


|       |                             |  |
|-------|-----------------------------|--|
| HR191 | <b>POSITION DESCRIPTION</b> |  <b>UNIVERSITY OF CAPE TOWN</b><br>IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD |
|-------|-----------------------------|--|

**NOTES**

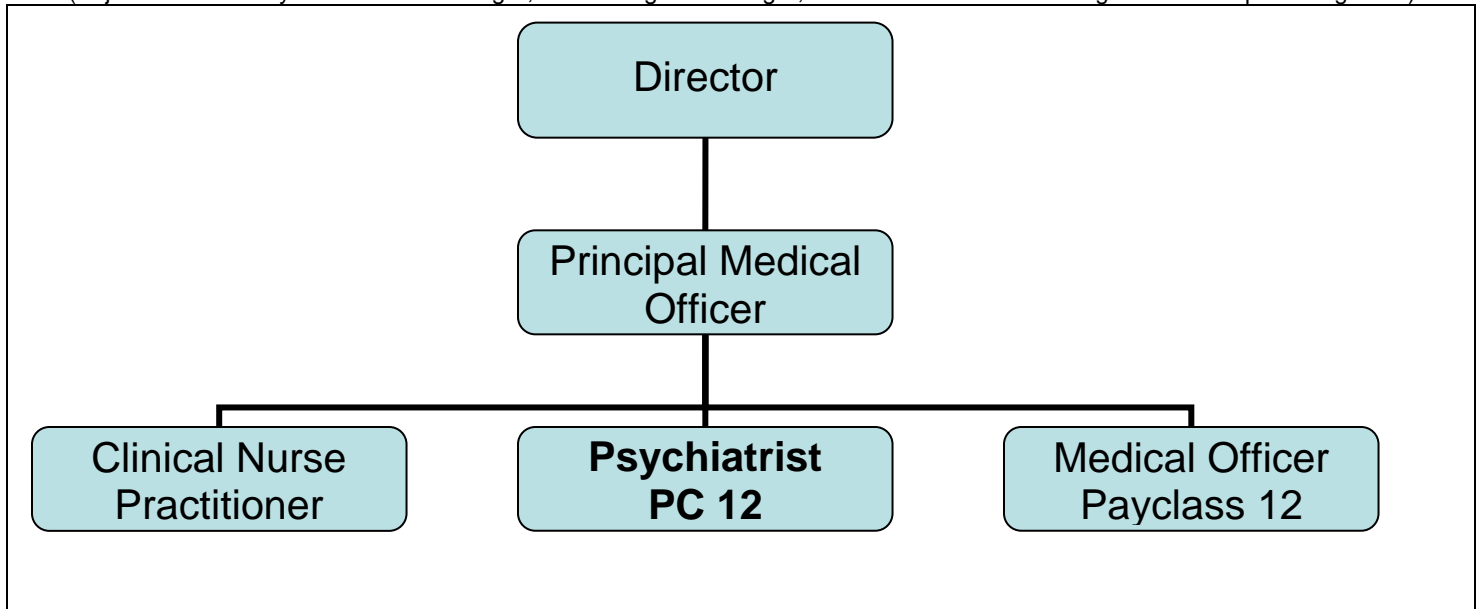
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

**POSITION DETAILS**

|  |                          |                             |      |
|--|--------------------------|-----------------------------|------|
| Position title                         | Psychiatrist             |                             |      |
| Job title (HR Practitioner to provide) | Medical Specialist       |                             |      |
| Position grade (if known)              | PC 12                    | Date last graded (if known) | 2018 |
| Academic faculty / PASS department     | Student Affairs          |                             |      |
| Academic department / PASS unit        | Student Wellness Service |                             |      |
| Division / section                     | Student Wellness Service |                             |      |
| Date of compilation                    | 06 February 2018         |                             |      |

**ORGANOGRAM**

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)



**PURPOSE**

The main purpose of this position is to provide students with clinical, educational and advocacy interventions appropriate to the scope of a Medical Specialist in Psychiatry within a student-centred and professional multidisciplinary primary health care service. The medical specialist is required to work in accordance with HPCSA regulations at all times.

|   |                         |    |   |  |
|---|-------------------------|----|---|--|
| 1 | Clinical Work           | 70 | <ul style="list-style-type: none"> <li>• Provide leadership and clinical consultation to the students presenting at the SWS clinic.</li> <li>• Provide mental health in-service training to the multidisciplinary team of SWS as delegated by the HoD.</li> <li>• Provide consultations of students referred from other satellite clinics of SWS on other campuses as well as referrals from the faculty based clinical practitioners in the faculties.</li> <li>• Manage the HOD of the mental health team in clinical areas for which the subspecialist is responsible.</li> <li>• Render support to the Principal Medical Officer with respect to clinical, management, teaching, and administrative matters.</li> <li>• Support the implementation of the implementation of mental health policy</li> </ul> | Provide a comprehensive , holistic approach to the clinical management of all presenting patients to ensure their health needs are addressed timeously |
| 2 | Mental Health Education | 10 | <p>Promote mental health/wellness education, awareness and related life-skills through:</p> <ul style="list-style-type: none"> <li>• Individual consultations with students</li> <li>• Co-ordination of and participation in workshops, talks and wellness expositions with students across the university including residences</li> <li>• Talks to parents , relevant staff , UCT radio</li> </ul>   | Preventative mental health measures to ensure that patients are encourage to make healthy life choices   |
| 3 | Advocacy                | 5  | <ul style="list-style-type: none"> <li>• Assist and refer appropriately students who have difficulties with, for example, academic performance, housing, nutrition, food/catering, finances, legal aid, health &amp; safety on campus, other resource identification.</li> <li>• Bring issues and problems arising on campus or in students' lives that negatively affect the health/wellness of students to the attention of SWS management in order that systemic solutions can be sought</li> </ul>  | Psychological and health requirements impacting on academic performance are manage to ensure early detection and referral                              |

