

Statement of Duties

Position Title: Child and Adolescent Psychiatrist	Position Number: Generic	Effective Date: March 2019
Group: Community, Mental Health and Wellbeing – Child and Adolescent Mental Health Services		
Section: Statewide Mental Health Services	Location: South	
Award: Salaried Medical Practitioners (Tasmanian State Service) Agreement	Position Status: Permanent/Fixed-Term	
	Position Type: Full Time/Part Time	
Level: I-II	Classification: Specialist Medical Practitioner	
Reports To: Team Leader - Child and Adolescent Mental Health Services and Medical Director		
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 Mental Health Services principles, National Mental Health Standards, Agency policy, legal requirements and relevant professional competencies, the Child and Adolescent Psychiatrist will:

- Provide a comprehensive child and adolescent community and inpatient psychiatric service in the southern region of Tasmania.
- Act as a consultant to mental health professionals and health service providers including general practitioners and other agencies regarding the assessment and management of individuals with mental health disorders.
- Undertake supervisory responsibilities with Psychiatric Registrars and other medical staff as required/appropriate.

Duties:

1. Provision of a comprehensive child and adolescent community psychiatric service in the southern region including:
 - Assessment and treatment of community mental health clients at various sites across the region including outreach clinics and client's homes.
 - Assessment and treatment of young people who present to the Royal Hobart Hospital (RHH) and who are subsequently admitted.
 - Participation in on call roster for nights and weekend psychiatric cover as required.
2. Contribute to the effective functioning of the child and adolescent community multidisciplinary mental health team through participation in clinical reviews and providing consultancy services for other team members.
3. Promote and maintain close links with other specialists, general practitioners and service providers to ensure continuity of patient care and the ongoing development of the mental health sector.

4. Participation in teaching and supervision of psychiatric registrars as required/appropriate.
5. 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 (NMDS) and the National Outcomes and Casemix Collection (NOCC) documents.
6. Active participation in mental health service ongoing quality improvement activities and staff meetings.
7. Represent the service at intra and inter-agency meetings or forums as appropriate or required.
8. Via adult learning principles, maintain an adequate knowledge of major evidence-based practice research findings in area of clinical practice, and participate in appropriate formal continuing 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:

- Provides specialist psychiatric services and is expected to operate with a high level of clinical responsibility and autonomy.
- Broad administrative direction from the Team Leader - Child and Adolescent Mental Health Services and Medical Director.
- Clinical and professional accountability to the Medical Director.
- Supervision to be provided by participation in the Child and Adolescent Mental Health Services Peer Review sessions as appropriate.
- Individually responsible for being aware of all policies, procedures and legislation affecting the duties of the position. These include the Mental Health Services Strategic Plan, the Mental Health Services Consumer – Carer Framework, the *Mental Health Act 2013*, the *Children Young Persons and Their Families Act* and the *Guardianship & Administration Act 1995*.
- 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 (Psychiatry).
- Current Tasmanian Working with Children Registration.

- 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.

Desirable Requirements:

- Current Driver's Licence
- Supervisor's Certificate or equivalent
- Certificate of Advanced Training in Child and Adolescent Psychiatry.

Selection Criteria:

1. Extensive experience and skill in child and adolescent psychiatry in a range of practice settings.
2. Demonstrated high level of oral and written communication skills and demonstrated experience and skill in liaison with General Practitioners and other health service providers.
3. Experience in clinical leadership and demonstrated commitment to multidisciplinary service model and the ability to deal effectively with interpersonal issues.
4. Demonstrated ability to convey psychiatric knowledge effectively to fellow staff, service providers and patients.
5. Psychiatric interests in areas relevant to this position including research experience and publications.
6. Understanding of the National and State Mental Health policy frameworks as they impact on the provision of clinical services.

Working Environment:

- Participate in an On Call Roster and undertake call back work.
- Work outside normal hours and weekend work, which may include ward round as required.
- Staff employed against this Statement of Duties as a Visiting Medical Practitioner will be employed in accordance with the *Tasmanian Visiting Medical Practitioners (Public Sector) Agreement* and remunerated accordingly.

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, 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 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 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.