

## Job Description

### Consultant Psychiatrist

### Mental Health and Addictions Services

<b>Position Title:</b>	Consultant Psychiatrist
<b>Organisation Unit:</b>	Mental Health and Addictions Services
<b>Location:</b>	Whangārei, Te Whatu Ora – Health New Zealand Te Tai Tokerau, Northland
<b>Responsible to:</b>	General Manager, Mental Health and Addictions Services, Te Whatu Ora Te Tai Tokerau
<b>Primary Functions of the Position:</b>	<ul style="list-style-type: none"> <li>• Responsible for providing effective clinical leadership within a designated mental health service, ensuring it is safe, evidence based, and customer focussed.</li> <li>• Provide expert opinion to the wider community on a range of mental health issues and work in collaboration with General Practitioners and other health professionals to best meet the mental health and emotional needs of service users, within the secondary and primary care/ locality environments.</li> <li>• Work in partnership with the service user, their family/whānau and other members of the multi-disciplinary team to achieve best care utilising a range of therapies including psychotherapy, psychotropic medication, social strategies and other interventions.</li> <li>• Utilise a person-centred approach, undertake comprehensive psychiatric assessments to arrive at an accurate diagnosis, formulation and treatment plan that considers the interaction between physical and mental illness and the unique needs and attributes of the individual service user. Attention will be paid to physical health issues of mental health and addiction service users recognising the high prevalence of significant health issues and the related premature mortality experienced by service users.</li> <li>• Ensure that the service users' family/ whānau/ carer is actively involved and that their approach considers the array of social and cultural factors that impact on the individual.</li> <li>• Work in close collaboration with the Clinical Team Manager for the relevant Mental Health service and with the other Consultant Psychiatrists based with that service.</li> <li>• To provide assessment and management, to participate in court hearings and to undertake any other activities required to fulfil the role of responsible clinician for patient's subject to the Mental Health Act.</li> <li>• To provide psychiatric assessment and management of any clients admitted to the Whangārei inpatient or subacute unit.</li> <li>• To act as an effective member of multidisciplinary teams in both Mental Health and Addiction Services and other specialist services.</li> <li>• To provide supervision when required to a registrar and other clinicians.</li> </ul>

## Functional Relationships

The Consultant Psychiatrist will develop and maintain excellent relationships with:

Internal	External
<ul style="list-style-type: none"> <li>• Clinical Director – Mental Health and Addictions</li> <li>• General Manager – Mental Health and Addictions</li> <li>• Mental Health Clinical Heads</li> <li>• Other SMOs</li> <li>• Junior Medical Staff</li> <li>• Service Managers – Mental Health Services</li> <li>• Clinical Nurse Director – Mental Health Services</li> <li>• DAMHS</li> <li>• Team Managers</li> <li>• Clinical Quality and Risk Manager and Quality Co-ordinator</li> <li>• Mental Health Professional Leaders</li> <li>• Clinical and non-clinical members of the multidisciplinary teams</li> <li>• Various advisory and support staff</li> <li>• Mental Health Act Administrators</li> </ul>	<ul style="list-style-type: none"> <li>• Primary Care staff</li> <li>• Locality Leadership groups</li> <li>• Medical Council of New Zealand</li> <li>• Other Statutory Authorities</li> <li>• Vocational Training Committees</li> <li>• Community and Legislative bodies</li> <li>• Royal College of Physicians</li> <li>• HDC</li> <li>• ACC</li> <li>• MOH</li> <li>• Patients and whānau</li> <li>• NGO providers</li> <li>• Community services</li> <li>• General Practitioners</li> </ul>

## Key Responsibilities and Expected Outcomes

Te Whatu Ora Te Tai Tokerau has established a set of values by which the organisation will respond, in part, to achieving its goals and objectives through their workforce. The following Values and supporting statements are expected behaviours of each individual employed with Te Whatu Ora Te Tai Tokerau:

