the Service Manager.
- Take an active role in health promotion and participate in formulating policies that will analyse service activities in this area and advise other professionals accordingly.
- Will instruct, guide, and supervise the work of Junior Medical staff during the course of regular clinical duties, special individual, group or in-service sessions.

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**Teaching and Training**

Provides teaching/supervision of junior Medical Staff, medical students

- Contributes to the workforce development of mental health clinicians by providing education and leadership.
- Participates in the weekly medical education/journal club program.

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**Utilisation of Telehealth**

Provision of patient centric care which will give patients the option of telephone or video appointments where there is no need for an in-person appointment.

- Service provision is in line with the New Zealand Health Strategy and the New Zealand Medical Council guidelines to Telehealth Position statement to provide care “closer to home”.
  - Provision of patient centric carer which will give patients the option of telephone or video appointments where there is no need for an in-person appointment.
  - Advise patients in the use of tele-monitoring devices (where appropriate) and provide follow-up care to prevent unnecessary hospital admissions.
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## Key Objectives

## Description

## Expected Outcomes

### Communication and Personal Interaction

#### Te Ringa Hora



*the open hand (denoting someone who is sociable)*

Openly communicates and cooperates with all levels of Lakes employees, patients and visitors.

**Builds and maintains open respectful relationships.**  
**Openly and constructively participates in conversations with multidisciplinary team, patients, managers and visitors.**  
**Accepts differences of opinion can occur but these happen respectfully.**

### Strategy & Performance

#### Te Ringa Raupā



*the roughened hand (symbolising a hard worker)*

Spends energy on delivering role requirements and meeting objectives.  
Organises own time to deliver on required tasks and duties.

**Has an energetic approach to work and is self-motivated.**  
**Accepts direction and instruction of manager but is able to work effectively without direct guidance.**  
**Maintains expected productivity in line with assigned duties.**

### Development and Change

#### Te Ringa Ahuahu



*the hand that shapes or fashions something (refers to someone who is innovative)*

Accepts change in day to day practices and contributes to decision making of the team.  
Makes suggestions to increase efficiency of the unit.

**Constructively makes suggestions to improve process or practices and gain efficiencies.**  
**Demonstrates positive attitude and responsiveness to opportunities for improvement.**  
**Is solution focused.**  
**Undertakes and manages a specific portfolio of responsibilities as agreed with the CNM.**

### Personal Accountability

#### Te Ringa Tōmau

Is open with manager and colleagues and open to accepting feedback and critique to improve upon practice.

**Offers and receives constructive critique of practice and self.**  
**Shows respect and establishes rapport when responding to the different needs of people and practice situations.**  
**Advises manager whenever issues may be impacting on performance.**



## Key Objectives



*the hand that is trustworthy*

## Description

Looks for and undertakes development activities appropriate for role and career development.

## Expected Outcomes

**Recognises areas that could be improved in own practice and takes action to address those needs.**

## Culture and Values

Te Ringa Taurima



*the hand that nurtures, encourages, supports*

Operates in line with Lakes values and expectations and professional codes of conduct.

**Demonstrates manaakitanga, respect, integrity and accountability in every day performance.**

**Incorporates the Lakes Way into day to day business activities.**

**Demonstrates the culture and the agreed behaviours of Te iti Kahurangi.**

**Shows respect for patients, colleagues, managers, Multi-disciplinary team and others.**

## Compulsory Requirements

## Expected Outcomes

### Māori Health

Māori philosophies and values of health are demonstrated in work practice.

Meaningful relationships are established with Te Aka Matua (Rotorua and Taupo Hospitals) and Lakes Maori Health division in the planning and delivery of services.

Practices are consistent with Te Tiriti o Waitangi /The Treaty of Waitangi when working with Māori.

Delivery of safe services for Māori are facilitated by ensuring they can access treatment options and are involved in the planning and delivery of their care.

Māori are enabled to access and participate in cultural activities provided by the Lakes.

A commitment to improving the wellbeing of Māori by increasing cultural knowledge in the Lakes is shown.

### Te Iti Kahurangi

The Lakes Way, Our Place Our Culture.

Works within the Te Iti Kahurangi framework and supporting guide document.

### Record Keeping

Complies with the Lakes Corporate Records Management policy to create and maintain full and accurate records.

## Compulsory Requirements

## Expected Outcomes

### Quality & Risk

Patient safety is paramount to the service we deliver at Lakes. This is to be achieved in a clinical governance framework that is culturally responsive and identifies and manages risk and opportunities to improve.

Employees are supported to lead by example and implement a culture of continuous quality improvement.  
Risks that may prevent Lakes from achieving their goals are identified, reported, and managed.  
Māori patients are provided patient-centred care to achieve positive Māori health outcomes.  
Needs of Māori are reviewed and reported in the further development of practice, process and or policy.  
Evidence-based methodologies are used to support improvements, e.g. Kaupapa, Māori methodology.  
Quality care is provided to certification standards.

