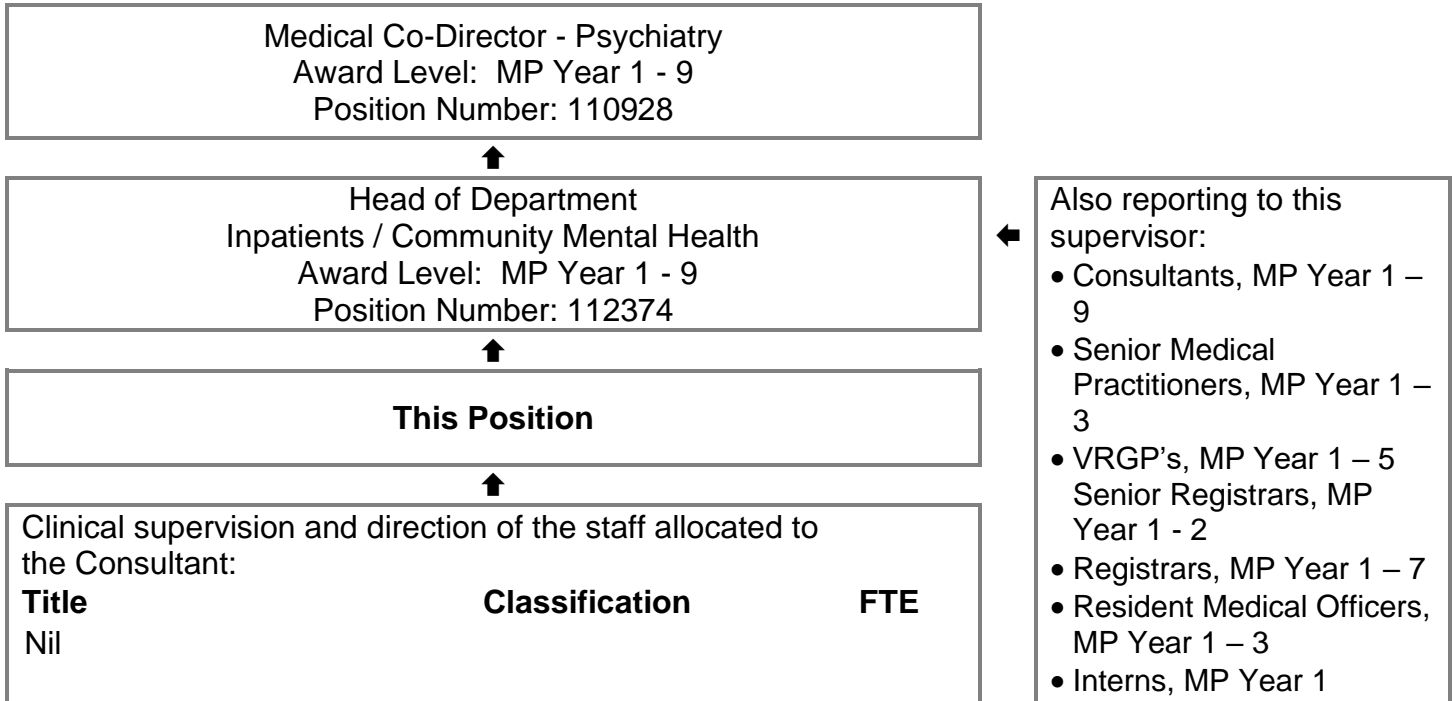




SMHS Registered

**Senior Medical Practitioner – Psychiatry**  
**Medical Practitioners Agreement Year 1 - 3**  
**Position Number: 007720, 008058, 110774, 112451, 112776, 112777, 112778, 112941, 112942**  
**Mental Health Division / Peel and Rockingham Kwinana Mental Health Service**  
**Rockingham Peel Group / South Metropolitan Health Service**

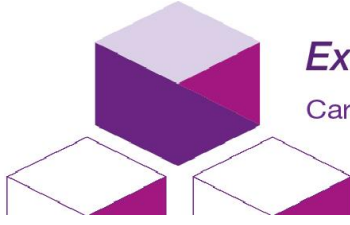
### Reporting Relationships



**Key Responsibilities**

Responsible for the mental health assessment, treatment and management of clients with mental health illness in the Peel, Rockingham and Kwinana catchment area as well as for the provision of service to their families and carers, promoting patient safety and quality of care. Works as a clinician within a multidisciplinary team environment and works closely with other agencies to promote close community partnerships.

