



HSS Registered April 2024

**Registrar – Service – Psychiatry**  
**Medical Practitioner Agreement: Year 1 - 7**  
**Position Number: 510045**  
**Mental Health Division / Peel & Rockingham Kwinana Mental Health Service**  
**Rockingham Peel Group / South Metropolitan Health Service**

**Reporting Relationships**

Medical Co-Director Psychiatry  
 Agreement Level: MP Year 1 - 9  
 Position Number: 110928



Head of Department / Consultant – Psychiatrist  
 Agreement Level: MP Year 1 - 9  
 Position Number: 112373 112374 112376



**This Position**



Directly reporting to this position:

Title	Classification	FTE
NIL		

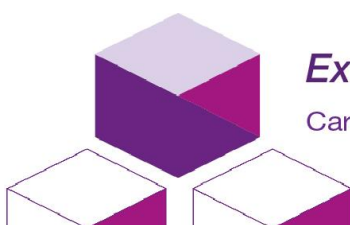
- ← Also reporting to this supervisor:
- Consultants, Year 1 – 9
  - Senior Medical Practitioners, Year 1 – 3
  - Senior Registrars, Year 1 - 2
  - Registrars, Year 1 – 7
  - Resident Medical Officers, Year 1 – 3
  - Interns, Year 1

**Key Responsibilities**

Provides and promotes high quality and patient centred care with the mental health assessment, treatment and management of clients with mental health illness in the Peel, Rockingham and Kwinana catchment area under the supervision of Consultant Psychiatrist.

Works in accordance with the Hospital’s core values of Commitment, Accountability, Respect and Excellence (CARE).

In collaboration with the interdisciplinary team, works to achieve National, State and South Metropolitan Health Service (SMHS) performance standards and the National Safety and Quality Healthcare Standards.



*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.



## Brief Summary of Duties (in order of importance)

### 1. General

- 1.1 Under the supervision of a Consultant Psychiatrist, and as part of a multidisciplinary mental health team, provides an excellent standard of psychiatric care for patients in the Peel, Rockingham and Kwinana catchment area.
- 1.2 Contributes to the culture and esteem of the hospital by upholding high professional standards and participating actively in education, training and research.

### 2. Clinical

- 2.1 Undertakes clinical shifts and on call duties as directed by the Head of Department and/or Medical Co-Director Psychiatry/Director of Clinical Services.
- 2.2 Oversees the care of inpatients and outpatients including clinical evaluation, formulating a differential diagnosis, arranging appropriate investigations and referrals, and instituting a documented management plan in conjunction with the supervising Consultant.
- 2.3 Reviews inpatients daily and at the request of medical staff, nursing staff, patients or families, keeping the supervising Consultant informed of any patient whose condition is not improving, or who is cause for concern, requesting assistance as necessary.
- 2.4 Supervises, supports, mentors and teaches other Resident Medical Officers (RMO's) Interns and medical students.
- 2.5 Actively intervenes to reduce delays in patient investigation, management, transfer or discharge.
- 2.6 Where appropriate, assists Consultants to undertake operative and other procedures.
- 2.7 Performs procedures and/or diagnostic interventions within own scope of practice as agreed with the supervising Consultant for the patient.
- 2.8 Takes patients to procedural suites only with the express permission of a Consultant who is responsible for the patient and for assisting the Registrar if necessary.
- 2.9 Responds to consultation requests from other specialties within 24 hours.
- 2.10 Promotes patient engagement in their care through clear communication with patients and their families (at their level of understanding) regarding their condition, options for treatment and progress. Agrees the management plan with the patient/family and promotes healthy lifestyle choices and preventative health care.
- 2.11 Works within the multidisciplinary team and attends multidisciplinary team meetings to ensure coordinated timely patient care.
- 2.12 Facilitates emergency and elective admissions for patients. This includes assisting Consultants to ensure there are adequate beds available for new admissions, facilitating discharges before 10 am, and when rostered to be in the hospital for emergency admissions, being available to review patients in the emergency department within 30 minutes of request or when the patient arrives on the ward.
- 2.13 Ensures the medical record (including discharge summaries) are accurately updated daily and that all medical diagnoses, comorbidities, procedures and complications are clearly listed.
- 2.14 Participates in departmental and other meetings as required to meet organisational and service objectives.
- 2.15 Complies with any relevant Act, (e.g. Mental Health Act 2014), statute, order or other legal instrument, regulation, directive, policy or procedure as appropriate.

### 3. Administrative Duties

- 3.1 Records and documents all clinical and other relevant material in each client's medical record, ensuring a typed individual management plan is included.

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- 3.2 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.
- 3.3 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.
- 3.4 Engages in the effective use of Information Technology (IT) to enhance client care and service evaluation, including the completion of management plans and outcome measures.
- 3.5 Provides quarterly written update reports (including discharge reports) to the client's GP.
- 3.6 Brings any administrative concerns to the Consultant Psychiatrist/Head of Department and, if appropriate Medical Co-Director, Psychiatry as required.
- 3.7 Maintains statistical data and submits reports as required.
- 3.8 Attends regular team meetings and participates in the management structure of the service as appropriate.

### **4. Education / Training / Research**

- 4.1 Participates in mandatory training activities to ensure compliance with SMHS policies and procedures and attends weekly educational programs, presenting as rostered.
- 4.2 Participates in the staff training and development programs.
- 4.3 Engages in continuing professional development and education to maintain professional, clinical and technical knowledge, skills and abilities at appropriate level and ensure continuous eligibility for the relevant medical registration as per essential criterion 1.
- 4.4 Provides consultancy and education in the area of own clinical expertise to consumer, carer and other community groups and agencies and participates in their development, as appropriate.
- 4.5 Initiates and participates in approved research projects.
- 4.6 Participates in the regular Professional Development Review (PDR) of own performance with the Head of Department and/or Medical Co-Director, Psychiatry.

### **5. SMHS Governance, Safety and Quality Requirements**

- 5.1 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.
- 5.2 Participates in the maintenance of a safe work environment.
- 5.3 Participates in an annual performance development review.
- 5.4 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 5.5 Completes mandatory training (including safety and quality training) as relevant to role.
- 5.6 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.

### **6. Undertakes other duties as directed.**

## 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 with the Medical Board of Australia
2. Demonstrated clinical and procedural experience sufficient to undertake the safe care of patients of the specialty.
3. Demonstrated ability to provide medical education, teaching, supervision, training and support to resident medical officers, interns and medical students.
4. Demonstrated communication (verbal and written) and interpersonal skills to effectively interact with patients, their families and staff at all levels.
5. Demonstrated organisational and time management skills to provide safe, timely patient centred care.
6. Demonstrated participation in continuing medical education activities including regular performance reviews to maintain and upgrade knowledge and skills.
7. Demonstrated ability to monitor and review own clinical effectiveness, note own limitations and put in place strategies to ensure safe patient care.

### Desirable Selection Criteria

1. Experience working within community mental health services
2. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

### Appointment Prerequisites

Appointment is subject to:

- Eligibility for registration with the Medical Board of Australia
- 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.