

Statement of Duties

Position Title: Statewide Specialty Director - Alcohol and Drug Service	Position Number: 524737	Effective Date: October 2019
Group and Unit: Tasmanian Health Service (THS) – Statewide Mental Health Services		
Section: Alcohol and Drug Service	Location: South	
Award: Medical Practitioners (Public Sector)	Position Status: Permanent	
	Position Type: Full Time	
Level: I-II	Classification: Specialist Medical Practitioner	
Reports To: Medical Director - Statewide Mental Health Services		
Check Type: Annulled	Check Frequency: Pre-employment	

Focus of Duties:

The primary role of the Statewide Specialty Director - Alcohol and Drug Service is to provide leadership to all aspects of service delivery for the Alcohol and Drug Service, to ensure the provision of high standard, consumer focused and cost effective clinical services to the Tasmanian community, in accordance with Tasmanian Health Service (THS), Department of Health (DoH) and Tasmanian government policies and priorities.

Working in partnership with the Group Director, the Statewide Specialty Director - Alcohol and Drug Service is accountable to the Medical Director - Statewide Mental Health Services (SMHS) for the statewide delivery of the Alcohol and Drug Service, including meeting performance targets and responding to population need in the context of delivering better patient access and better patient outcomes.

The Statewide Specialty Director - Alcohol and Drug Service is responsible for providing high level specialist advice in relation to alcohol and drug clinical practice, strategic direction, policy and relevant legislation to Senior Management within the THS and DoH and to other government and community sector agencies.

Work in partnership with and report to the Medical Director - SMHS, to ensure the delivery of safe, evidence based patient care and the ongoing strategic development of statewide clinical services within the Alcohol and Drug Service.

Duties:

Statewide Clinical Service Delivery

- Provide leadership in developing and implementing statewide models of clinical service delivery, ensuring that regional boundaries do not represent barriers to delivering safe and high quality care for all Tasmanians.
- Ensure that services are planned and provided in a manner that is consumer focused by maximising the participation of consumers, their families, consumer representative participants, healthcare partner organisations, fund providers and staff in planning and evaluating services.
- Work in partnership with the Medical Director SMHS to ensure that services are flexible, and integrated with services within SMHS and the broader health system in order to meet existing demand and bridge service gaps for patients.
- Provide expert advice, guidance and direction on specialist alcohol and drug care and treatment and clinical practice, including strategic and policy direction, legislative requirements and standards of care.
- Inform the creation of a sustainable statewide workforce plan to meet the needs of the Alcohol and Drug Service.
- Develop a plan for research, education and training in support of a culture that pursues excellence in patient care.
- Ensure that clinical services provided across the THS are consistent with the principles and directions of THS and relevant DoH policies and are co-ordinated and integrated with other services.
- Provide leadership in the analysis, implementation and review of best practice clinical processes, as well as implementation of evidence based medicine and systems on a statewide basis.
- Facilitate a multi-disciplinary team approach to clinical service delivery, including fostering partnerships between health care providers, including primary care providers and across a range of disciplines and services to enhance the capacity for multi-disciplinary care.
- Ensure the provision of clear, consistent policies/protocols for clinical staff and other assigned staff in the Alcohol and Drug Service, in regard to clinical practice and administrative procedures.
- Ensure that clinical improvement activities are undertaken which have the aim of achieving evidence based, best practice clinical services. These activities will involve evaluation of clinical processes and service outcomes by clinical audits, quality assurance programs, peer review, informing responses to serious patient events and coronial reports etc.
- Establish and manage a statewide Clinical Specialty Group for the Alcohol and Drug Service.

Operational Management

In partnership with the relevant Group Director:

- Monitor and control actual performance of the Alcohol and Drug Service against planned business and budgetary targets.
- Establish and oversee activities to review resource allocation and develop appropriate strategies, plans and procedures for their efficient and effective use to improve patient outcomes and best possible performance within allocated budget.
- Participate in the planning, management and evaluation of financial budgets and financial activity to support meeting operational performance targets and business outcomes.
- Appraise the performance of supervised staff and provide counsel and feedback ensuring that performance and development is managed in accordance with relevant legislation, directives, policies and procedures.
- Ensure consistency of approach across Statewide Alcohol and Drug Service in relation to the application of corporate standards / clinical policies and protocols.
- Contribute to the development and implementation of policy across the full range of Tasmanian Health services.