### Health & Safety

Each individual is responsible for ensuring the safety of themselves, their colleagues, patients and their visitors and to comply with all organisational health and safety policies, procedures and guidelines.

Implementation and reinforcement of a proactive healthy work place culture which reflects relevant Lakes policy and legislative requirements.  
Healthy lifestyles are actively promoted and participated in, within the work area.  
Employees participate in Health and Safety within areas of work.  
Health and Safety activities are appropriately documented within specified timeframes.  
Health and Safety policies have been read and understood and are applied in the workplace.  
Health and Safety policies are appropriately documented within specified timeframes and incidents are reported immediately.  
Any opportunities for improving Health and Safety are reported and acted upon in a timely manner.  
All near misses/incident/accidents are reported to the appropriate line manager within 24 hours.

## VARIATION TO JOB DESCRIPTIONS

Job descriptions shall be varied from time to time to record any agreed changes to rosters and staffing levels.

### Signatures:

#### Line Manager:

Position Description Approved: \_\_\_\_\_

#### Employee:

Acceptance of Position Description: \_\_\_\_\_

*(Please also initial all other pages to show acceptance of position description.)*

Person Specification	Essential	Desirable
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>• Basic medical qualifications recognised by the Medical Council of New Zealand</li> <li>• Post graduate qualifications and experience eligible for vocational registration by the Medical Council of NZ</li> <li>• Current Practicing Certificate</li> <li>• Medical Indemnity Insurance</li> </ul>	<b>Current drivers' license.</b>
<b>Experience</b> Clinical Ability	<ul style="list-style-type: none"> <li>▪ Possess clinical practice skills and competencies appropriate to vocational specialty</li> <li>▪ Undergraduate or post graduate teaching</li> <li>▪ Evidence of Continuing Medical Education and Professional Development</li> <li>▪ Involvement with Quality Assurance or Continuous Improvement Programmes</li> <li>▪ Demonstrate an ability to assess, diagnose and formulate when seeing whaiora/service users who present acutely in order to compile appropriate treatment and risk management plans.</li> <li>▪ Clinical leadership within the multidisciplinary team and collaborating with staff to identify, prioritise and manage clinical need as well as risk.</li> </ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>▪ Te Tiriti O Waitangi in the provision of health care services and support to Māori.</li> <li>▪ Te Tiriti O Waitangi in practice, process, policy development and decision making.</li> </ul>	<p><b>Knowledge of Disability Support sector networks, Rehabilitation Sector and Maori systems and networks.</b></p> <p><b>Have an awareness of Iwi and Hapu within the boundaries of region.</b></p>
<b>Skills</b>	<ul style="list-style-type: none"> <li>▪ Pronunciation of Te Reo Māori words and names.</li> <li>▪ Is able to use standard computer software applications and clinical patient record systems used by Lakes.</li> <li>▪ Clinical expertise in assessment and various therapeutic interventions addressing the medical social, occupational, behavioural and emotional needs of our whaiora/service users</li> <li>▪ Ability to establish therapeutic relationships with whaiora and whanau</li> <li>▪ Communication skills in consultation, networking and liaison</li> <li>▪ Ability to work collaboratively within a multidisciplinary team</li> <li>▪ A commitment to biculturalism and a commitment to achieving equitable outcomes for Maori</li> <li>▪ Organisational and time management skills.</li> </ul>	<b>Proficiency in tikanga and Te Reo.</b>

## Person Specification

### Essential

### Desirable

#### Personal Attributes

- Ability to work under pressure.
- Self-motivated and uses initiative.
- Professional and clinical credibility
- Proven commitment to provision of quality care
- Excellent communication and interpersonal skills
- Ability to function as a multidisciplinary team member
- Demonstrate cultural awareness
- Possess management skills and function as a professional leader
- Demonstrates active consumer participation in care planning and consumer focus in service development.

**Non-smoker preferred.**



**Flexibility and lateral thinking.**

## 2. About Te Whatu Ora – Lakes

At Lakes we place the highest value on the health and wellbeing of everyone in our community. As such all healthcare workers are expected to play a part in the creation and promotion of an environment which lives the following vision, mission and values:

### Vision

Healthy Communities – Mauriora! In this vision Mauriora refers to the Mauri - being the life essence and the source of well-being, and ora - describing the state of wellness.

### Strategic Mission

- Achieve equity in Māori health.
- Build an integrated health system.
- Strengthen people, whanau and community wellbeing.