Provides orientation, training, supervision and education, where relevant, for Doctors in Training and other health workers. Works to achieve national, state and South Metropolitan Health Service (SMHS) performance standards and targets. Works within the scope of clinical practice as defined and recommended by the SMHS Area Medical Credentialing Committee.



*Excellent health care, every time*

Care ■ Integrity ■ Respect ■ Excellence ■ Teamwork

## SMHS Values

The SMHS considers the values, attributes and attitudes of candidates along with the assessment of competency-based criteria of the position as part of employee recruitment and ongoing performance development.

SMHS is unified across its hospitals and services by its values and behaviours that provide a strong expectation of conduct for all SMHS staff no matter where they work.



SMHS is committed to driving opportunities to reduce its environmental footprint and promote environmentally sustainable work practices. As a health care provider, we believe it is our responsibility to reduce our emissions for the health and wellbeing of our community. It is also our responsibility to use resources wisely for the health of the planet.



# Senior Medical Practitioner | MP Level 1 - 3 | Various

## Brief Summary of Duties /Scope of Practice

- Each Senior Medical Practitioner is responsible for the orientation, education and supervision of any medical or non-medical staff allocated to them.
- Supervision is especially important during procedures.

### 1. Clinical

- 1.1 Works as a senior experienced member of the multidisciplinary team providing skilled assessments and ongoing management to clients with mental health disorders in an inpatient and outpatient setting as well as providing reports to referring agencies and liaising closely with other team members, notably the client's case manager/key worker.
- 1.2 Assesses new clients referred to the mental health service and, as necessary, provides management and follow-up.
- 1.3 Undertakes comprehensive mental health assessments including risk assessments.
- 1.4 Provides treatment plans that are bio-psycho-social in nature.
- 1.5 Assesses individuals both in a conventional outpatient clinic setting as well as in the community.
- 1.6 Provides emergency assessments as per timetable and, if possible, when requested by members of the team.
- 1.7 Consults and liaises with Consultants, case managers/key workers, inpatient services, Doctors in Training (DiT's), General Practitioners (GP's) and other service providers, including external agencies and the private sector to provide coordinated multidisciplinary care.
- 1.8 Develops and maintains formal links with primary care givers, such as GP's, to ensure continuity of treatment, shared care management, and ongoing education regarding mental illness.
- 1.9 Ensures that documentation within medical records is accurately recorded for each client and that all mandatory screening and other required clinical investigations and measures are undertaken and recorded.
- 1.10 Brings any outstanding clinical concerns to the Head of Department and/or Consultant Psychiatrist and, if appropriate Clinical Co-Director as required.
- 1.11 Actively and openly manages clinical incidents through open disclosure.
- 1.12 Participates in departmental and other meetings as required to meet organisational and service objectives.
- 1.13 Participates in the on-call, recall roster which includes nights, weekends and short notice cover, as required.
- 1.14 Complies with any relevant act, (e.g. Mental Health Act), statute, order or other legal instrument, regulation, directive, policy or procedure as appropriate.

### 2. Administrative

- 2.1 Records and documents all clinical and other relevant material in each client's medical record, ensuring a typed individual management plan is included.
- 2.2 Ensures full assessment letters and discharge summaries are completed appropriately and in a timely manner, ensuring that the relevant referring agent/GP receives a copy.
- 2.3 Ensures that any significant changes in the management of the client, are communicated (preferably in writing) to the GP and any other agency involved in the coordinated multidisciplinary care of the client.
- 2.4 Provides quarterly written update reports (including discharge reports) to the client's GP.
- 2.5 Engages in the effective use of Information Technology to enhance client care and service evaluation, including the completion of management plans and outcome measures.
- 2.6 Brings any administrative concerns to the Consultant Psychiatrist / Head of Department, and, if appropriate Clinical Co-Director as required.

