



ROLE DESCRIPTION: PSYCHOLOGY ADVISOR

PURPOSE STATEMENT

The purpose of this position is to support the General Manager/Registrar to ensure the Board meets its obligations in terms of the principal purpose of the Health Practitioners Competence Assurance Act ("the HPCA Act") - which is *to protect the health and safety of members of the public by providing for mechanisms to ensure that psychologists are competent and fit to practise their profession*- by providing robust and fair profession-specific input and expertise across a broad range of Board activities.

The Psychology Advisor role involves responsibilities in the following areas:

- Regulatory compliance –accreditation of psychology training programmes, registration, competence (including cultural competence), fitness to practice and conduct of psychologists in Aotearoa/New Zealand
- Professional advice and standard setting
- Stakeholder relationships
- Training and education

When working with psychologists the Board takes an educative, supportive approach where possible, while fulfilling its role of protecting the health and safety of the public.

RESPONSIBLE TO

GM/Registrar, New Zealand Psychologists Board.

DIRECT REPORTS

Nil.

KEY RELATIONSHIPS

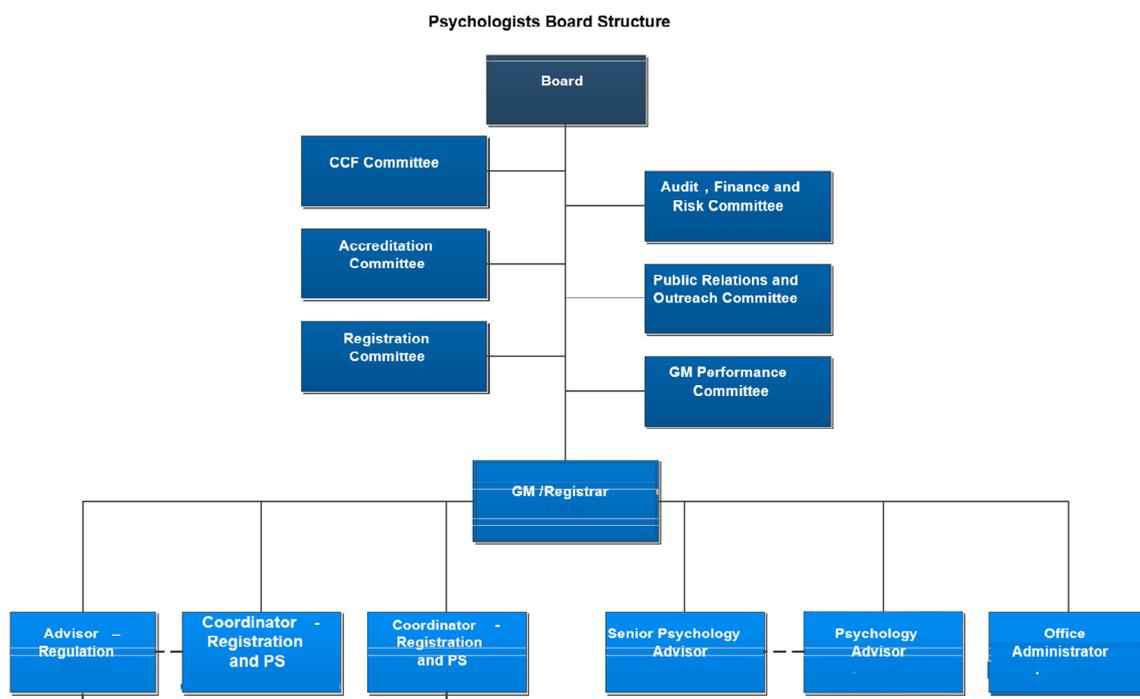
Internal

- Secretariat team members
- Board Chair and members
- Board Committees (Conduct Competence and Fitness; Accreditation; Registration)
- Professional Conduct Committees, Competence Review Panels
- Tikanga Advisors

External

- Psychologists and the public
- Professional associations, interest groups and, major employers of psychologists
- University psychology programmes and Supervision2Registration training providers
- Other health regulatory agencies

BOARD STRUCTURE



OBJECTIVES

Each year, as part of the annual review and planning process, the GM/Registrar and the Psychology Advisor, will discuss priorities for the year, with reference to the Board's strategic objectives and this role description, and will agree and set objectives for the Psychology Advisor to meet over the coming year.