Values	Supporting Statement
<b>Tāngata i te tuatahi</b> People First	He whakapapa, he mokopuna, he tamariki, he mātua, he tūpuna. He aha te mea nui. He tāngata, he tāngata, he tāngata  Our people are central to all we do
<b>Whakaute (tuku mana)</b> Respect	He whakaaro nui ki ētahi atu  We treat others as they would like to be treated
<b>Manaaki</b> Caring	Ko te manaaki – he whāngai, he kākahu, he ropiropi. Akona e te whānau whānui  We nurture those around us, and treat all with dignity and compassion
<b>Whakawhitiwhiti Kōrero</b> Communication	Whakawhitiwhiti kōrero i runga te tika, te pono me te aroha  We communicate openly, safely and with respect to promote clear understanding
<b>Te Hiranga</b> Excellence	Kia kaha, kia māia, kia manawa nui  Our attitude of excellence inspires confidence and innovation

The position of Consultant Psychiatrist encompasses the following major functions or key result areas:

- Te Tiriti o Waitangi
- To provide high quality assessment and treatment services within a multidisciplinary team that are culturally appropriate and in accordance with professional standards and ethics and organisational policy and procedure
- Co-ordination and leadership of clinical activity, including Service Development & Quality Improvement
- Clinical Supervision is defined in the broadest sense as general oversight of clinical activities which may include direct supervision
- Human Resource Management
- Professional Development, including Audit
- Routine Duties – Clinical/ Non-Clinical
- After Hours Roster
- Utilise Information Technology
- Client focused practice
- Communication & Teamwork
- Relationship building
- Quality improvement
- Telehealth
- Health and Safety
- Privacy & Confidentiality

The outcome requirements of the above key responsibility areas are outlined below:

Key Responsibility Area	Expected Outcomes
Te Tiriti o Waitangi	<ul style="list-style-type: none"> <li>• Contribute to the promotion of the articles and principles of Te Tiriti o Waitangi and the involvement of Māori within the decision-making process for their health and independence, within Te Whatu Ora Te Tai Tokerau management processes and procedures</li> <li>• Include the articles and principles of Te Tiriti o Waitangi within all aspects of the role and its outcomes</li> <li>• Ensure that consultation and engagement processes include appropriate mechanisms to meet the need of Māori in a culturally appropriate and safe manner</li> <li>• Attend the Te Whatu Ora Te Tai Tokerau Te Tiriti o Waitangi Training</li> <li>• Routinely assess and respect cultural issues in working with patients, staff and relevant others.</li> </ul>

