

Position Description

Position Title: Senior Medical Officer: Adult Mental Health Service
Responsible to: Service Manager – Adult Mental Health Service
 Clinical Director: Adult Mental Health Service
Prepared/Reviewed: February 2010

Place in Organisation



Employment/Management Accountability	—————>
Professional Accountability	- - - - -

Position Holder's Name : _____

Position Holder's Signature : _____

Manager's Name : _____

Manager's Signature : _____

Date : _____

Purpose of the Position

- To provide psychiatric services as part of the multi-disciplinary team, to consumers of the Adult Mental Health Service.
- As part of the team, the senior medical officer is expected to perform tasks in relation to assessment, individual service planning and review, and day-to-day service delivery as part of their workload and to contribute specific psychiatric expertise to the team.
- To supervise registrars, interns, trainees and other SMO's as required.
- To contribute to quality improvement initiatives through the provision of professional services to the team/service or division.
- To contribute to the functioning of and knowledge base of the discipline of psychiatry within the wider organisational context.

Nature & Scope of Responsibilities

<ul style="list-style-type: none"> ○ To provide high quality assessment and treatment services within a multi-disciplinary team that are culturally appropriate and in accordance with professional standards and ethics and organisational policy and procedures. 	<ul style="list-style-type: none"> ○ Referrals, assessment and treatment actioned in accordance with service protocols. ○ Caseloads are managed in accordance with service requirements. ○ Comprehensive assessment, treatment goals, psychiatric formulations, diagnoses, ongoing measures and progress notes are clearly documented. ○ Ongoing notes reflect treatment planning, presentation and progress towards goals. ○ Treatments are based upon assessment findings, and are driven by the formulation. The rationale for treatment approach is documented. ○ Assessment and treatment procedures are theoretically and empirically sound. ○ Progress is evaluated against agreed treatment goals / objectives, and care plans are updated as required. ○ Works from a collaborative model with client and informed consent is evident. ○ Works within a multi-disciplinary team model to maximise treatment efficacy.
<ul style="list-style-type: none"> ○ In accordance with the Mental Health Act (1992), to be the 'Responsible Clinician' for service users / tangata whai ora under the employee's care, and / or when requested by the Director of Area Mental Health Services (DAMHS) ○ To attend to other legal requirements when requested through appropriate channels. 	<ul style="list-style-type: none"> ○ Work within the requirements of the Act. ○ Complete documentation to the required standard and timeframes in accordance with the MH Act. ○ Provide medical reports to the coroner, Police, Ministry of Transport, and lawyers as required by law.

Consultation and Supervision	
<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> ○ To provide consultation services and operate from a model of consultation which is consistent with psychiatric theory and practice. ○ To provide supervision services to trainees, registrars, MOSS and peers as required and according to service and professional protocols. 	<ul style="list-style-type: none"> ○ Maintains competencies in supervision and formal supervision relationships exist. ○ Meets service and professional protocols in relation to supervision. ○ Maintains documentation including appropriate notes and contracts. ○ Measures supervision outcomes.

Multidisciplinary Team	
<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> ○ To participate and contribute to the multidisciplinary team through active involvement in achieving team objectives. 	<ul style="list-style-type: none"> ○ Provides a specialist psychiatric perspective in the multidisciplinary team. ○ Complies with organisational policies and procedures. ○ Provides a good professional role model for other medical staff within the team, and other professions within the team. ○ Identifies organisational impediments to effective clinical practice and works proactively with the team to decrease impediments. ○ Provides constructive feedback to other staff on psychiatric issues. ○ Productive relationships are maintained both internally within the multidisciplinary team and externally with other service providers e.g. GPs/NGOs

Quality Assurance and Peer Review	
<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> ○ To participate in peer review activities consistent with RANZCP CPD guidelines. ○ To ensure an appropriate level of continuing medical education to maintain and develop own clinical practice and standards. ○ To actively participate in quality improvement initiatives (within the team, within own discipline and within the wider service/organisation) as is reasonable and within negotiated timeframes: 	<ul style="list-style-type: none"> ○ Regularly reviews own clinical performance as part of the maintenance of professional standards. ○ Provides evidence of own continuing medical education initiatives as part of the annual performance review. ○ Keep up-to-date with trends and developments in psychiatry on an ongoing basis through regular discussion with colleagues, literature and participation in conferences and meetings.