KEY TASKS

Include but are not limited to:

1. Providing timely and considered written professional advice and reports to the Registrar or, as directed to other members of the Secretariat team, Board or Committee, on any professional and/or patient safety issues identified in the assigned caseload of health, competence and conduct cases;
2. Drafting clear and legally compliant competence review procedures and competence programmes that address the identified issues; recruiting and supporting suitable reviewers and supervisors for each individual case, and providing professional advice to the Registrar or delegated case manager in monitoring the quality and progress of these cases;
3. Arranging for section 49 assessments of psychologists (health examinations or testing) when concerns are raised that a health matter may be impacting on an individual's ability to practise safely as a psychologist;
4. Recruiting Professional Conduct Committee members to assigned cases;

5. Providing timely and considered written professional advice to the GM/Registrar or relevant case manager on overseas and/or complex registration applications, with reference to the HPCA Act, and any relevant Board policies;
6. Providing other professional advice and opinions to the GM/Registrar, other members of the secretariat, the Board and its committees as required;
7. Conducting any assigned quota of continuing competence programme audits in accordance with Board policies and timeframes;
8. Advising registered psychologists with queries about application of the Board's professional standards and guidelines in practice;
9. Recording all relevant practitioner interactions on the practitioner's file in a timely manner;
10. Assisting the Senior Psychology Advisor in ensuring appropriate, up to date best practice standards and guidelines are drafted, for approval by the Board;
11. Identifying inefficiencies, making recommendations to the Senior Psychology Advisor or GM/Registrar (as appropriate) as to how these might be addressed, and working with other members of the secretariat to address them;
12. Contributing to communications from the Board (for example, newsletters) with updates and information for registrants and other stakeholders;
13. Supporting Senior Psychology Advisor in recruiting, training and quality improvement of members of: competence review panels, professional conduct committees, accreditation teams and Board-approved supervisors. Updating and maintaining relevant written guidance, and keeping an up to date record of each recruit's experience and caseloads is a part of the role;
14. Supporting the Senior Psychology Advisor in the provision of quality reporting to the GM/Registrar in accordance with agreed timelines;
15. Maintaining effective relationships with stakeholders to fulfil the obligations of the position. This will include presenting to stakeholder groups, conducting consultations and otherwise representing the Board when required;
16. Undertaking project and policy development work as determined by the GM/Registrar, with assistance as appropriate from other members of the secretariat team;
17. Working collaboratively with other members of the secretariat, demonstrating a willingness to assist with tasks that may not be the primary purpose of the role;
18. Undertaking any other tasks reasonably requested by the GM/Registrar;
19. Contributing to identifying and meeting learning/development needs and supporting other members of the secretariat in meeting their needs;
20. Maintaining desk files relevant to role.

QUALIFICATIONS AND EXPERIENCE

Essential:

- Holds a Board-prescribed qualification for registration in New Zealand;
- Is registered in a psychologist or vocational scope of practice in New Zealand and holds - or has held within the two years prior to applying for this role - a full, unconditional practising certificate;
- Has at least 7 years post-registration experience as a psychologist in New Zealand;
- Is currently in good standing with the Board and never have been found guilty of misconduct by the Health Practitioners Disciplinary Tribunal, or its predecessor;

Desirable:

- Experience working within a regulatory framework or advisory role, preferably within the health sector;
- Leadership experience;
- Qualifications/experience in any of the following would be great additions to your strong psychology competencies and experience: public policy, tikanga Māori, ethics and/or law/statutory interpretation.

PERSONAL QUALITIES

- Highly organised with good planning and time management skills
- Strong attention to detail
- Excellent knowledge of psychology best practice in New Zealand, including interpreting and applying the Code of Ethics for Psychologists Working in Aotearoa/New Zealand, and understanding how te Tiriti o Waitangi and relevant health laws apply to psychologists.
- Highly developed writing skills
- Commitment to own ongoing cultural competence
- Strong team player
- Problem solving skills
- Excellent interpersonal skills and customer service approach
- A high level of integrity and dependability