<p>Clinical Responsibilities: To provide high quality assessment and treatment services within a multidisciplinary team that are culturally appropriate and in accordance with professional standards and ethics and organisational policy and procedures</p>	<ul style="list-style-type: none"> <li>• Undertakes clinical responsibilities and conducts 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: <ul style="list-style-type: none"> <li>• The New Zealand Medical Council</li> <li>• The Royal Australian and New Zealand College of Psychiatrists</li> <li>• The policies, protocols and guidelines of Counties Manukau Health</li> <li>• The Health and Disability Commission</li> <li>• The New Zealand Medical Association</li> <li>• Ministry of Health</li> </ul> </li> <li>• Provide high quality assessment, formulation and management for service users seen in clinical practice</li> <li>• Comprehensive assessments, treatment goals, psychiatric formulations, diagnoses, ongoing measures and progress notes are clearly documented within the clinical record system</li> <li>• Assessments will include evaluation of the present and past history including both psychiatric and other medical history, family history, social history, cultural considerations and mental state examination including an evaluation of personality.</li> <li>• Effective management of risk</li> <li>• Works from a collaborative model with service user and informed consent is evident</li> <li>• Communication with relevant parties (including service user, General Practitioners, other referrers, other caregivers, family/ whānau, other health professionals and relevant other parties involved or potentially involved in the care of the service user)</li> <li>• Encourages involvement of family/ whānau in the care of the service user</li> <li>• Treatment will be planned in collaboration with the patient and relevant others including the patient's family/whānau, the treating community clinicians and staff of other agencies.</li> <li>• Progress is evaluated against agreed treatment goals, and clinical notes, care plans and other relevant documents are updated</li> <li>• Appropriate use of and compliance with statutory requirements of legislation relevant to delivery of health care (with particular attention to Mental Health Act, Privacy Act, Protection of Personal and Property Rights Act, Criminal Justice Act, Crimes Act, Bill of Rights Act, Code of Health and Disability Consumer's Rights)</li> <li>• Provide appropriate medical reports to the courts, coroner, Police, Ministry of Transport, LTSA and lawyers as required by law in keeping with the principles of the Privacy Act</li> <li>• To undertake consult liaison activities with other parts of the health/social sector</li> <li>• Responsible for attending designated clinical meetings at the appointed times and for using resources within agreed</li> </ul>
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Key Responsibility Area	Expected Outcomes
	<p>protocols and guidelines (where they exist). These activities may be required to occur within a variety of identified sites within the relevant locality. These may change from time to time as directed by the Clinical Head/ Clinical Director (as appropriate). The activities associated with these responsibilities include:</p> <ul style="list-style-type: none"> <li>• Service user contact time</li> <li>• Contact with families/whānau/ carers</li> <li>• Active liaison with other medical or clinical staff, agencies or organisations involved in the delivery of care to service users</li> <li>• Clinical documentation time</li> <li>• To be accessible by and available for service users in accordance with the principles of good clinical management</li> <li>• Availability for urgent consultations and management of a flexible/ responsive diary</li> <li>• Consultation with other specialists</li> <li>• Supervising the practice of other health professionals</li> <li>• Clinical administration time</li> <li>• Treatments prescribed and recommended will be based on current treatment guidelines and generally accepted specialist psychiatric practice.</li> <li>• Treatment will reflect a recovery approach.</li> <li>• Treatment will incorporate the cultural preferences of clients</li> </ul>
<p>Co-ordination and leadership of clinical activity, including Service Development &amp; Quality Improvement</p>	<ul style="list-style-type: none"> <li>• Advises Team/ Service Manager of appropriate clinical workload and staffing to ensure: <ul style="list-style-type: none"> <li>• Safe, quality clinical practice occurs</li> <li>• Teaching and clinical audit activities occur</li> <li>• Other contractual and/or professional obligations are fulfilled</li> </ul> </li> <li>• Ensures effective communication with other services to advise if service provision is compromised</li> <li>• To effectively function as part of a multidisciplinary team in the assessment and management of service users referred to the clinical service</li> <li>• To attend and actively participate in agreed/ relevant leadership meetings (i.e. Clinical Governance)</li> <li>• To work with other members of the multidisciplinary team in the resolution of identified problems or issues creating an impediment to quality clinical practice or team function</li> <li>• To participate in identified activities related to health and social service integration – working in partnership to design and deliver services within the locality environment</li> <li>• To contribute to cover for colleagues leave or absence, in a manner that is fair and equitable</li> <li>• To participate and contribute in the development and implementation of strategic and service planning for Mental Health and Addictions, and to provide clinical direction in planning for these services</li> </ul>

Key Responsibility Area	Expected Outcomes
<p>Supervision and Teaching – Clinical Supervision is defined in the broadest sense as general oversight of clinical activities which may include direct supervision</p>	<ul style="list-style-type: none"> <li>• To provide supervision or oversight or mentoring for colleagues where appropriate</li> <li>• To be available for members of the multidisciplinary team in the management of more complex clinical, legal or social issues and to offer leadership in his situation as requested</li> <li>• To undertake associated activities which may include, but not limited to: <ul style="list-style-type: none"> <li>• Oversight of clinical activities</li> <li>• Direct supervision of clinical care</li> <li>• Participation in case review and referral meetings</li> <li>• Availability for consultation with other staff (including primary care)</li> <li>• Allocation and review of referrals</li> <li>• Consulting with other specialists</li> <li>• Supervision of follow-up programs</li> </ul> </li> <li>• Where delegated by the Clinical Head/ Clinical Director, the Consultant Psychiatrist will be accountable for clinical decision relating to treatment programs, oversight and review of clinical activities, effective liaison with other treatment staff, use of resources within agreed protocols and guidelines decision concerning discharge/ transfer ensuring that an appropriate after-care program is in place and regular review of any treatment program including medication</li> <li>• The Consultant Psychiatrist has responsibility to exercise discretion to report cases/ incidents which, in the consultant Psychiatrist's opinion, may warrant the attention of the Clinical Head/ Clinical Director</li> <li>• Supervision of Trainees (Registrars) in Psychiatry in accord with standards of the Royal Australian and New Zealand College of Psychiatrists. Attendance at supervisor's workshops may be required</li> <li>• There may be input to the supervision and training of students from other professional disciplines, or with other agencies, as negotiated individually from time to time</li> <li>• There will be a contribution to the general and on-going professional development of all clinical staff within service-based activities</li> <li>• The Consultant Psychiatrist will be expected to participate in receiving supervision in an appropriate forum to be agreed with the Clinical Director. This may include team-based processes, Peer Review or other individual or group activity.</li> </ul>

