

## POSITION DESCRIPTION

<b>Position</b>	<b>Psychologist</b>
<b>Date</b>	November 2024
<b>Primary purpose of position</b>	The Psychologist has the primary responsibility of delivering psychological services under our range of contracts at QE Health. The Psychologist will primarily work on psychology contracts as well as inter disciplinary contracts. The Psychologist may also be involved on the Recharge Programme delivering group education.
<b>Responsible to</b>	Head of Services – Growth (HoS-Growth)
<b>Functional relationships</b>	<ul style="list-style-type: none"> <li>• Clients</li> <li>• QE Health clinical team members &amp; wider QE staff</li> <li>• General Practitioners</li> <li>• ACC</li> <li>• Psychology Administrator</li> <li>• Recharge Coordinator</li> <li>• Psychology Team</li> </ul>
<b>Hours of work</b>	As per IEA

## Performance Expectations

<b>Key tasks</b>	<b>Expected results</b>
<b>Psychological Assessment</b>	<ul style="list-style-type: none"> <li>• Conduct psychological assessments, including clinical interviews, psychometric testing, and behavioural evaluations, to assess clients' mental health and diagnose psychological condition(s).</li> <li>• Selects and utilises appropriate psychological methods to assess mental health, cognitive functioning, personality, and behaviour.</li> <li>• Consider biological, psychological, occupational, and ecological factors.</li> <li>• Write psychological reports in a timely manner.</li> <li>• Maintain standards consistent with the NZ Psychologist's Board Code of Ethics regarding use, administration, access, and release of data and reports.</li> <li>• Seeks consent and appropriately follows QE Health policy and procedures.</li> </ul>



<b>Clinical Supervision</b>	<ul style="list-style-type: none"> <li>Has appropriate clinical supervision in place. In addition, this may include attendance of group and peer supervision withing the team and, as agreed by your manager (HOS-Growth)</li> </ul>
<b>Ongoing Professional Development</b>	<ul style="list-style-type: none"> <li>Participates in and documents an annual professional development cycle that aligns with industry standards and addresses the specific developmental needs to the role at QE Health.</li> </ul>
<b>Cultural Safety, particularly with Māori</b>	<ul style="list-style-type: none"> <li>Cultural Safety, particularly with a Māori, is a component of the Psychologist's ongoing professional development plan.</li> <li>Facilitates safe clinical services for Māori including, where possible, offering Māori clients the option to work with a Māori clinician and/or when timely seeks consultation and support on Tikanga Māori.</li> <li>Demonstrates knowledge of, and practices in a manner that is consistent with, the Treaty of Waitangi in the provision of health care services and support to Māori clients and their whānau.</li> </ul>
<b>Quality &amp; Risk</b>  Client safety is paramount to the service we deliver at QE Health. This is achieved in a clinical governance framework identifying and managing risk and opportunities to improve	<ul style="list-style-type: none"> <li>Actively foster a culture of continuous quality improvement by encouraging all staff and leading by example.</li> <li>Identify all risks that will prevent QE Health from achieving their goals.</li> <li>Report and manage risks appropriately.</li> <li>Put the client at the centre of all improvement.</li> </ul>
<b>Self-Management</b>	<ul style="list-style-type: none"> <li>Effectively manage your time to maintain efficiencies.</li> <li>Maintain self-development using available resources.</li> <li>Be adaptable and respond appropriately to on-going changes.</li> <li>Always maintain business standards for behaviours and professionalism.</li> <li>Manage your personal health and wellbeing, including complying with scheduled work breaks and workplace health and safety requirements.</li> <li>Se encourage staff to use the services of QE Health, including the gym, clinical spa and other services as they find helpful to meeting their personal health goals. Fees may apply for services.</li> </ul>

<b>Team Player</b>	<ul style="list-style-type: none"> <li>• Support and encourage other team members.</li> <li>• Identify and/or develop collaborative working relationships.</li> <li>• Contribute to the wider team by supporting projects and wider QE Health activities.</li> <li>• Actively contribute to the development and success of QE Health's performance.</li> <li>• Proactively provide leadership in key areas of expertise as opportunities arise.</li> </ul>
<b>To recognise Individual Responsibility for Workplace Health and Safety under the Health and Safety at Work Act 2015.</b>	<ul style="list-style-type: none"> <li>• Company health and safety policies are read and understood and relevant procedures applied to their own work activities.</li> <li>• Workplace hazards are identified and reported, including self-management of hazards where appropriate.</li> <li>• Can identify the Health and Safety representative for your area.</li> <li>• Always complies with relevant legislation</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• Other duties as may be reasonably assigned to this position and for which the position holder has received adequate training or instruction.</li> <li>• Efficiency KPI's will be set and discussed between yourself and Head of Service, to meet the clinical needs of the business.</li> </ul>

#### **KEY ATTRIBUTES:**

##### **COMMUNICATION**

- Responds appropriately to client/staff questions, requests, and problems.
- Establishes and maintains a rapport and trust with client/ staff.
- Communicates clearly and appropriately within own team and with other teams in QE Health.
- Uses skills to clarify and to confirm understanding of information received.

##### **PROFESSIONAL DEVELOPMENT**

- Participated in the annual development cycle including planning and review processes
- Seeks to learn, develop and improve own practice.
- Contributes to continuous quality improvement in QE Health-wide service delivery.
- Participate in regular Clinical supervision.

##### **LEGAL AND ETHICAL RESPONSIBILITIES**

- Acknowledges own personal beliefs and values and works in a way that respects the right of others to hold their own personal beliefs and values.
- Operates within the intent of the Treaty of Waitangi by demonstrating cultural awareness through partnership, protection, and participation.
- Complies with client/staff confidentiality and privacy regulations.

- Challenges practices that could compromise client/staff safety, dignity, or privacy.
- Recognises expectations and limitations of own practice, i.e. scope of practice.
- Takes responsibility for own actions and outcomes.

#### **SAFE ENVIRONMENT RESPONSIBILITIES**

- Complies with relevant legislation, codes of practice and organisational policies and procedures.
- Takes responsibility for personal health and safety, and of clients and staff.
- Demonstrates a working knowledge of QE Health procedures in emergency and disaster situations.
- Undertakes any other duties requested by the employer from time to time.

#### **Person Specifications**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Registration in the Clinical Scope of Practice with the New Zealand Psychologists Board.</li> </ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Health Practitioners Competence Assurance Act (2003)</li> <li>• Code of Ethics as adopted by the New Zealand Psychologists Board</li> <li>• Mental Health Act (1992) and any amendments.</li> <li>• Privacy Act (1993) and its amendments</li> <li>• MHS Policies and Procedures</li> <li>• Treaty of Waitangi</li> <li>• Other relevant legislation</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• At least one year experience as a Clinical Psychologist, including during Clinical Psychology Internship.</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Maintain accurate and up-to-date clinical records, ensuring compliance with legal, ethical, and confidentiality standards.</li> <li>• Basic computer skills, including Ms Word, Outlook, and Teams.</li> <li>• Cognitive Behavioural Therapy and evidence-based therapeutic approaches relevant to client work.</li> <li>• Client-centred/ Recovery / Rehabilitation focussed.</li> </ul>	