

## Schedule 4

# Position Description

## Clinical Lead Psychology

<b>Business area</b>	Residential/ Intensive Rehab/ Community Rehab
<b>FTE</b>	As per Conditions of Employment
<b>Direct Reports</b>	Clinical Manager Community
<b>Approved by</b>	CEO

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## Our Culture

We are strongly inclusive and embrace diversity resulting in a rich culture that wraps around our values:

### Whanonga pono - Our Values

- Tiaki tātou – We care
  - Ko tātou whakaute – We are respectful
  - Ko tātou whakakotahi – We are inclusive
  - la tātou rawe i te reira tika – We do it right
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## Position Objective

- To manage the team of Clinical Psychologists/ Neuropsychologists, oversee their work and provide advice and supervision to team members.
- The responsibilities set out below are in addition to the Position Description Clinical Psychologist/Neuropsychologist competencies

## Functional Relationships

Internal	External
<ul style="list-style-type: none"> <li>• Psychologists</li> <li>• Clinical Manager Community Rehab</li> <li>• Director of Rehabilitation</li> <li>• Chief Executive</li> <li>• General Manager Residential Service</li> <li>• Allied Health Clinical Lead Intensive Rehabilitation</li> <li>• Clinical Researcher</li> </ul>	<ul style="list-style-type: none"> <li>• ACC</li> <li>• Clinical Psychology training course, University of Canterbury</li> </ul>

## Key Areas of Accountability

Area of Accountability	Expectations
<b>Team leadership</b>	<ul style="list-style-type: none"> <li>• Manages referrals to the psychology team: assessing suitability, clarifying with case managers/ Psychology advisers where needed, provide support to the Clinical Manager when accepting or declining referrals and giving timeframes.</li> <li>• Distributes referrals appropriately around the team taking into account individual workloads and skills.</li> <li>• Liaises with Clinical Manager to provide regular updates on psychology team availability and productivity.</li> <li>• Co-ordinates cover for annual leave for other team members in community team.</li> <li>• Manages budgets for training and resources for psychology team.</li> <li>• Takes the lead in psychologist recruitment, liaise with CEO/HR regarding recruitment and any Psychologist contractual issues.</li> <li>• Completes the annual performance appraisal process for all psychologists.</li> </ul>
<b>Service Development</b>	<ul style="list-style-type: none"> <li>• Seeks potential opportunities for the expansion of psychology services. Research and liaison related to this. Promotion of psychology/ neuropsychology in marketing drives e.g., workshops, Primary Care liaison, with University Clinical Training course.</li> <li>• Research co-ordination and dissemination e.g., attendance at conferences, presenting research conducted at LFBIT, coordinating outcome research, developing new research initiatives.</li> <li>• Liaises with professional bodies or ACC/DHB regarding issues to do with Psychology/ Neuropsychology service provision.</li> <li>• Establishes and run group programmes, such as family support groups.</li> </ul>
<b>Education/ supervision</b>	<ul style="list-style-type: none"> <li>• Supervises interns, psychology students and new graduates. Supervise new contractors until they get up to speed where appropriate.</li> <li>• Organises monthly meetings for the psychology team to raise issues relating to psychology and neuropsychology contracts and provision, share relevant research, reading, team concerns etc.</li> <li>• Provides upskilling education where appropriate (e.g., running education/information sessions).</li> <li>• Liaises with University of Canterbury Clinical Psychology Programme (and other external agencies where appropriate).</li> <li>• Provides education sessions both internally and externally.</li> </ul>
<b>Interpersonal Relationships/ Teamwork</b>	<ul style="list-style-type: none"> <li>• Demonstrates respect and integrity at all times.</li> <li>• Accepts and effects constructive change and/or criticism.</li> <li>• Displays a good team spirit and adopts a positive approach to work.</li> <li>• Empathises with others.</li> <li>• Demonstrates the ability to work independently but with the capacity to work as part of a team.</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Undertakes responsibility for meeting the mandatory requirements of the Trust and any relevant professional bodies.</li> <li>• Participates in performance planning and review and the setting of performance objectives.</li> <li>• Identifies own learning requirements/deficits and develops a training plan in conjunction with manager.</li> </ul>
<b>Quality Improvement</b>	<ul style="list-style-type: none"> <li>• Participates in quality improvement activities as requested/required.</li> <li>• Documents and reports accidents and incidents accurately in accordance with policy.</li> </ul>

Area of Accountability	Expectations
	<ul style="list-style-type: none"> <li>Actively participates in quality assurance programmes and audits, to monitor and improve standards of care, completing requested documentation and audit activities within specified timeframes.</li> <li>Supports continuous quality improvement.</li> </ul>
<b>Organisational Culture</b>	<ul style="list-style-type: none"> <li>Promotes good public relations through positive relations/interactions with kiritaki/clients, families, the public and all inter-disciplinary team personnel.</li> <li>Establishes and maintains a cooperative relationship with all members of the LFBIT team, including clinical, management and support staff.</li> <li>Maintains confidentiality in respect to LFBIT's, business, employees, and kiritaki/clients.</li> <li>Models LFBIT's values and adheres to policies and procedures.</li> </ul>
<b>Cultural understanding of Te Tiriti o Waitangi</b>	<ul style="list-style-type: none"> <li>Understands and has knowledge of Te Tiriti o Waitangi.</li> <li>Promotes an awareness of ethnic and cultural differences, religious beliefs and obligations relating to Te Tiriti o Waitangi.</li> <li>Displays cultural sensitivity and a willingness to work positively with organisational strategies to improve outcomes for Māori.</li> <li>Respects diversity of cultural and religious beliefs amongst staff and kiritaki/clients.</li> </ul>
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>Takes reasonable care of own health and safety</li> <li>Takes reasonable care that own actions do not adversely affect the health and safety of other persons.</li> <li>Cooperates with any reasonable workplace health and safety policy or procedure that has been notified to workers.</li> <li>Complies, so far as reasonably able, with any reasonable instruction given by the Trust, so the Trust can comply with HSWA and regulations.</li> <li>Ensures compliance with security requirements and is vigilant in all matters of security.</li> <li>Recognises safety hazards and risks and initiates appropriate corrective actions.</li> <li>Attends fire and evacuation lectures and participates in drills as required.</li> </ul>
<b>Other Duties</b>	<ul style="list-style-type: none"> <li>Undertakes other duties as requested by your Manager from time to time</li> <li>Performs such duties in a timely, accurate manner and in accordance with the Trust's policies and procedures.</li> </ul>

## Qualifications, Experience and Personal Qualities

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>As per Clinical Psychologist/ Neuropsychologist position description</li> </ul>	<ul style="list-style-type: none"> <li>Leadership/ management training</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Significant experience in working as a neuropsychologist as part of an IDT.</li> </ul>	<ul style="list-style-type: none"> <li>Research and teaching experience</li> <li>Leadership experience</li> </ul>

	Essential	Desirable
	<ul style="list-style-type: none"> <li>• Experience with supervising interns and other clinical psychologists</li> </ul>	
<b>Competencies</b>	<ul style="list-style-type: none"> <li>• Ability to problem solve</li> <li>• Able to manage conflict</li> <li>• Able to plan and evaluate</li> </ul>	
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Able to build relationships</li> <li>• Excellent interpersonal skills</li> <li>• Demonstrable emotional intelligence</li> <li>• Resilient, able to cope well under pressure</li> <li>• Excellent oral communication skills</li> </ul>	

**Agreed by**

Signed \_\_\_\_\_  
(Employee)

Date \_\_\_\_\_

Signed \_\_\_\_\_  
(Chief Executive)

Date \_\_\_\_\_