SECTION ONE: Position Description

Specialist Psychiatrist

Psychiatrist
MENTAL HEALTH SERVICES for Older People

Part-time: 0.6FTE Fixed Term – 6 months

Location: Bay of Plenty based at Tauranga Hospital

Report to: Business Leader / Clinical Director, Mental Health & Addictions Service

The Bay of Plenty District Health Board:
The District Health Board’s fundamental purpose it to work within the resources allocated to it to improve, promote and protect the health of the whole population within its district, and to promote the independence of people with disabilities.

Vision: Healthy, thriving communities

Mission: Enabling communities to achieve good health and independence and ensure access to high quality services

Values: C Compassion

A Attitude

R Responsiveness

E Excellence
SECTION TWO:

Description of Post

Psychiatrist: Mental Health Service for Older People

The appointee to this post will provide specialist input in the area of Mental Health for Older People. The appointee will work in the MHSOP with a multi-disciplinary community mental health team.

- The total population of the BOP DHB catchment area is about 200,000. Approximately 15% of the population are aged over 65 (30,000). This is the group in the BOP population with the fastest growth rate.

- Services are provided to the West Bay of Plenty from Tauranga and for the East Bay of Plenty from Whakatane. Whakatane is 75km and one and a quarter hours drive from Tauranga.
Service Context:

Mental Health Service for Older Person (MHSOP)

The MHSOP in Tauranga is currently situated on the Tauranga Hospital campus. In Whakatane the services for older people are based at the Community Mental Health Service.

The appointee will be based in Tauranga and will provide services to both Tauranga and Whakatane MHSOP. There is currently one part time psychiatrist and one full time medical officer working in this service, both based in Tauranga.

Mental Health Services in the Bay of Plenty:

Mental Health services provided out of Tauranga Hospital include:

- Mental health Services for Older People
- Child and Adolescent Mental Health Service (CAMHSS)
- Adult Community Mental Health (CMH)
- Adult in patient unit (Te Whare Maiangiangi)
- Community Alcohol and Drug Service (CADS)
- Consultation Liaison Services (CL)
- Crisis Services (PACT)
- Mobile Intensive Nursing Service (MINS)
- Te Puna hauora (TPH)

In addition to the MHSOP medical staff, there are currently four adult Consultant psychiatrists, one Crisis and Consultation Liaison psychiatrist and visiting consultant locum cover for Child and Adolescent Services.

Mental Health Services provided out of the Whakatane Hospital include:

- Community Mental Health
- Acute in patient unit – Ward 8
- Voyagers Child and Adolescent services
- Maori Mental Health Services

There are currently two Consultant Psychiatrists and one Medical Officer in Whakatane.

Training:

Tauranga Hospital Mental Health Services is part of the Central North Island training program based at Waikato Hospital, Hamilton. Currently there are six registrars in Tauranga.

Support:

The appointee will have the support of the Clinical Director, the Clinical Co-ordinator for MHSOP, in Tauranga and the Clinical Co-ordinator for CMH in Whakatane. The
The appointee will have further support from a Registrar, the multi-disciplinary team and administration in MHSOP.

**On-call Duties:**

The role includes participation in the general psychiatry on-call roster at Tauranga Hospital. There are two rosters, with registrars being first on call after hours. (4pm till midnight and on the weekends). The consultants provide second-tier roster, and there are six consultants on this roster.

### Functional Relationships

- Consultation-Liaison Psychiatry, Tauranga Hospital
- Mental Health Service for Older People, Tauranga Hospital
- Community Mental Health, Tauranga
- Community Mental Health Service, Whakatane Hospital
- Ward 8, Inpatient Unit, Whakatane Hospital
- Acute In Patient Unit (Te Whare Maiangiangi), Tauranga
- Maori Health Services, Whakatane Hospital
- Te Puna Hauora, Tauranga Hospital
- General Hospital including Emergency Department, Tauranga Hospital
- Consultant Psychiatrist Colleagues
- General Practitioners/Primary providers
- Supported Accommodation providers
- Day Programme providers
- Senior Medical Officers group

### Review of Job Description

The appointee will meet with the Clinical Director on an annual basis to undertake a performance review. As part of this, the job description may be reviewed and amended by agreement of both parties. Amendments may require consultation with the service Clinical Co-ordinators, General Manager and Human Resources.
SECTION THREE:

PART 1:

<table>
<thead>
<tr>
<th>General Responsibilities as a Consultant Psychiatrist</th>
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<tr>
<td><strong>Principal Responsibilities</strong></td>
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<tr>
<td>A 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 by:</td>
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<tr>
<td>➢ The New Zealand Medical Council,</td>
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<td>➢ The RANZCP (Faculty of Old Age Psychiatry),</td>
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<tr>
<td>➢ The Bay of Plenty District Health Board,</td>
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<td>➢ The Health and Disability Commission,</td>
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<td>➢ The NZ Medical Association Code of Ethics,</td>
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<tr>
<td>➢ To provide specialist psychiatric care in accordance with accepted professional standards regarding conduct, ethics and clinical skills;</td>
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<td>➢ To function as part of a multidisciplinary team in the assessment and management of clients/tangata whaiora referred to the Clinical Service;</td>
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<td>➢ To supervise the Registrar and Medical officer in the MHSOP.</td>
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<tr>
<td>➢ To liaise with other agencies or doctors or departments within the Bay of Plenty DHB e.g. Health and Aging Wards about the assessment and management of patients;</td>
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## PART 2:

