

Statement of Duties

Position Title: Specialist Medical Practitioner - Psychiatrist (Acute Care Team)	Position Number: 525834	Effective Date: May 2021
Group: Community, Mental Health and Wellbeing		
Section: Statewide Mental Health Services	Location: South	
Award: Salaried Medical Practitioners (Tasmanian State Service)	Position Status: Permanent	
	Position Type: Full Time	
Level: I-III	Classification: Specialist Medical Practitioner	
Reports To: Clinical Director - Adult Mental Health Services		
Check Type: Annulled	Check Frequency: Pre-employment	

Focus of Duties:

As part of a multidisciplinary mental health service, delivering high quality mental health care, and in accordance with the National Standards for Mental Health Services, Agency policies and procedures, legal requirements and relevant professional competencies, the Specialist Medical Practitioner – Psychiatrist will:

- Provide comprehensive general mental health services for the community based mental health Acute Care Team (ACT) within the framework of established medical services practice, delivering person centred, recovery orientated and trauma informed care.
- Provide clinical leadership in the delivery of acute mental health care to consumers of the ACT, Acute Care Stream Services within Statewide Mental Health Services (SMHS) as part of a multidisciplinary team.
- Acts as a consultant to mental health professionals and health service providers, including general practitioners and other Agencies, regarding the assessment and management of people who are experiencing acute mental health concerns.
- Undertakes supervisory responsibilities with Psychiatric Registrars, medical students, and other medical staff as required/appropriate.

Duties:

- I. Provision of a comprehensive general mental health service to consumers of the community based mental health ACT including:
 - Assessment and treatment of mental health consumers at intake assessment.
 - Ongoing assessment and treatment of consumers within Acute Care Stream Services.
 - Participation in the afterhours On-call roster.

2. Contribute to the effective functioning of the multidisciplinary mental health team through leading clinical reviews, transfer of care and discharge planning, and providing consultancy services for other team members of the ACT and across the treatment settings.
3. Promote and maintain close links with the other services within SMHS, with general practitioners, other specialists, and service providers to ensure continuity of consumer care and the ongoing development of the mental health sector.
4. Participate in teaching and supervision of Psychiatric Registrars, medical students, and other medical staff as required/appropriate, including the in-service training of staff.
5. Maintenance of a high standard of care in all respects, including compliance with Agency endorsed clinical documentation, and the collection of data as specified by the National Minimal Data Set and the National Outcomes and Case Mix Collection documents, using the designated records systems, and within required timeframes.
6. Active participation in mental health service ongoing quality improvement activities and staff meetings.
7. Represent the service at intra-agency and inter-agency meetings and/or forums as required.
8. Maintain a current and comprehensive knowledge of major evidence-based practice and research findings in the relevant clinical practice, including ongoing participation in appropriate medical education.
9. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.
10. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Scope of Work Performed:

The Specialist Medical Practitioner – Psychiatrist receives clinical and professional accountability from the Clinical Director – Mental Health Services, or delegate, as determined by the Medical Director – SMHS and is responsible to the Manager / Nursing Director – Acute Care Stream Community Mental health Services for administrative aspects of the role and day to day operational requirements. The occupant will:

- Be responsible for being aware of all policies, procedures and legislation affecting the duties of this job, including the Mental Health Services Strategic Plan, the Mental Health Services Consumer-Carer Framework, the *Mental Health Act 2013*, the *Guardianship & Administration Act 1995*, statements of consumer rights and responsibilities adopted by this service, and a general awareness of the provisions of legislation that has an overarching effect on the service including in the areas of Work Health and Safety, Equal Employment Opportunity and Anti-Discrimination.
- Provide specialist mental health services and is expected to operate with a high level of clinical responsibility and autonomy, and within the Operational Service Model for the ACT within Acute Care Stream Services – SMHS.
- Comply at all times with policy and protocol requirements, in particular those relating to mandatory education, training and assessment.

Essential Requirements:

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.

- Specialist or limited registration with the Medical Board of Australia in a relevant specialty.
- The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:
 1. Conviction checks in the following areas:
 - a) crimes of violence
 - b) sex related offences
 - c) serious drug offences
 - d) crimes involving dishonesty
 2. Identification check
 3. Disciplinary action in previous employment check.

Selection Criteria:

1. Extensive experience and skills in general psychiatry in a range of practice settings, including high level knowledge in relevant philosophies such as trauma informed care and recovery principles.
2. Extensive experience in clinical leadership, being a positive role model, and have a demonstrated ability to convey psychiatric knowledge effectively to fellow staff, service providers and consumers with a commitment to working in and supporting a multidisciplinary service model.
3. High level interpersonal, collaboration, negotiation, and conflict resolution skills, including oral and written communication, with the ability to use computer based medical records, and demonstrated experience and skill in liaising with General Practitioners and other health service providers at all levels.
4. Understanding of the National and State Mental Health Frameworks, including policies, procedures, and associated legislation as they impact on the provision of clinical services.
5. Demonstrated ability to genuinely work with people with lived experience and their families and friends in a recovery orientated manner that is person centred, strengths based, trauma informed, collaborative and empowering.
6. Psychiatric interests in areas relevant to mental health including research experience and publications.

Working Environment:

The Department of Health (DoH) and Tasmanian Health Service (THS) are committed to improving the health and wellbeing of consumers and the Tasmanian community through a sustainable, high quality, safe and people-focussed health system. Alongside this, staff are expected to act with integrity, be accountable for their actions, and work collegially with colleagues and others to provide better outcomes for Tasmanians.

State Service Principles and Code of Conduct: The minimum responsibilities required of officers and employees of the State Service are contained in the *State Service Act 2000*. The State Service Principles at Sections 7 and 8 outlines both the way that employment is managed in the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Officers and employees who are found to have breached the Code of Conduct may have sanctions imposed.

The *State Service Act 2000* and the Employment Directions can be found on the State Service Management Office's website at <http://www.dpac.tas.gov.au/divisions/ssmo>

Fraud Management: The Department has a zero tolerance to fraud. Officers and employees must be aware of, and comply with, their Agency's fraud prevention policy and procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager, the Chief People Officer or to the Manager Internal Audit. The DoH and THS are committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and are conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the *Public Interest Disclosure Act 2002*. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the *State Service Act 2000*.

Delegations: This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position. The DoH and THS have a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of their Agency's fraud policy and reporting procedures.

Blood borne viruses and immunisation: Health Care Workers (as defined by DoH and THS policy) within DoH and THS are expected to comply with their Agency's policies and procedures relating to blood borne viruses and immunisation, including against Hepatitis B. Depending on the level of risk associated with their duties, Health Care Workers may be required to demonstrate current immunity, previous seroconversion to Hepatitis B or immunity following vaccination.

Records and Confidentiality: Officers and employees of the Department are responsible and accountable for making proper records. Confidentiality must be maintained at all times and information must not be accessed or destroyed without proper authority.

Smoke-free: DoH and THS workplaces are smoke-free environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.