



## ***POSITION DESCRIPTION***

<b>Position Title</b>	<b>Clinical Lead Psychologist</b>
<b>Business area:</b>	<b>Cancer Care Centre</b>
<b>FTE:</b>	<b>As per Conditions of Employment</b>
<b>Reports to:</b>	<b>Operations Manager</b>
<b>Approved by:</b>	<b>Operations Manager</b>

### **Position Objective**

- To provide effective leadership and management of the Cancer Care Centre psychology service
- To be professionally accountable for quality psychology management of patients.
- To facilitate the functioning of an environment conducive to patient and staff safety and wellbeing.
- To support the business objectives of the organisation.

### **Functional Relationships**

<b>Internal:</b>	<b>External:</b>
<ul style="list-style-type: none"><li>• All Cancer Care Centre Staff</li></ul>	<ul style="list-style-type: none"><li>• Clinicians</li><li>• Allied Health Professionals</li><li>• Patients and Support persons</li></ul>



**Key Areas of Accountability**

Area of Accountability	Expected Results
<p><b>Team Leadership,</b></p>	<ul style="list-style-type: none"> <li>• Provides psychological assessment, management and treatment for patients and their families as required.</li> <li>• To facilitate clinical research activities and service improvement projects pertaining to psycho-oncology.</li> <li>• Supports the Cancer Care mission statement, values and strategic goals through clinical leadership and the provision of expert care to patients, whanau and family.</li> <li>• Facilitates clinical oversight for the psychology team and is accountable for the delivery of optimal psychological care.</li> <li>• Ensures referral processes, communication pathways and treatment approaches are effective to ensure timely and high-quality psychological care of patients at the Cancer Care Centre.</li> <li>• Provides supervision and clinical oversight to the psychology team.</li> <li>• Monitors and evaluates psychological care provided through quality initiatives such as audit, and performance planning.</li> <li>• Completes staff performance reviews identifying a clear plan for staff to meet professional competencies requirements.</li> <li>• Ensures ongoing training and development needs of the team are met.</li> <li>• Role models and provides guidance for quality psychological practice in accordance with Psychology Board requirements and within the professional boundaries stipulated in the Code of Conduct.</li> <li>• Contributes to strategies for service development and quality care provision aimed at meeting the core values of the Cancer Care.</li> <li>• Contributes to strategies for effective succession planning, recruitment and retention.</li> <li>• Identifies clear aims, objectives and vision for ongoing development of CCC psychology services.</li> </ul>
<p><b>Professional Practice</b> To ensure a safe clinical environment for patients, staff and visitors</p>	<ul style="list-style-type: none"> <li>• Provides psychological care in accordance with professional boundaries and guidelines</li> <li>• Takes responsibility for maintaining skills, knowledge and competencies as per hospital policies and procedures.</li> <li>• Provides, facilitates, advocates and evaluates care that is evidence-based and is responsive to patient needs.</li> <li>• Maintains clear and accurate records ensuring compliance with the documentation requirements of the organisation.</li> <li>• Ensures appropriate communication of patient health assessment information.</li> <li>• Respects privacy, confidentiality of patients, staff and consultants.</li> <li>• Uses Information Technology as required with relevant training (Microsoft Word, Microsoft Outlook and the relevant Patient Management Systems such as MOSAIQ).</li> <li>• Establishes and maintains a therapeutic relationship with patients / family / whanau / caregivers and relevant others.</li> <li>• Encourages patient autonomy, self-determination and management.</li> <li>• Contribute to research activities within the department pertaining to Psycho-oncology.</li> <li>• Foster an evidence-based approach to the practice of psychological medicine within the St Georges Cancer Care Centre.</li> </ul>