Teaching, education and research

- Support clinical training and continuing professional development throughout the Alcohol and Drug Service in line with personal professional development plans and organisational / clinical need.
- Contributing to and supporting staff to contribute to undergraduate and postgraduate teaching/training programs as well as compliance with both professional and THS policy and protocol requirements, in particular those relating to mandatory education, training and assessment.
- Fostering quality research activities in the Alcohol and Drug Service.

Provision of Clinical Services

- Ensure provision of a comprehensive clinical service including assessment and treatment of consumers across the state.
- Contribute to the effective functioning of the Alcohol and Drug Service through participation in clinical reviews and providing consultancy services for health professionals within the ADS, ATOD sector more generally including the CSOs, and the primary and tertiary health care sectors
- Develop, promote and maintain close links with other disciplines, specialists, general practitioners and service providers to ensure continuity of patient care and the ongoing development of Statewide Mental Health Services.
- Participation in teaching and supervision of Addiction Medicine trainees and medical students as required and the in-service training of other staff.
- Maintenance of a high standard of care in all respects, including compliance with Agency endorsed documentation and data collation requirements as specified by the National Minimal Data Set and the National Outcomes and Case mix Collection Documents.

- Active participation and engagement in SMHS ongoing quality improvement activities and staff meetings.
- Maintenance of a satisfactory knowledge of major evidence-based practice research findings in area of Alcohol and Drug Service and participation in appropriate formal continuing professional development.

Other

- 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.
- 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:

- Operating with limited direction from the Medical Director - SMHS, under the broad direction of the Clinical Executive Director - SMHS this role will:
 - Provide leadership in guiding the strategic development and operations of Statewide Mental Health Services including the efficient and effective management of human, financial and physical resources.
 - Develop and implement Service policies and practices and build overall organisational capability, ensuring service delivery is provided in accordance with national, Tasmanian and organisational strategic priorities and standards and relevant legislation.
 - Develop and maintain effective linkages and partnerships within SMHS and other government and non-government agencies, community health service providers and other key groups regarding health service priorities.
 - Actively participate in personal and professional development activities, as well as recognising and maintaining own professional development needs.
 - Identify and progress quality improvement and risk management strategies for the Alcohol and Drug Service and the broader SMHS.
 - Operate in an autonomous manner and demonstrate considerable initiative and professional judgment.
- The Statewide Specialty Director will work collaboratively with the Group Director and Medical Director to lead and manage the activities of SMHS in accordance with THS policy and administrative instructions as varied from time to time.
- The occupant will work with other Statewide Mental Health Services management teams and Acute Hospital Operations Medical, Nursing, and Allied Health managers to provide leadership to services at a Statewide level.
- Comply at all times with THS 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 high level experience and skill in the provision of alcohol and other drug withdrawal service pharmacotherapy services in hospital and community based Addiction Medicine services including, advisory and consultancy services, and detailed knowledge of the range of psychological based interventions and harm reduction interventions such as needle and syringe programs that are supported by evidence.
2. Demonstrated high level experience in the organisation and management of medical staff within an alcohol and drug service or other relevant health service.
3. Demonstrated high level of interpersonal skills and ability to work within an interdisciplinary team, both clinical and non-clinical.
4. Highly developed communication, negotiation and interpersonal skills demonstrating the capability to build strong relationships with diverse stakeholder groups to drive the achievement of common goals, and influence decisions at the local and State level to ensure the best possible health services and health outcomes are delivered.
5. High level analytical and problem solving skills– demonstrated ability to apply logic and structure to resolve complex problems.
6. Knowledge and understanding of continuous quality improvement principles including employment equity.
7. Demonstrated ability to manage financial, human and physical resources and to monitor effectiveness and efficiency and to apply contemporary management techniques within a highly complex multidisciplinary environment.
8. Sound knowledge of the relevant national and state health legislation and policy framework impacting on alcohol and drug service delivery in Tasmania.

Working Environment:

- Regular intra-state travel and some interstate travel will be required to achieve required outcomes.
- Participate in an on-call roster.
- Occupant will work as a practicing clinician (*Salaried Medical Practitioners (AMA Tasmania/DOH Agreement)*) and will be allocated administrative time of up to 0.5 FTE as approved by the Clinical Executive Director - SMHS.

The Department of Health (DoH) and Tasmanian Health Service (THS) are committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health and human services system, and value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

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 outline 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 of Health and Tasmanian Health Service have 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 Director HR Management and Strategy or to the Manager Internal Audit. 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. DoH and the 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) with the Department of Health and Tasmanian Health Service 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 of Health and the Tasmanian Health Service 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: The Department of Health and the Tasmanian Health Service are smoke-free work environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.