Quality Assurance and Peer Review	
<i>Accountabilities</i>	<i>Performance Measures</i>
	<ul style="list-style-type: none"> ○ As negotiated, participates in research, which is supported by, and is in accordance with, organisational policy and protocols. ○ Reports research findings and/or presents at appropriate conferences on behalf of the organisation. ○ Participates in a formal, annual performance review with Clinical Director and Service Manager. ○ Participates in clinical audit

Medical expert	
<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> ○ Medical Expert 	<ul style="list-style-type: none"> ○ Demonstrate diagnostic and therapeutic skills for ethical, effective and patient-centred care ○ Establish and maintain clinical knowledge, skills and attitudes appropriate to practice ○ Use preventative and therapeutic interventions effectively ○ Demonstrate proficient and appropriate use of procedural skills – diagnostic and therapeutic ○ Access and apply relevant information to clinical practice ○ Demonstrate effective consultation from other health professionals, recognising the limits of their expertise

Communicator	
<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> ○ Communicator 	<ul style="list-style-type: none"> ○ Establish rapport, trust and ethical therapeutic relationships with patients/whanau/families ○ Obtain and synthesise relevant history from patients/whanau/families/communities ○ Accurately convey relevant information and explanations to patients and families/whanau/colleagues/other professionals ○ Convey effective oral and written information about a medical encounter

Collaborator	
<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> ○ Collaborator 	<ul style="list-style-type: none"> ○ Participate effectively and appropriately in an inter-professional health care team ○ Work effectively with other health professionals to prevent, negotiate and resolve inter-professional conflict

Manager	
<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> ○ Manager 	<ul style="list-style-type: none"> ○ Use resources effectively to balance patient care, learning needs, and outside activities ○ Allocate finite health care resources appropriately ○ Contribute to the effectiveness of the organisation and its systems ○ Use information technology to optimise patient care, life-long learning and other activities

Health Advocate	
<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> ○ Health Advocate 	<ul style="list-style-type: none"> ○ Identify the important determinants of health affecting patients ○ Contribute effectively to improved health of patients and communities ○ Recognise and respond to those issues where advocacy is appropriate

Scholar	
<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> ○ Scholar 	<ul style="list-style-type: none"> ○ Maintain and enhance professional activities through ongoing learning ○ Appraise sources of medical information critically and apply this appropriately to practice decisions ○ Facilitate learning of patients, RMOs/students, other clinicians, the public and others as appropriate ○ Contribute to creation, dissemination, application and translation of new knowledge

Professional

<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> ○ Professional 	<ul style="list-style-type: none"> ○ Demonstrate a commitment to patients, the profession and society through ethical practice ○ Deliver high quality care with integrity, honesty and compassion ○ Demonstrate a commitment to patients, the profession and society through participation in profession-led regulation ○ Demonstrate a commitment to physician health and sustainable practice

Health & Safety	
<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> ○ To participate in and comply with the requirements of the Health & Safety in Employment Act 1992 and associated Waikato DHB policies 	<ul style="list-style-type: none"> ○ Work practices ensure safety for self and others ○ Advice or assistance is sought before commencing an unfamiliar work practice ○ Hazards are identified, control plans documented, and hazards eliminated, minimised or isolated ○ Complies with Waikato DHB incident reporting policy ○ Emergency management procedures and compulsory / compliance education and training completed.