## Senior Medical Practitioner | MP Level 1 - 3 | Various

### 3. Education/Training/Research

- 3.1 Provides consultancy and education in the area of clinical expertise to consumers, carers and other community groups and agencies and participates in the development as appropriate.
- 3.2 Engages in continuing professional development and education to maintain professional, clinical and technical knowledge, skills and abilities at appropriate level and ensures continuous eligibility for the relevant medical registration as per essential criterion 1.
- 3.3 Educates DiT's, medical students and other members of the multidisciplinary teams through formal presentations, tutorials and other modalities.
- 3.4 Participates in mandatory training activities to ensure compliance with SMHS policy.
- 3.5 Participates in the regular Professional Development Review (PDR) of own performance with the Head of Department and/or Medical Co-Director Psychiatry and Mental Wellbeing.

### 4. SMHS Governance, Safety and Quality Requirements

- 4.1 Commits to undertake the duties of the role in accordance with the WA Health Code of Conduct, the SMHS Vision and SMHS Values of Care, Integrity, Respect, Excellence and Teamwork.
- 4.2 Fulfils National Safety and Quality Health Services Standards requirements including but not limited to:
  - Participating in continuous safety and quality improvement actions, such as audits, reviews and drills that result in improvements to patient care, staff knowledge or the consumers experience and that align with actions described within the standard.
  - Participating with the development, implementation, reporting and monitoring of quality assurance measures and activities.
  - Ensuring records and statistics are kept in accordance with established procedures.
- 4.3 Initiates, implements and participates in audit, quality improvement and research activities in consultation with their supervising Consultant Psychiatrist / Head of Department / Medical Co-Director to systematically evaluate service delivery and meet customer needs.
- 4.4 Participates in relevant clinical governance activities including regular clinical reviews, Root Cause Analysis (RCA) and morbidity/mortality reviews as required and implements endorsed recommendations.
- 4.5 Attends to medico-legal issues that arise concerning patients that have been under their care and advises their supervising Consultant Psychiatrist / Head of Department / Medical Co-Director about complaints they receive pertaining to themselves or other doctors.
- 4.6 Responsible for ensuring, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 4.7 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures and applicable legislative obligations under the Public Sector Management Act, the Health Services Act, Work Health and Safety Act, the Disability Services Act and the Equal Opportunity Act.

### 5. Undertakes other duties as directed.

# Senior Medical Practitioner | MP Level 1 - 3 | Various

## Work Related Requirements

The following criteria should be read together with the Brief Summary of Duties and considered in the context of the role and the SMHS Values.

### Essential Selection Criteria

1. Eligible for registration as a Medical Practitioner with the Medical Board of Australia at the appropriate level.
2. Demonstrated knowledge, experience and clinical skills in the practice area of mental health including assessment, formulation and management.
3. Demonstrated effective communication (verbal and written), interpersonal, negotiation and conflict resolution skills.
4. Demonstrated organisational and time management skills.
5. Demonstrated experience and commitment to clinical teaching.
6. Demonstrated ability to work effectively as a member of multidisciplinary teams providing patient centric care as well as the ability to work independently as required.

### Desirable Selection Criteria

1. Knowledge of the Western Australian Mental Health Act, the Guardianship and Administration Act and other related legislation.
2. Experience working with clients from a range of cultural and ethnic backgrounds.
3. Experience working in a community mental health service setting.
4. Demonstrated knowledge and application of quality improvement principles and practices.
5. Experience in research
6. Knowledge of clinical governance systems.
7. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

### Appointment Prerequisites

Appointment is subject to:

- Evidence of registration by the Medical Board of Australia being provided prior to commencement.
- Working with Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia.
- Provision of the minimum identity proofing requirements.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.