### Specific Responsibilities as a Consultant Psychiatrist

#### 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.

- Provide high quality assessment, formulation and management for clients seen in clinical practice.
- Comprehensive assessments, treatment goals, psychiatric formulations, diagnoses, ongoing measures and progress notes are clearly documented.
- Provide community and home visits and visits to residential care facilities for the assessment and treatment of MHSOP patients.
- Provide clinics for patients of the service to attend (currently two per week) in addition to the home based assessments.
- Manage in patient care of MHSOP patients.
- Works from a collaborative model with client and informed consent is evident.
- Ensure care plans are updated.
- Accessible by and available for clients in accordance with the principles of good clinical management.
- Available for, and works within a multidisciplinary team to maximize treatment efficiency and sharing of skills.
- Provides leadership and support for the clinical day program and at team meetings.
- Actively liaises with other medical or clinical staff, agencies or organisations involved in the delivery of care to clients.
- Encourages involvement of family/whanau of the care of clients/tangata whaiora.
- Provides consultation and advise about consent and competency when requested.
» Contribution to ECT roster, participation in ECT committee and audit and supervision of Registrar with ECT.

» Contributes to the on-call after hours roster;

» Participates in the provision of education to the General hospital, residential care facilities, community organisations such as the Alzheimer’s Society and the primary health care providers

» Participates in regional and national meetings about issues relevant to Old Age psychiatry

» Contributes to quality improvement initiatives within the Clinical Service and Mental Health services as a whole;

» Contributes to the functioning of and knowledge base of the discipline of psychiatry within the wider organisational context.

## Cultural Practice

**Work in accordance with the principles of the Treaty of Waitangi (Tiriti o Waitangi), and being respectful of cultural values in clinical practice**

» Works in partnership with Maori Mental Health staff in appropriate cases.

» Demonstrate sensitivity to Maori cultural values in clinical assessments and interventions, and in dealing with the families/whanau and support workers of Maori clients.

» Practices with a respect for the cultural values of other ethnicities such as Pacific Island and Asian groups.

» Attends relevant training in relation to Treaty of Waitangi/bi-cultural perspectives.
Team Responsibility

To work as part of the team in the Clinical service contributing psychiatric/medical expertise and supporting a multidisciplinary approach.

» To provide a specialist psychiatric perspective in the multi-disciplinary team.

» To provide consultation to members of the Multi-disciplinary team about the management of more complex clinical, legal or social cases, and to offer leadership in this situation when requested.

» To support high clinical standards in the team.

» To promote healthy team functioning

To work with the Consultant Psychiatrists employed by the DHB to maintain high quality clinical services.

» To provide support, advice and opinion when required or requested by Consultant colleagues.

» To contribute to cover for Colleagues leave or absence, in a manner that is equitable and is consistent with employment contracts.

» To provide supervision, oversight or mentoring for colleagues or Medical Officers where appropriate.

Co-operate with other sub-specialty colleagues where appropriate.

» Participate in and contribute to regional forums and meetings with Psychiatrist colleagues from the same sub-specialty to further national and regional co-operation and service initiatives, and consider service gaps in the region.
SECTION FOUR:

NON-CLINICAL RESPONSIBILITIES

The Consultant Psychiatrist appointed to this role will be expected to have a number of non-clinical duties. Non-clinical duties are duties which do not relate to the direct care of an individual patient. These duties will be expected to comprise 0.3 F.T.E. Examples of these duties include peer review and professional development, audit and quality assurance, Grand Rounds, research, teaching including preparation time, supervision and oversight of others, service development and planning meetings.

The appointee will be required to be eligible as a RANZCP Supervisor in order to fulfill the requirements of the College for Providing Registrar supervision.

Participation in the RANZCP Continuing Professional Development Program, Senior Medical Officer peer review and Bay of Plenty DHB Credentialling process is mandatory.

Administrative Responsibilities

Complies with organisational policies and procedures.

» Ensure that record keeping, and the record keeping of others working under the appointee's direction meet required legal and policy standards.

» To participate in performance appraisal on an annual basis, and other reviews of practice where necessary.

» Maintain records of supervision and oversight necessary for RANZCP or Medical Council.

Legal Responsibilities

To work within the requirements of all relevant legislation.

» To act as a Responsible Clinician as defined by the Mental Health Act.

» To contribute to the education and understanding of other staff in relation to the Mental Health Act, PPPR Act and Health and Disability Act.

» Maintain and protect confidentiality, right of access and sharing of information in keeping with the Privacy Act.

» 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.

» To meet the requirements of practice and conduct consistent with the provisions of the Health Practitioners Competence Assurance Act.
Teaching/Education Responsibilities

To contribute to the development of staff skills and training through provision of education and supervision

» To undertake direct, and informal, registrar supervision and teaching.

