

Position Description

Position	Clinical Psychology Intern Coordinator
Directorate	MHAIDS Services - Mental Health Addiction and Intellectual Disability
District	Capital, Coast, Hutt Valley & Wairarapa districts
Responsible to	Manager, Learning and Development
Children's Act 2014	This position is classified as a children's worker, requiring a safety check including police vetting before commencing and every three years
Location	This position is expected to work from multiple locations across the district

Te Whatu Ora

The Health System in Aotearoa is entering a period of transformation as we implement the Pae Ora/Healthy Futures vision of a reformed system where people live longer in good health, have improved quality of life, and there is equity between all groups.

We want to build a healthcare system that works collectively and cohesively around a shared set of values and a culture that enables everyone to bring their best to work and feel proud when they go home to their whānau, friends and community. The reforms are expected to achieve five system shifts. These are:

1. The health system will reinforce Te Tiriti principles and obligations
2. All people will be able to access a comprehensive range of support in their local communities to help them stay well
3. Everyone will have equal access to high quality emergency and specialist care when they need it
4. Digital services will provide more people the care they need in their homes and communities
5. Health and care workers will be valued and well-trained for the future health system

Context

Capital, Coast & Hutt Valley district provides hospital and health services in primary, secondary and tertiary healthcare to a total population base of approximately 445,000 citizens.

We are accountable for meeting the needs of and improving health outcomes for all the constituent populations of our district, and the region more broadly. Together we:

- provide secondary and tertiary, medical, surgery and mental health and intellectual disability hospital services alongside community based health care
- fund local health providers and work collaboratively with the community to create and support multiple health education initiatives and projects within the region
- deliver health services directly as well as contracting external providers
- provide local, sub-regional, regional and national health services as well as community-based health, rehabilitation and support services.

[TeWhatuOra.govt.nz](https://www.TeWhatuOra.govt.nz)

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*MHAIDS is the mental health, addiction and intellectual disability service
for the Capital, Coast, Hutt Valley and Wairarapa districts*

Te Kāwanatanga o Aotearoa
New Zealand Government

The majority of the district's population live in Wellington and Lower Hutt. The Māori and Pacific populations of Lower Hutt and Wellington are proportionally similar, with the largest Pacific population in the region in Porirua. Kapiti and Upper Hutt have similar numbers of Māori and Pacific people. Most people are enrolled with a GP near their place of residence, so the increasing focus on community-based healthcare is expected to lead to better health outcomes for these population groups. Hutt Hospital provides secondary and some tertiary, medical and surgical hospital services alongside community based health care from its main facility in Lower Hutt City. In addition to funding local health providers and working collaboratively with the community to create and support multiple health education initiatives and projects, Hutt Hospital is the centre for five tertiary regional and sub-regional services - Plastics, Maxillofacial and Burns Services; Rheumatology; Dental Services; Regional Public Health; and Regional (Breast and Cervical) Screening Services.

Wellington Regional Hospital in Newtown is the region's main tertiary hospital with services such as complex specialist and acute procedures, intensive care, cardiac surgery, cancer care, neurosurgery and renal care. The hospital is the key tertiary referral centre for the lower half of the North Island and the upper half of the South Island.

Kenepuru Community Hospital and Kapiti Health Centre provide secondary and community services based in Porirua and the Kapiti Coast

MHAIDS is the mental health, addiction and intellectual disability service for the Wairarapa District and Capital, Coast & Hutt Valley District, with multiple specialist facilities. The service holds national contracts some of which are delivered in other district localities. Ratonga Rua-o- Porirua is our forensic, rehabilitation and intellectual disability inpatient unit.

Te Tiriti o Waitangi and Māori Health Outcomes

Māori are the indigenous peoples of Aotearoa. We have particular responsibilities and accountabilities through this founding document of Aotearoa. We value Te Tiriti and have adopted the following four goals, developed by the Ministry of Health, each expressed in terms of mana and the principles of:

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| Mana whakahaere | Effective and appropriate stewardship or kaitiakitanga over the health and disability system. This goes beyond the management of assets or resources. |
| Mana motuhake | Enabling the right for Māori to be Māori (Māori self-determination); to exercise their authority over their lives, and to live on Māori terms and according to Māori philosophies, values and practices including tikanga Māori. |
| Mana tāngata | Achieving equity in health and disability outcomes for Māori across the life course and contributing to Māori wellness. |
| Mana Māori | Enabling Ritenga Māori (Māori customary rituals) which are framed by Te Aō Māori (the Māori world), enacted through tikanga Māori (Māori philosophy & customary practices) and encapsulated within mātauranga Māori (Māori knowledge). |

We will target, plan and drive our health services to create equity of health care for Māori to attain good health and well-being, while developing partnerships with the wider social sector to support whole of system change.