Key Responsibility Area	Expected Outcomes
<p>Human Resource Management Contribute to teaching of other staff.</p>	<ul style="list-style-type: none"> <li>• Works with the Clinical Head in ensuring Medical Officers Special Scale are competent, motivated and well trained by agreeing accountabilities and standards of performance and regularly providing feedback, taking corrective action as appropriate and acknowledging good performance</li> <li>• Assisting with the identification and provision of professional development opportunities for staff within the service which are relevant to role and scope of practice</li> <li>• To work collaboratively with the SMOs in their work area to facilitate cover arrangements for any leave requests, ensuring that service needs are met, and policies are followed</li> <li>• Supervise a psychiatric registrar in training according to the supervision guidelines laid down by the RANZCP.</li> <li>• Provide teaching to other staff in the course of clinical work and at formal teaching sessions.</li> </ul>
<p>Professional Development, including Audit</p> <p>Meet current standards for professional clinical practice. Maintain and continue to develop clinical knowledge and skills. Contribute to service quality assurance.</p>	<ul style="list-style-type: none"> <li>• The Consultant Psychiatrist will attend to his/ her own professional development through on-going participation in activities to maintain and enhance standards of practice (including peer review, attendance at CME meetings, academic activities, and individual review and appraisal of evidence in regard to service provision and service user care) and will seek reimbursement where applicable in an accurate and timely manner using the approved documentation</li> <li>• Attendance at particular activities supported by the organisation will be in accord with service direction and requirements and will be agreed with the Clinical Director and Service Manager</li> <li>• Undergo credentialing by the CMH Credentialing Committee in order to confirm their scope of practice. This needs to be completed before an appointment occurs, and then part of the Annual Professional Appraisal process</li> <li>• Audit time is made available to the Consultant Psychiatrist on a regular basis. Audit activity will be undertaken on areas of service delivery or professional practice agreed by the Consultant Psychiatrist and his/ her Clinical Head, to contribute to the development of practice of the consultant psychiatrist and the quality of service provided by the organisation</li> <li>• Follow guidelines and meet standards recommended by Te Whatu Ora - Te Tai Tokerau, the Medical Council of New Zealand and the Royal Australian and New Zealand College of Psychiatrists.</li> <li>• Be enrolled in and meet requirements of the RANZCP Clinical Professional Development Programme or other professional development programmes as agreed with the Clinical Head.</li> <li>• Participate in regular in-service training activities.</li> <li>• Participate in clinical audits, case reviews and incident review processes.</li> <li>• Ensure work meets standards laid down by Te Whatu Ora Te Tai Tokerau and Ministry of Health.</li> </ul>

Key Responsibility Area	Expected Outcomes
Routine Duties – Clinical/ Non-Clinical	<ul style="list-style-type: none"> <li>The Consultant Psychiatrist will perform clinical/ nonclinical duties as outlined in their workbook</li> <li>Other activities may be negotiated and jointly agreed with the Clinical Director and Service Manager, from time to time. This may include time for research, clinical audit, or particular areas of clinical activity</li> </ul>
After Hours Roster Work all rostered hours as required by the employment contract and at the direction of the Clinical Head and General Manager.	<ul style="list-style-type: none"> <li>The Consultant Psychiatrist is required to participate in the relevant after hours on call roster.</li> <li>When required, undertake duties on the on-call roster, both during normal working hours and after hours, to provide emergency assessments and management for patients referred to and/or already under the care of Te Whatu Ora Te Tai Tokerau and/or to provide supervision and advice to registrars and other staff in these circumstances.</li> </ul>
Telehealth	<ul style="list-style-type: none"> <li>It is the expectation of this organisation that SMO's are aware of the benefits of Digital Health (including Telehealth) and how it supports healthcare delivery and reduces inequity including for our Māori and rural people. SMOs will openly adopt and practice digital health delivery as part of the role either within existing services or future planned services.</li> </ul>
Health & Safety	<ul style="list-style-type: none"> <li>Observe and promote safe work practices, rules and instructions relating to work, and be pro-active in hazard management</li> <li>Willingly co-operate in the achievement of all health and safety goals and initiatives by: <ul style="list-style-type: none"> <li>Practicing and observing safe work methods;</li> <li>The use of safety equipment;</li> <li>Reporting unsafe conditions or equipment; and</li> <li>Reporting and documenting all accidents or incidents</li> </ul> </li> </ul>
Privacy and Confidentiality	<ul style="list-style-type: none"> <li>Undertake all duties and responsibilities in accordance with the Privacy Act 2020, Health Information Privacy Code 2020, and Privacy Policies and Procedures of Te Whatu Ora Te Tai Tokerau</li> <li>Complete mandatory induction training on Privacy responsibilities</li> </ul>