|   |                                   |    |  |   |
|---|-----------------------------------|----|--|---|
| 4 | Administration & Management Tasks | 10 | <ul style="list-style-type: none"> <li>• Contribute to the performance of the Student Wellness team as a whole through: <ul style="list-style-type: none"> <li>• Assisting in clinical line management by taking on the role of principal clinician on a voluntary basis and as required (separate details to be provided in memorandum of understanding after consultation – responsibilities, period and remuneration to be specified).</li> <li>• Assist colleagues as necessary to ensure as smooth and professional a service to students as possible.</li> <li>• Perform additional administrative tasks that fall within the professional scope of practice as required and negotiated with line manager.</li> </ul> </li> <li>• As part of clinical responsibility, keep accurate records of all consultations on patient file and/or Management Information System, complete referral forms, file test results/reports etc.</li> <li>• Obtain feedback from student patients both on an individual basis and through questionnaires, suggestion-box etc.</li> <li>• Where licensed to dispense, assist in the ordering of medications</li> <li>• Record and submit monthly statistics to management.</li> </ul> | <p>The medico – legal and regulatory bodies requirements are met to ensure that the operations of the service fulfils its legal obligations</p> <p>The efficient operations of a professional service</p> |
| 5 | Special Tasks and Projects        | 5  | <p>Special Projects and Tasks</p> <ul style="list-style-type: none"> <li>• Take on the co-ordination of and/or provide professional leadership within various portfolios or projects that are set up in the SWS including: <ul style="list-style-type: none"> <li>• Clinical care protocols for specific health problems/issues.</li> <li>• In-service staff training and development initiatives and outreach teams.</li> </ul> </li> </ul>   | <p>The efficient operations of the service and improve service delivery</p>   |

### MINIMUM REQUIREMENTS

|   |   |       |                                      |       |
|---|---|-------|--------------------------------------|-------|
| Minimum qualifications  | Appropriate qualification, registered with the Health Professions Council of South Africa (HPCSA) as Medical Specialist (Sub-specialist) Psychiatry.<br>Dispensing License or willing to acquire this within 6 months of appointment  |       |                                      |       |
| Minimum experience (type and years)   | Equivalent of Grade 1 Medical Specialist: None after registration with the HPCSA as Medical Specialist Psychiatry.<br>Experience in Child and Adolescent Psychiatry or working with young people would be advantageous.<br>Experience in under- and post-graduate teaching.   |       |                                      |       |
| Skills  | Clinical skills in psychiatry in line with scope of practice for a Medical Specialist<br>Personal accountability and commitment to customer service<br>Flexibility and adaptability in dealing with presenting problems & medical / psychiatric emergencies<br>Team work and Interpersonal relationship skills<br>Strong interest in and empathetic attitude to working with students |       |                                      |       |
| Knowledge   | Clinical knowledge expected from a Medical Specialist providing a service in a Primary Health Care Clinic   |       |                                      |       |
| Professional registration or license requirements   | Registration with the HPCSA as Medical Specialist<br>Dispensing license or willing to acquire this within 6 months of appointment.  |       |                                      |       |
| Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.) | Professional Indemnity Insurance<br>Strong moral and ethical record in psychiatry.<br>Ability to deal with issues of diversity, transformation and equity.<br>Strong leadership qualities   |       |                                      |       |
| Competencies (Refer to <a href="#">UCT Competency Framework</a> )   | Competence  | Level | Competence                           | Level |
|   | Analytic thinking & problem solving   | 3     | Professional knowledge and skill     | 3     |
|   | Client / student service & support  | 3     | Planning and organizing              | 3     |
|   | Communication   | 3     | University awareness                 | 3     |
|   | Teamwork  | 3     | Building interpersonal relationships | 3     |

### SCOPE OF RESPONSIBILITY

|  |  |
|--|--|
| Functions responsible for                | Providing a holistic, comprehensive medical service to all students                        |
| Amount and kind of supervision received  | Ability to work independently as a clinician   |
| Amount and kind of supervision exercised | Administratively   |
| Decisions which can be made              | All medical management decisions within a Medical Specialist Psychiatry scope of practice. |
| Decisions which must be referred         | Financial and Budget related issues<br>Human Resource management                           |