The Vision, Mission and Values from our District

We bring forward and join our values within our district. These will change as we become a team of teams within Te Whatu Ora.

Hutt Valley

Vision

Whanau Ora ki te Awakairangi: Healthy people, healthy families and healthy communities are so interlinked that it is impossible to identify which one comes first and then leads to another.

Ō mātou uara – Values

Mahi Pai 'Can do': Mahi Tahi in Partnership: Mahi Tahi Te Atawhai Tonu Always caring and Mahi Rangatira being our Best

Mission

Working together for health and wellbeing.

Capital and Coast

Vision

Keeping our community healthy and well

Value

Manaakitanga – Respect, caring, kindness
Kotahitanga – Connection, unity, equity
Rangatiratanga – Autonomy, integrity, excellence

Mission

Together, Improve the Health and Independence of the People of the District

Wairarapa

Vision

"Well Wairarapa – Better health for all"

Value

Manaakitanga – Respect, caring, kindness
Auaha – Solutions, responsibility, better
Kotahitanga – Connection, unity, equity
Rangatiratanga – Autonomy, integrity, excellence

Mission

To improve, promote, and protect health status of the people of the Wairarapa, and the independent living of those with disabilities, by supporting and encouraging healthy choices.

District Responsibility

The district leadership have collective accountability for leading with integrity and transparency a progressive, high performing organisation, aimed at improving the health and independence of the

community we serve and achieving equitable outcomes for all. The leadership team are responsible for achieving this aim, aligned with our Region, within the available resources, through a skilled, empowered, motivated and supported workforce in line with government and HNZ policy.

Service Perspective

The hospital and health services of the Districts provide a range of services, one such group of services includes Mental Health, Addiction and Intellectual Disability (MHAID) Service. The Service has over 1400 employees and annual revenue of \$135m.

MHAIDS spans two districts - Wairarapa, Capital, Coast and Hutt Valley and includes local, regional, and national services. The local MHAID services are provided from multiple sites within the sub-region – greater Wellington, Hutt Valley and Wairarapa. Te Korowai Whāriki services include regional forensic and rehabilitation services covering the Central region while the intellectual disability services extend the length and breadth of the country from six bases located in Whangarei, Auckland, Cambridge, Wellington, Christchurch, and Dunedin.

The core business of the Service is the provision of quality specialist services, integrated with primary and secondary providers in the communities we serve.

The Service is committed to the underlying principles of:

- Te Tiriti o Waitangi as the founding document of Aotearoa/New Zealand
- He Ara Oranga
- Mental Wellbeing Long Term Pathway
- Whakamaua – Māori Health Action Plan 2020-2025
- The New Zealand Disability Strategy: Making a World of Difference – Whakanui Oranga
- Intellectual Disability High and Complex Framework

The Service has access to business support services including People and Culture, and Finance. In addition, management and delivery of clinical services across the Service is underpinned by consultation, advice, and support from a range of cultural, consumer, and family advisors, and business, quality and organisational development personnel.

Purpose of the role

To establish and ensure effective delivery of the clinical psychology intern hub programme across the MHAID Service, Te Whatu Ora, and to support interns to successfully complete their internships. This will include establishing and maintaining collegial working relationships across the service to support the delivery of the programme. This will also include a close working relationship with the universities. The coordinator role will be the central liaison point for the hub, providing supervision to the interns, coordinating workstreams in a range of clinical roles across the service, and managing the intern's workload.