» To meet requirements as a supervisor as per RANZCP requirements.

» To provide consultation and education for members of the multi-disciplinary team.

» To participate in and contribute to DHB and non-DHB education programmes.

» To support research initiatives.

Professional Standards

To regularly review, and ensure the maintenance of personal professional and clinical standards of practice.

» To participate in peer review activities consistent with RANZCP Continuing Professional Development Programme guidelines.

» To meet the requirements of the RANZCP Continuing Professional Development on a continuing and annual basis

» To provide evidence of continuing education activities as part of the annual performance review.

» To meet and adhere to DHB policies regarding required core competencies such as CPR and community restraint training.
<table>
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<tr>
<th>Quality Assurance Activities</th>
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<td>To actively participate in quality improvement initiatives (within the team, within your own discipline and within the wider service/organisation) as is reasonable and within negotiated timeframes.</td>
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<td>» To support the quality assurance activities of the team and actively contribute to the identification of needed improvements in current service provision, and strategies for introducing these.</td>
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<td>» To work towards ensuring that personal practice and service provision meet the requirements of the National Mental Health Sector Standards.</td>
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<td>» To actively contribute to risk minimisation activities within the service.</td>
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<td>» To contribute to the clinical committees of Pacific Health according to expertise, interest and availability.</td>
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<tr>
<td>» To participate in audits and monitoring of clinical service delivery and performance, such as MH-SMART.</td>
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<td>» To co-operate with the investigation of and implementation of recommendations from any complaint or similar process.</td>
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SECTION FIVE:

Clinical Leadership

Consultant Psychiatrists are expected to fulfil a clinical leadership role within the service in which they are working. For those Consultant Psychiatrists working alone in a service, it will automatically fall to that psychiatrist to fill that role. For part-time Consultants or in those services with more than one psychiatrist, the role of Clinical Leader will be negotiated, with the Clinical Director and Clinical Coordinator for the service.

The role involves providing leadership within the multi-disciplinary team in a clinical sense, but also includes a role in service planning, recruitment (where appropriate) and liaising with management and other services, for example in the negotiating of Memoranda of Understanding.

Clinical Leadership Responsibilities

Contribute as leader of the Clinical team, in partnership with the Clinical Coordinator for Mental Health Service for Older People to the future development of the service, the maintenance of standards within the service, recruitment and definition of the place of the service within the overall Mental Health Services.

» To participate and contribute in the development and implementation of strategic and service planning and to provide clinical direction in planning for these services.

» To provide, in partnership with the Clinical Coordinator, a shared vision and to provide clinical leadership, guidance, and support to direct reports, staff, peers within Mental Health Services, and to internal/external key stakeholders.

» To work with the MHSOP Clinical Co-ordinator, the Clinical Director and General Manager of Mental Health Services, to ensure clinical staffing is appropriately skilled, selected, and retained.

» To contribute to protocols and guidelines operating in the MHSOP to allow for clear definition of the service role and the interactions with other services within Mental Health.
SECTION SIX:

Hours of Work:

The appointee will work 48 hours a fortnight. The regular hours are 0800 to 1630. The appointee would be expected to contribute to the on call roster.

SECTION SEVEN:

Credentials:

**Essential:**

- Medical Council Registration in New Zealand. Vocational Scope of Psychiatry
- FRANZCP or equivalent
- Credentialing with BOPDHB
- Medical Protection Insurance
- Current drivers licence.

Training and Experience:

**Essential:**

- (Expert) Clinical experience and knowledge appropriate to job description.
- Team Leadership
- Demonstrates commitment to ongoing professional development.

Competencies:

**Essential:**

- Proven commitment and understanding of an integrated model of clinical service delivery.
- Strong team player with the ability to function effectively within a multidisciplinary team.
- Ability to build credibility with others in a short period of time by acting with integrity, developing and maintaining positive relationships with others.
- Effective time management skills.
- Accountable for own decisions and results.
- Goal oriented and outcome focused.
- Effective communicator.
- Understands clinical case management in a multidisciplinary setting.
- Problem solver.
- Conflict resolution skills.
- Computing skills.
Desirable: Skills in leading and managing service provision.

HEALTH PRACTITIONERS COMPETENCE ASSURANCE ACT 2003
1. You are required to maintain your current competency based practicing certificate.
2. You must notify Manager of any changes to scope or conditions on practice (determined by Regulatory Authority).
3. You must complete the requirements of any competency programme.
4. You must notify employer of concerns relating to the risk of harm to the public of another health practitioner practicing below the required standard of competence.
5. Know the provisions of the HPCAA as the governing legislation.

HEALTH AND SAFETY
You are expected to meet the health and safety requirements set out in BOPDHB policies and protocols and any other requirements set out in the Health and Safety in Employment Act 1992.

TREATY OF WAITANGI/CULTURAL COMPETENCIES
BOPDHB is committed to the principles of the Treaty of Waitangi.

The Bay of Plenty District Health Board is a smokefree environment

SECTION EIGHT:

Contacts for further information:
Candidates requiring further information are invited to contact the following:

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