Risk Minimisation	
<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> ○ To actively contribute to risk management activities within the service 	<ul style="list-style-type: none"> ○ Contributes to the service's risk management activities by: <ul style="list-style-type: none"> ⌘ Identifying risks ⌘ Notifying the manager of these ⌘ Participating in the service's risk minimisation activities ⌘ Complying with Waikato DHB policies, procedures, protocols and guidelines ⌘ Participating in audits

Continuous Quality Improvement	
<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> ○ To actively contribute to Continuous Quality Improvement activities within the service 	<ul style="list-style-type: none"> ○ Contributes to the service's Continuous Quality Improvement by : <ul style="list-style-type: none"> ⌘ Identifying improvement opportunities ⌘ Notifying the manager of these

Continuous Quality Improvement	
<i>Accountabilities</i>	<i>Performance Measures</i>
	<ul style="list-style-type: none"> ⌘ Participating in the service's quality improvement activities ⌘ Providing good customer service ⌘ Complying with standards ⌘ Being responsive to customer requests or complaints ⌘ Working to improve quality of service and customer satisfaction

Team Member	
<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> ○ Individual responsibilities, actions and contributions enhance the success of the area/service/team and division ○ Te Tiriti o Waitangi (Treaty of Waitangi) ○ Equal Employment Opportunities (EEO) 	<ul style="list-style-type: none"> ○ Maintains a current knowledge of relevant issues, trends and practices ○ Behaviour demonstrates cultural appropriateness and sensitivity ○ Builds and maintains productive working relationships ○ Participates as a member of designated group(s) ○ Values individual effort, innovation and creativity ○ Contributes to the service, division and organisation ○ Work practices are consistent with The Toward Māori Health Gain: Organisational Framework, and demonstrate: <ul style="list-style-type: none"> ⌘ Partnership and shared decision making with Māori ⌘ Participation and consultation with Māori ⌘ Protection of Māori needs, values and beliefs ○ Demonstrates an understanding in health of barriers and disparities that affect Māori ○ Demonstrates and encourages behaviour that recognises and is consistent with EEO principles and practices

Personal & Professional Development	
<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> ○ Assumes responsibility for personal and professional / work education and development 	<ul style="list-style-type: none"> ○ Maintains and/or extends knowledge and skill base required for effective performance ○ Identifies any learning needs ○ Negotiates with management to attend

Personal & Professional Development	
<i>Accountabilities</i>	<i>Performance Measures</i>
	appropriate education and training ○ Participates in own performance review annually.
○ Perform such other duties as reasonably required by the manager in accordance with the conditions of the position	○ All other additional duties are performed in an efficient manner, to the required standard and within a negotiated timeframe.

Problem Complexity

- This position is a senior member of the multidisciplinary team. As such they are required to present and model effective specialist practice for a range of service users/tangata whaiora, and staff.
- Consultation and direct clinical services will include service users/tangata whaiora with high levels of problem complexity.

Scope for Action

- Accountable to the Clinical Director for standards of care delivery and issues relating to practice and development.
- Practices within the boundaries of professional standards & other legislative frameworks.
- Responsibilities for own clinical practice and complete autonomy in day to day workload management.
- Responsibility within the multidisciplinary team to provide a timely effective and efficient service to meet the needs of consumers in the community.
- Involvement in development of policies, procedures and standards pertaining to Mental Health development.
- Ensure that record keeping, and the record keeping of others working under the employee's general direction meets required legal and policy standards.
- Required to consult, liaise and negotiate as part of the wider Mental Health sector of the Community.

