

## Job Description

### Child & Adolescent Senior Medical Officer

#### Mental Health and Addictions Services

<b>Position Title:</b>	Child and Adolescent Senior Medical Officer
<b>Organisation Unit:</b>	Kia Tū Ngāwari, Mental Health and Addictions Services
<b>Location:</b>	Whangarei, Te Whatu Ora – Health New Zealand Te Tai Tokerau, Northland
<b>Responsible to:</b>	Relevant Service Manager – dependant on persons place of employment
<b>Primary Functions of the Position:</b>	<ol style="list-style-type: none"> <li>1. To provide psychiatric assessment and management of clients referred to Kia Tū Ngāwari (Child, Youth and Maternal Mental Health and Addiction Service)</li> <li>2. To provide assessment and management, to participate in court hearings and to undertake any other activities required to fulfill the role of responsible clinician for patients subject to the Mental Health Act.</li> <li>3. To take a lead in and oversee the management of any young person admitted to the Whangārei Inpatient Psychiatry Unit. To act as an effective member of multidisciplinary teams in both Mental Health and Addiction Services and other specialist services and to provide clinical leadership in partnership with operational managers.</li> <li>4. To provide supervision when required to a registrar and other clinicians.</li> </ol>

#### Functional Relationships

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

Internal	External
<ul style="list-style-type: none"> <li>• General Manager, Mental Health &amp; Addiction Services</li> <li>• Clinical Director of Mental Health &amp; Addiction Services</li> <li>• Clinical Head of Department, Kia Tu Ngawari</li> <li>• Clinical Head of Paediatrics</li> <li>• Managers of Whangārei, Mid &amp; Far North and Inpatient Unit</li> <li>• Professional Leaders, Mental Health &amp; Addiction Services</li> <li>• Multidisciplinary staff of specialist clinical teams</li> </ul>	<ul style="list-style-type: none"> <li>• Clients and family/ whānau</li> <li>• NGO providers</li> <li>• Community services</li> <li>• General Practitioners</li> <li>• Oranga Tamariki</li> <li>• Education services</li> <li>• Child and Family Unit, Auckland</li> <li>• Regional child and adolescent psychiatrist colleagues</li> </ul>

<ul style="list-style-type: none"> <li>• Team Managers and multidisciplinary staff of Mental Health service teams</li> <li>• Mental Health Act Administrators</li> <li>• Director of Area Mental Health Services</li> <li>• Paediatricians</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 Child & Adolescent Senior Medical Officer encompasses the following major functions or key result areas:

- Te Tiriti o Waitangi
- 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>
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 clients, clinicians, other agencies and family/ whānau</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> </ul>
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 Professional Development Programme or other professional development programmes as agreed with the Clinical Director/Clinical Head.</li> <li>• Participate in regular in-service training activities.</li> </ul>
Contribute to clinical governance	<ul style="list-style-type: none"> <li>• Provide clinical leadership</li> <li>• Work in partnership with clinical team manager and service manager to lead clinical governance 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>
Demonstrate commitment to a culturally appropriate and safe service.	<ul style="list-style-type: none"> <li>• Have a working understanding of 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>

Key Responsibility Area	Expected Outcomes
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 Northland DHB's Privacy Policies and Procedures</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>Post graduate qualification specific to Child and Youth psychiatry.</li> <li>Vocational registration with Medical Council of New Zealand (or eligibility for vocational registration).</li> </ul>	<ul style="list-style-type: none"> <li>FRANZCP</li> </ul>

#### Experience

Essential	Desirable
<ul style="list-style-type: none"> <li>Previous experience in inpatient and community settings working with children and youth.</li> </ul>	<ul style="list-style-type: none"> <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>Te Tiriti o Waitangi and its application to the health setting</li> <li>Privacy Act (1993) and Health Information Privacy Code (1994)</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> <li>• Knowledge of Tikanga Māori and Te Reo.</li> </ul>
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### 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</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> </ul>	<ul style="list-style-type: none"> <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: \_\_\_\_\_