Key Accountabilities

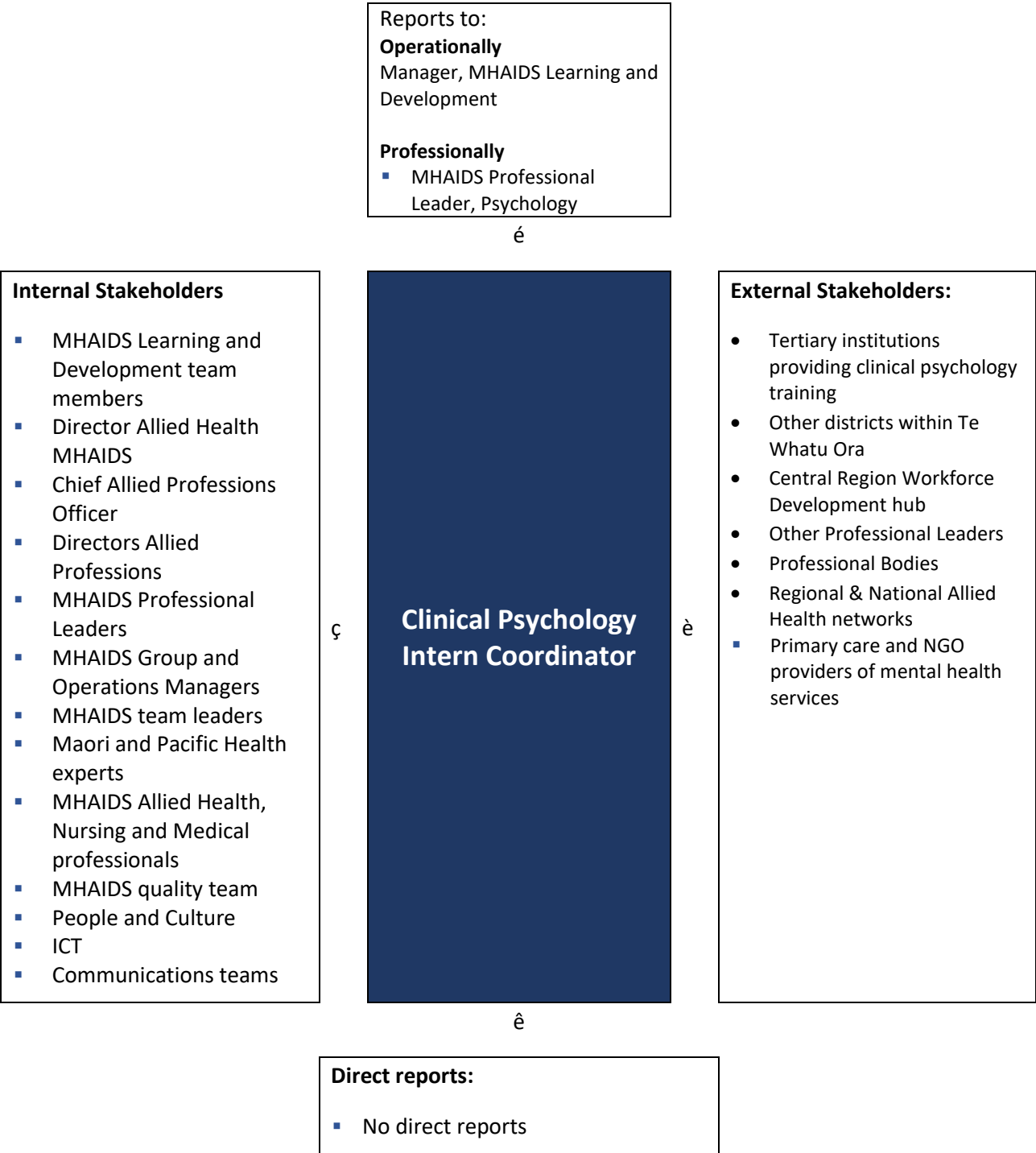
The following role accountabilities may evolve with organisational change and there may be additional duties, relevant to this position that will be required to be performed from time to time.

Key accountabilities	Deliverables/Outcomes
1. Coordination & planning	<ul style="list-style-type: none"> • Work with the Director Allied Health, Psychology Professional Lead, team leaders and psychology professionals to design and implement the Clinical Psychology Intern Hub. • Plan and coordinate successful annual roll out of the Clinical Psychology Intern Hub. • Support interns and services to meet the programme requirements to ensure successful completion. • Increase possibility that interns will remain in health services beyond graduation due to psychology team environment established in the hub service. • Alongside professional leaders and other experts, recruit, train and support suitable professional (clinical) supervisors and preceptors from MHAID services. • Maintain relevant documentation and records required by the organisation(s), programme and stakeholders. • Facilitate pro-active career planning for interns.
2. Supervision	<ul style="list-style-type: none"> • Provide clinical supervision to all interns and advice concerning professional practice issues • Ensure all client related documentation is developed and maintained • Ensure all intern documentation is complete and accurate • Increase the peer support of interns and reduce isolation in services that may have few psychologists
3. Evaluation & reporting	<ul style="list-style-type: none"> • Together with the Director Allied Health and Professional lead Psychology establish a monitoring and evaluation plan which meets internal and external stakeholders needs. • Data is collected which enables the evaluation of programme outcomes and impacts. • Provides agreed reports to relevant stakeholders.
4. Relationship Management	<ul style="list-style-type: none"> • National, regional and sub-regional network of relationships supports and enables successful and proactive delivery of the Clinical Psychology Intern Hub. • Be the liaison point between university program directors and supervisors. • Establishment of effective working relationships and credibility across the organisation.