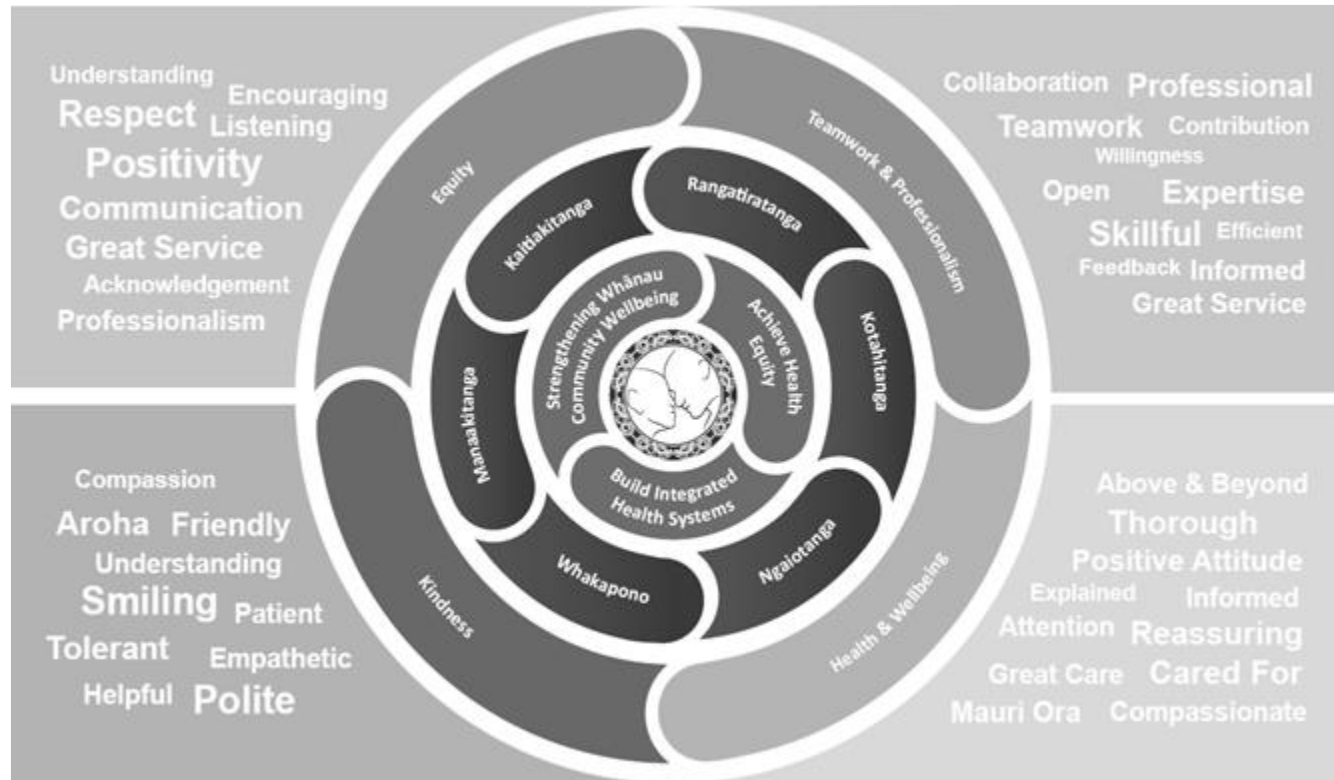
### Three Core Values

**Manaakitanga** Respect and acknowledgment of each other's intrinsic value and contribution.

**Integrity** Truthfully and consistently acting collectively for the common good.

**Accountability** Collective and individual ownership for clinical and financial outcomes and sustainability.

### 3. Te Iti Kahurangi – The Lakes Way, Our Place, Our Culture – We Will



### 4. Te Tiriti O Waitangi

#### Our expression of Te Tiriti o Waitangi

The text of Te Tiriti, including the preamble and the three articles, along with the Ritenga Māori declaration, are the enduring foundation of our approach to achieving health and independence. Based on these foundations, we will strive to achieve the following four goals, each expressed in terms of mana.

#### Mana whakahaere

Effective and appropriate kaitiakitanga and stewardship over the health and disability system. Mana whakahaere is the exercise of control in accordance with tikanga, kaupapa and kawa Māori. This goes beyond the management of assets and resources and towards enabling Māori aspirations for health and independence.

### Mana motuhake

Enabling the right for Māori to be Māori (Māori self-determination); to exercise their authority over their lives and to live on Māori terms and according to Māori philosophies, values and practices, including tikanga Māori.

### Mana tangata

Achieving equity in health and disability outcomes for Māori, enhancing the mana of people across their life course and contributing to the overall health and wellbeing of Māori.

### Mana Māori

Enabling Ritenga Māori (Māori customary rituals), which are framed by te ao Māori (the Māori world), enacted through tikanga Māori (Māori philosophy and customary practices) and encapsulated within mātauranga Māori (Māori knowledge).

Lakes is committed within the framework of the New Zealand Public Health and Disability Act (2000) to supporting the Crown's commitment to upholding its Tiriti promises.

## 5. Organisation Structure

