

## Job Description

### Senior Medical Officer

### Maternal and Infant Mental Health, Mental Health and Addictions Services

<b>Position Title:</b>	Senior Medical Officer / Psychiatrist
<b>Organisation Unit:</b>	Maternal and Infant Mental Health
<b>Location:</b>	Whangārei, Te Whatu Ora – Health New Zealand Te Tai Tokerau, Northland
<b>Responsible to:</b>	General Manager Mental Health and Addiction Services, Clinical Director Mental Health and Addiction Services, Te Whatu Ora Te Tai Tokerau
<b>Primary Functions of the Position:</b>	<ul style="list-style-type: none"> <li>To provide psychiatric assessment and management of clients under the care of Maternal and Infant Mental Health (MIMH) team and to provide expert psychiatric opinion and advice to clinicians working within other specialties.</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 act as an effective member of multidisciplinary teams in both Mental Health and Addictions Services and other specialist services and provide clinical leadership to the MIMH team.</li> <li>To provide supervision when required to a registrar and other clinicians.</li> </ul>

### Role Description

Te Whatu Ora Te Tai Tokerau provides a specialist clinical mental health and addictions service to people in Northland. These services are designed to cater for people with significant mental illness and beyond the scope of primary care services. Northland has a high level of deprivation and one of the highest percentages of Māori residents in New Zealand. Northlands aged population is already higher than the national average and is growing at a faster rate.

### Functional Relationships

The Senior Medical Officer will develop and maintain excellent relationships with:

Internal	External
<ul style="list-style-type: none"> <li>General Manager, Mental Health &amp; Addictions Services (MHAS)</li> <li>Clinical Director, Mental Health &amp; Addictions Services</li> <li>DAMHS</li> <li>Clinical Head, Adult Mental Health &amp; Addictions Services</li> <li>Service Managers, Mental Health and Addictions Services</li> </ul>	<ul style="list-style-type: none"> <li>Patients and family/whānau</li> <li>NGO providers</li> <li>Community services</li> <li>General Practitioners</li> </ul>

<ul style="list-style-type: none"> <li>Professional Leaders, Mental Health &amp; Addictions Services</li> <li>Clinical Team Managers and multidisciplinary staff of Mental Health Service teams</li> <li>Mental Health Act Administrators</li> </ul>	
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## 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 Senior Medical Officer encompasses the following major functions or key result areas:

- Te Tiriti o Waitangi
- Client focused practice
- Communication and Teamwork
- Professional development
- 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> </ul>
Provide competent, timely and thorough psychiatric assessment of persons presenting or referred for assessment	<ul style="list-style-type: none"> <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>• When required, the assessment will fully comply with the Mental Health Act 1992.</li> <li>• All assessments will be clearly documented and communicated to relevant others including patients, clinicians, other agencies and whānau.</li> </ul>
Provide competent and effective psychiatric treatment to clients	<ul style="list-style-type: none"> <li>• Treatment and response to treatment will be regularly reviewed.</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>• Treatment plans will be clearly documented and communicated to relevant others.</li> <li>• Treatments prescribed and recommended will be based on current treatment guidelines and generally accepted specialist psychiatric practice.</li> <li>• Treatment will be carried out in accordance with the stipulations of the Mental Health Act 1992.</li> <li>• Treatment will reflect a recovery approach.</li> <li>• Treatment will incorporate the cultural preferences of clients.</li> </ul>
Worked 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>• 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 and/or to provide supervision and advice to registrars and other staff in these circumstances.</li> </ul>
Meet current standards for professional clinical practice	<ul style="list-style-type: none"> <li>• Follow guidelines and meet standards recommended by Te Whatu Ora, the Medical Council of New Zealand and the Royal Australian and New Zealand College of Psychiatrists.</li> <li>• Participate in regular peer review activities.</li> </ul>

Key Responsibility Area	Expected Outcomes
Maintain and continue to develop clinical knowledge and skills	<ul style="list-style-type: none"> <li>• Be enrolled in and meet requirements of the RANZCP Clinical Professional Development Program or other professional development programs as agreed with the Clinical Head.</li> <li>• Participate in regular in-service training activities.</li> </ul>
Contribute to service quality assurance	<ul style="list-style-type: none"> <li>• Participate in clinical audits, case reviews and incident review processes.</li> <li>• Ensure work meets standards laid down by Te Whatu Ora and Ministry of Health.</li> </ul>
Contribute to teaching of other staff	<ul style="list-style-type: none"> <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>
Demonstrate commitment to a culturally appropriate and safe service	<ul style="list-style-type: none"> <li>• Have a working understanding of the Te Tiriti o Waitangi and its relevance to health and health services.</li> <li>• Seek advice from cultural advisors when appropriate.</li> <li>• Routinely assess and respect cultural issues in working with patients, staff and relevant others.</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>• Ensure compliance with designated responsibilities detailed in Te Whatu Ora Te Tai Tokerau's Health and Safety Policy and annual objectives</li> <li>• Promote an environment of physical, occupational, cultural, ethical and legal safety</li> <li>• Participate in the organisation's Health and Safety Management training programme.</li> <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>Specialist qualification in psychiatry</li><li>Vocational registration with Medical Council of New Zealand</li></ul>	FRANZCP

### Experience

Essential	Desirable
Previous experience in mental health service provision	<ul style="list-style-type: none"><li>Experience in EIP service</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
<ul style="list-style-type: none"><li>Psychiatric assessment and treatment skills using a bio psychosocial framework</li><li>Supervisory and teaching skills</li><li>Skills in liaising with other health professionals and caregivers</li><li>Proven Conflict resolution skills</li><li>Proven ability to meet timeframes</li><li>Computer literacy – Te Whatu Ora information systems i.e. JADE, Outlook, Intranet</li><li>Effective communication skills – verbal and written</li></ul>
Personal Attributes
<ul style="list-style-type: none"><li>Open minded</li><li>Optimistic</li><li>Resilient</li><li>Supportive</li><li>Honest</li><li>Professional</li><li>Caring</li><li>Reliable</li></ul>

## 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: \_\_\_\_\_