5. Team Work	<ul style="list-style-type: none"> • Quickly and effectively develops and maintains good working relationships across the organisation. • Leads and works effectively in and across teams and with various professional groups.
6. Leadership	<ul style="list-style-type: none"> • Advocates, articulates and guides the direction of the Clinical Psychology Intern Hub. • Ensures the programme is aligned to MHAID vision, values and strategic goals and is managed within allocated resources. • Drives and supports continuous improvement activities and initiatives. • Appropriately challenges clinical issues and risks. • Provides leadership and visibility of the programme across Te Whatu Ora, within MHAID and within General Health services. • Provides leadership for preceptors, interns within the programme. • Demonstrates negotiation and management of conflict skills within the workplace. • Facilitation of guided reflection/support groups/debriefing following critical incidents or as required.
7. Maintains own professional development	<ul style="list-style-type: none"> • Maintains own professional portfolio and professional development in relation to the role. • Uses evidence based practice, research, networks and high quality literature to inform practice. • Actively participates in professional supervision in relation to own role.
8. Occupational Health & Safety	<ul style="list-style-type: none"> • Complies with responsibilities under the Health & Safety in Employment Act 1992 • Incorporates health and safety regulations into any training delivered &/or supports others to do so.

Works in other areas as identified or following a reasonable request in order to support the organisation in managing safe patient care and maintaining service delivery.

Key Relationships & Authorities



Capability Profile

Solid performance in the role requires demonstration of the following competencies. These competencies provide a framework for selection and development.

Competency	Behaviours
Process management	<ul style="list-style-type: none">• Good at figuring out the processes necessary to get things done• Knows how to organise people and activities• Understands how to separate and combine tasks into efficient work flow• Knows what to measure and how to measure it• Can see opportunities for synergy and integration where others can't• Can simplify complex process• Gets more out of fewer resources
Planning	<ul style="list-style-type: none">• Accurately scopes out length and difficulty of tasks and projects• Sets objectives and goals• Breaks down work into the process steps• Develops schedules and task/people assignments• Anticipates and adjusts for problems and roadblocks• Measures performance against goals• Evaluates results
Interpersonal Savvy	<ul style="list-style-type: none">• Relates well to all kinds of people – up, down, sideways, inside and outside of the organisation• Builds appropriate rapport• Builds constructive and effective relationships• Uses diplomacy and tact• Can diffuse even high-tension situations comfortably
Communication	<ul style="list-style-type: none">• Practices active and attentive listening• Explains information and gives instructions in clear and simple terms• Willingly answers questions and concerns raised by others• Responds in a non-defensive way when asked about errors or oversights, or when own position is challenged• Is confident and appropriately assertive in dealing with others• Deals effectively with conflict
Drive for Results	<ul style="list-style-type: none">• Can be counted on to exceed goals successfully• Is constantly and consistently one of the top performers• Steadfastly pushes self and others for results
Motivating Others	<ul style="list-style-type: none">• Creates a climate in which people want to do their best• Can motivate many kinds people• Can assess each person's key drivers/values and use these to get the best out of him/her

Competency	Behaviours
	<ul style="list-style-type: none"> • Pushes tasks and decisions down • Empowers others • Invites input from each person and shares ownership and visibility • Makes each individual feel his/her work is important • Is someone people like working for and with
Partnership with Maori	<ul style="list-style-type: none"> • Understands the principles of Te Tiriti o Waitangi and how these apply within the context of health service provision. • Promotes and participates in targeting Maori health initiatives by which Maori health gains can be achieved. • Implements strategies that are responsive to the health needs of Maori

Experience and Capability

Essential qualifications, skills and experience

a) Qualifications, knowledge and Experience:

- New Zealand Registered Clinical Psychologist with current APC
- Demonstrated technical ability and leadership
- Experience in project and change management
- Exposure to different paradigms of health and service provision
- Experience working in the mental health sector
- Knowledge of tertiary training hospital environments and the health environment
- Knowledge of quality improvement processes and experience implementing them
- Experience of clinical teaching / training and the development of others
- Ability to engage and build professional relationships across sectors, professions and groups
- Ability to work autonomously and within a team

b) Valuing the work

- Integrity
- Open discussion
- Valuing the contribution of individuals
- A commitment to contribute at a strategic level to the health of our people and communities
- Meeting and exceeding goals within timeframes, quality and resource constraints
- The development of themselves and others
- Team work and collaboration across organisations, professions and sectors

c) Other

- Clean driver's licence, as frequent travel between sites will be required

Te Whatu Ora is committed to Te Tiriti o Waitangi principles of partnership, participation, equity and protection by ensuring that guidelines for employment policies and procedures are implemented in a way that recognises Māori cultural practices.

We are committed to supporting the principles of Equal Employment Opportunities (EEO) through the provision and practice of equal access, consideration, and encouragement in the areas of employment, training, career development and promotion for all its employees.