### Variation of Duties

Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit in any way the scope or functions of the position. Duties and responsibilities may be amended from time to time, in consultation with the employee, to meet any changing conditions and service requirements.



## Person Specification

### Education and Qualifications

Essential	Desirable
<ul style="list-style-type: none"><li>• Vocational registration with the MCNZ as a Psychiatrist in General Psychiatry or subspecialty</li><li>• Current annual practising certificate</li><li>• A full NZ Driver's Licence with no limitations</li><li>• Current Medical Indemnity Insurance</li></ul>	<ul style="list-style-type: none"><li>• Fellow of the Royal Australian and New Zealand College of Psychiatry</li></ul>

### Experience

Essential	Desirable
<ul style="list-style-type: none"><li>• Expert Clinical experience as a Psychiatric trainee or Psychiatrist</li><li>• Previous experience in inpatient and community settings.</li></ul>	<ul style="list-style-type: none"><li>• Previous experience in the New Zealand Mental Health system</li><li>• Experience as a supervisor of psychiatric registrars.</li><li>• Experience working within a Kaupapa Māori environment and/or working in a specific culturally focused service.</li></ul>

### Awareness and Understanding of

Essential	Desirable
<ul style="list-style-type: none"><li>• Te Tiriti o Waitangi and its application to the health setting</li><li>• Privacy Act (2020) and Health Information Privacy Code (2020)</li><li>• Health and Safety at Work Act 2015</li></ul>	<ul style="list-style-type: none"><li>• Health and Disability Commissioner (Code of Health and Disability Services Consumers' Rights) Regulations (1996)</li><li>• New Zealand Council of Healthcare Standards</li></ul>

## Skills & Personal Attributes

### Skills

- Demonstrated knowledge and expertise related to speciality
- Is able to provide professional advice to team members in relation to clinical/operational skills and practice
- Is able to overview the clinical/operational practice of team members to ensure service users'/organisation's needs are addressed
- Displays respect and regard for people and focuses on staff involvement and empowerment
- Is skilled at leading discussions and providing clear direction
- Recognise the importance of developing all team members
- Highly developed communication, listening and conflict resolution skill
- Understands and effectively uses team dynamics and varying operating styles to build team processes and strengths
- Demonstrated commitment to being responsive and accessible to staff
- Understands the complexity of the multi-disciplinary environment and particularly the importance of effective clinical leadership and the SMO – Manager relationship
- Research and training skills
- Demonstrated leadership skills
- Demonstrated cultural competence in working with Māori and Pacific populations
- Skills in leading and managing service provision
- Psychiatric assessment and treatment skills using a biopsychosocial framework
- Supervisory and teaching skills
- Skills in liaising with other health professionals and caregivers
- Proven Conflict resolution skills
- Proven ability to meet timeframes
- Computer literacy – organisation information systems e.g. JADE, Outlook, Intranet
- Effective communication skills – verbal and written

### Personal Attributes

- Has strong interpersonal skills
- Committed to own personal development
- Is able to inspire and motivate other to commit to and work towards the organisational/service goals
- Problem solver
- Integrity
- Behaviours demonstrate confidence in people and belief in their skills
- Open minded
- Optimistic
- Resilient
- Professional
- Caring
- Reliable

## Performance Development Review

An initial review of performance will be conducted after three months, with an annual review thereafter.

An individual Development Plan will be developed to reflect the contribution this position is expected to make towards achieving the team's objectives and measures. Key result areas will be developed and agreed at this time.

Authorised by: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Acceptance

Acceptance of the position implies acceptance of this position description.

Position Title: \_\_\_\_\_

Signature of  
employee: \_\_\_\_\_

Date: \_\_\_\_\_