Staff Reporting

Delete this section if the position does not have staff reporting

- Indirect Reports:**
- Registrars, Interns, other SMO's as required by Medical Council

Relationships

If relevant, denote if the position holder e.g. co-ordinates, influences, guides staff, or agencies listed

- Internal :**
- Multi-disciplinary team
 - Medical Records
 - Clinical Director & Manager
 - Professional Leaders/Team Leader
 - Mental Health psychiatrists, trainee registrars and other clinical staff

- External :**
- Client's families/whanau and carers

- Local community/iwi networks
- Other regional Mental Health staff
- GP's
- NGO providers

Person Specifications

Credentials/Qualifications/Training

- Essential :**
- Registered Medical Practitioner as a Specialist Psychiatrist with Medical Council of New Zealand
 - Current drivers licence
 - Current Annual Practising Certificate
 - Fellowship of RANZCP or equivalent

Desirable :

Experience

- Essential :**
- Clinical experience and knowledge in Mental Health
 - Demonstrates commitment to ongoing professional development
 - Knowledge of the principles of Tiriti o Waitangi and has demonstrated cultural sensitivity.
 - Experience and skill in 1:1 therapies.

- Desirable :**
- Team leadership
 - Research and training

Competencies (Knowledge, Skills & Attributes)

- 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
- Innovative
- Knowledge of the Mental Health Act 1992 and other relevant legislation
- Has a good understanding of the range of intervention options, and the interface between psychiatric treatment and treatment provided by other mental health professionals
- Demonstrated competence in assessment and management of psychiatric clients within general adult mental health setting

- Teaching skills and experience
- Skills in leading and managing service provision

Scope of Practice

The scope of practice for a Psychiatrist is defined in accordance with Health Practitioners Competence Assurance Act 2003 by New Zealand Medical Council scope of practice as

VOCATIONAL

This allows the incumbent to work within the Medical Council's definition of the vocational scope of practice for Psychiatry :

Psychiatry is the assessment, diagnosis and treatment of persons with psychological, emotional, or cognitive problems resulting from psychiatric disorders or any other cause. Treatment interventions provided by psychiatrists will include biological, psychological and existential modalities. Psychiatrists also undertake supervision and consultation with other health professionals working with a broad range of issues.

Conditions of practice (refer Annual Practising Certificate)

Attach photocopy of current Annual Practising Certificate to the position description

Physical Requirements

- The following denote the key physical requirements for the job
 - ☞ Standing
 - ☞ Walking
 - ☞ Sitting
 - ☞ Stairs
 - ☞ Simple Grasping (*handling, seizing, holding, grasping*)
 - ☞ Fine Manipulation (*e.g. keyboarding, cutting, using fingers*)
 - ☞ Operating Machinery/Equipment (*driving*)
 - ☞ Lifting/bending (*floor to bench to floor*)
 - ☞ Lifting /overhead reaching (*bench to overhead to bench*)
 - ☞ Carrying
 - ☞ Pushing/Pulling
 - ☞ Twisting
 - ☞ Climbing/Balancing
 - ☞ Crouching/Squatting
 - ☞ Manual handling of people
 - ☞ Other Reaching (e.g. reaching across)

Appendix 1

Schedule One	
Job Description	
Surname	First names
Position	SMO - Adult Mental Health Service
Clinical Group	Mental Health & Addictions Service
Title	Consultant
Reports to	Service Manager & Clinical Director – Adult Mental Health Service
Level of Authority	

Adult Mental Health Services (AMHS)

Service Description

AMHS provides mental health assessment and treatment services to people with a suspected or diagnosed mental illness between the ages of 18 to 65 in the Waikato district. Persons between the ages of 16 to 18 and over the age of 65 may also be included on a case by case basis. Outpatient services are provided from outpatient community clinics across the Waikato region.

Inpatient services are provided across Wards 34, 35 and 36 in the Henry Rongomau Bennett Centre, Waikato Hospital.

A semi-integrated model is used to provide continuity of care for consumers accessing services across outpatient and inpatient to discharge back to the community. Referrals are accepted from any person or service but the preference is for GP referral with background medical information. Acute community and crisis services are provided by AMHS during working hours and by the Henry Rongomau Bennett Centre and CAT Service after hours. Liaison services are also provided to the general hospital through the Psychiatric Consultation Liaison Service.