**ST GEORGE'S  
CANCER CARE CENTRE**

Area of Accountability	Expected Results
<p><b>Interpersonal Relationships/Teamwork</b> To ensure effective teamwork and contribute to the achievement of CCC vision and strategic plan. To communicate effectively with patients, colleagues, other health professionals and the public.</p>	<ul style="list-style-type: none"> <li>• Develops and sustains positive internal and external relationships, through communication and consultation.</li> <li>• Ensures an environment that fosters communication and teamwork and collegial support to all CCC staff and the broader community.</li> <li>• Appreciates and respects the contribution of others within the team.</li> <li>• Contributes positively to the goals of the team and the organisation.</li> <li>• Promotes a culture of professional development by engaging with staff and initiating strategies to promote professional growth whilst recognising individual abilities and organisational needs.</li> <li>• Communicates honestly and openly with team members.</li> <li>• Mentors, coaches, acknowledges, empowers and challenges staff.</li> <li>• Respects and supports staff when they make ethical decisions.</li> <li>• Ensures all communication reflects:-               <ul style="list-style-type: none"> <li>- an ability to support and guide people experiencing loss or grief or increasing dependence</li> </ul> </li> <li>• Interprets and adheres to lines of authority and uses proper channels of communication.</li> <li>• Accepts and effects constructive change and/or criticism.</li> <li>• Empathises with others.</li> </ul>
<p><b>Professional Development</b> To maintain a high level of professional development</p>	<ul style="list-style-type: none"> <li>• Maintains and enhances current knowledge and skill base.</li> <li>• Participates in an annual performance appraisal and the setting of performance objectives.</li> <li>• Undertakes responsibility for meeting all the mandatory requirements of the Professional body and the Organisation.</li> <li>• Fosters an environment conducive to learning, enquiry and research.</li> </ul>
<p><b>Inter-professional Healthcare and Quality Improvement</b> To maintain a high level of quality improvement</p>	<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>• Participates in the maintenance of the ACC Workplace Safety Management standards, Ministry of Health Certification, QHNZ Accreditation and BFHI certification.</li> <li>• Participates in the development and review of written standards.</li> <li>• Communicates modifications to procedures and policies as they occur.</li> </ul>
<p><b>Organisational Culture</b> To support a strong and positive image of St George's within the community and with key internal and external stakeholders</p>	<ul style="list-style-type: none"> <li>• Promotes harmonious working relationships .</li> <li>• Understands and promotes the concept of internal and external customers (e.g. patients, colleagues and clinicians) and the need for customer focus.</li> <li>• Assists in facilitating positive inter-departmental relationships.</li> <li>• Maintains confidentiality in respect to CCC's operations, business, employees, clients and patients.</li> <li>• Models CCC's values and adheres to policies and procedures.</li> </ul>
<p><b>Cultural understanding of the Treaty of Waitangi</b> To promote cultural awareness within the Cancer Care Centre</p>	<ul style="list-style-type: none"> <li>• Understands and promotes the principles of the Treaty of Waitangi and the implications in nursing and research practice.</li> <li>• Respects, promotes and role models sensitivity towards ethnic and cultural differences, religious beliefs and obligations relating to the Treaty of Waitangi.</li> <li>• Displays a willingness to work positively with organisational strategies to improve outcomes for Maori.</li> </ul>



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Area of Accountability	Expected Results
	<ul style="list-style-type: none"> <li>• Respects diversity of cultural and religious beliefs amongst staff and women.</li> </ul>
<p><b>Health &amp; Safety</b> To promote and ensure a safe working environment</p>	<ul style="list-style-type: none"> <li>• Ensures absolute familiarity with the procedures in the event of cardiac arrest, fire, internal and external disasters.</li> <li>• Performs all duties adhering to the infection control process maintaining a safe environment for both patients and staff</li> <li>• Participates in health and safety and infection control education sessions</li> <li>• Understands and uses Personal Protective equipment as required.</li> <li>• Ensures accidents and untoward incidents occurring in the department are reported.</li> <li>• Takes reasonable care for personal health and safety.</li> <li>• Takes reasonable care that own acts or omissions do not adversely affect the health and safety of other persons.</li> <li>• Complies, as far as is reasonably able, with any reasonable instruction that is given to allow St George's to comply with the Health and Safety at Work Act 2015.</li> <li>• Co-operates with any reasonable policy or procedure relating to health or safety at the workplace that has been notified to workers.</li> <li>• Ensures compliance with hospital security requirements and is vigilant in all matters of security.</li> <li>• Recognises safety hazards and risks and initiates appropriate corrective actions.</li> <li>• Participates in Health and Safety training as mandated by St George's from time to time.</li> </ul>
<p><b>Organisational effectiveness</b> To contribute to the cost effectiveness and changing needs of the hospital business</p>	<ul style="list-style-type: none"> <li>• Sets appropriate priorities for workload.</li> <li>• Looks for ways and means to actively and effectively promote cost effectiveness.</li> <li>• Accurately completes cost accounting documents as appropriate.</li> <li>• Ensures department remains within budget and provides rationale for exceptions.</li> </ul>
<p><b>Other Duties</b> To undertake other duties as requested by the Practice Manager from time to time</p>	<ul style="list-style-type: none"> <li>• Performs such duties in a timely, accurate manner and in accordance with policies and procedures.</li> </ul>

**Qualifications, Experience and Personal Qualities**

Authorised by:  
Procedure owner: HR Manager

Issue date:  
Version: 1  
Review date:



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	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Registration with the New Zealand Psychologists Board.</li></ul>	Previous leadership role
<b>Experience &amp; Knowledge</b>		Experience in cancer care
<b>Personal Attributes</b>	<ul style="list-style-type: none"><li>• Shows respect for people</li><li>• Uses initiative</li><li>• Is proactive and innovative</li><li>• Is an effective communicator</li><li>• Is caring and friendly</li></ul>	

**Agreed by:**

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

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
(Practice Manager)

Date: \_\_\_\_\_