Job Description

The following is the routine clinical and non-clinical duties for a Senior Medical Officer working within AMHS. It will have the flexibility so as to not restrict future service development and/or the implementation of initiatives.

Routine hours occur between 8.00 a.m. and 6.00 p.m. Monday to Friday.

Routine Clinical Duties -

Community Work (including hospital based clinics)

Initial Assessments and follow ups

These will generally be completed within scheduled clinic times. This will include routine and urgent crisis assessments

Clinics

Routine clinics as scheduled in several locations as scheduled.

Activities include; MDT meetings, meetings with families and other agencies, Travel time, supervision of clinical work of registrars, research regarding treatment of individual patients, consultation with colleagues and Registrars, completing mental Health Act assessments and documentation, MH Court attendance, correspondence, reports, and other administrative activities (stats & HONOS). Liaison with GP's, other health professionals and group work.

Ward Work

Inpatient setting for routine assessment and review.

Additional ward time will be required where specific clinical issues arise and where follow-up action is required. The time involved in such ward visits varies.

Activities included/associated with ward work include; family meetings, consultation, multi-disciplinary team, care planning and discharge planning, associated administrative tasks.

Liaison Work

General hospital for follow up of;

- a) Existing patients of the AMHS
- b) Patients referred from other hospital based specialist services
- c) Patients referred by consultation liaison
- d) This would also include requests for second opinions under the Mental Health Act.

Leave

All annual leave, continuing medical education leave, and other planned special leave will be arranged in advance to facilitate appropriate allocation of scheduled work. The only exceptions to this will be if the SMO can arrange for another employed SMO to provide the service on their behalf, or if their Clinical Director and Service Manager give approval. This approval will be mainly oriented toward unexpected opportunities or problems arising.

No Show at Sessions

An SMO can at short notice advise that they will not be available for a scheduled session only for reasons of:

- illness
- family bereavement
- urgent family or personal problems
- involvement in other clinical work that was either unplanned or for reasons beyond their control did not finish at the planned time (i.e. Mental Health Act hearings).
- involvement in call-back work immediately preceding a routine session, where the extent of this would compromise clinical safety.

The Clinical Director &/or Service Manager will be advised

Non-Clinical Duties

The following activities may or may not be specifically rostered to scheduled times, but will usually take place within the context of non-clinical duties.

This may include

- Attendance at monthly SMO meeting
- Attendance at peer review
- Attendance at weekly Journal Club/Grand round
- Personal literature review
- Participation in national and local organisations dedicated to education and maintenance of standards within general adult psychiatry sector, in consultation with the Clinical Director and Service Manager.
- Administrative tasks not directly associated with clinics &/or ward rounds.
- Preparation of materials for and provision of formal teaching to junior medical staff, nursing staff, other clinical support staff, medical students .
- Research, Clinical Audit Programmes & Case presentations
- Supervision (Registrar, Medical Officer etc)

- Business meetings
- Credentialling

Note that the following activities are specifically covered by the collective employment agreement:

- a) Attendance at New Zealand / Australian CME meetings at least once per annum, and at regional / world CME meetings at least once every three years. (Note the provision of CME leave and financial support for CME activities).

Call Back and Rostered Acute Activities

Participation in the on call roster will include:- (See Remuneration Schedule for details).

- Being on-call and responding to any emergency calls received during the rostered on call period.
- Being available for consultation for in-patient and outpatient cases as required, to ensure appropriate responses to clinical issues as they occur.
- When on call, the duty Senior Medical Officer will be required to remain immediately contactable, and to attend the hospital as required

General Provisions

Support Staff

Staffing levels for support staff will be planned and determined by the Service Managers in consultation with the Clinical Directors, and in accordance with standards and safety levels agreed by the DHB. This is with particular reference to:

- Appropriate administrative and secretarial support
- Appropriately skilled junior medical staff coverage of evenings, weekends, and nights to ensure safe practices
- Appropriately skilled allied and nursing staff.

To be reviewed at least 12 monthly.