



ROLE DESCRIPTION

Role Title:	Medical Lead Mental Health
LHN/ HN/ SAAS/ DHA:	Central Adelaide Local Health Network (CALHN)
Site:	Multiple Sites – RAH/TQEH/Glenside/Community
Program:	Mental Health
Role reports to:	Chief Executive Officer
Role Created/ Reviewed Date:	Feb 2024
Criminal History Clearance Requirements:	<input type="checkbox"/> Aged (NPC or DHS) <input checked="" type="checkbox"/> Working With Children’s Check (WWCC) (DHS) <input checked="" type="checkbox"/> General Probity (NPC)
Immunisation Risk Category:	<input checked="" type="checkbox"/> Category A (direct contact with blood or body substances) <input type="checkbox"/> Category B (indirect contact with blood or body substances) <input type="checkbox"/> Category C (minimal patient contact)

Role Context

Primary Objective(s) of Role:
<p>Overview of role</p> <p>As part of the Mental Health Clinical Program leadership team, the Medical Lead, Mental Health Clinical Program, will contribute to the achievement of key performance indicators, and the strategic and operational deliverables for the program.</p> <p>The role will provide medical leadership and be accountable for clinical governance for all clinical work within the Mental Health Clinical Program and contribute to service planning within the clinical program.</p> <p>The Medical Lead, Mental Health Clinical Program is accountable for the medical leadership and governance within the Mental Health Clinical Program within Central Adelaide Local Health Network.</p> <p>Overview of program and leadership structure</p> <p>The Mental Health Clinical Program Service consists of Community Mental Health Services, Inpatient Mental Health Services, Inpatient Rehabilitation Services, Older Persons Mental Health Services, Mental Health Triage, Elpida Rehabilitation Services, Community Clinical Rehabilitation Services, Intermediate Care Services, Centre for Treatment and Anxiety (CTAD), Hospital in the Home (HITH), Mental Health Co-Responder Services (SAAS & SAPOL)</p> <p>The Mental Health Clinical Program is led by an overarching Program Director working collaboratively with the Medical, Nursing and Allied Health Leads.</p>
Direct Reports
All Mental Health Clinical Program Heads of Units for the units outlined above will report to the Medical Lead, Mental Health Clinical Program.

Key Relationships/Interactions

- > Reports to the Chief Executive Officer.
- > The Medical Lead will work closely and collaboratively as a member of the clinical program leadership team, including the Nursing Lead, Allied Health Lead and Program Director.
- > Professionally, the Medical Lead works with the Executive Director Medical Services for medical leadership and governance, and provision of advice on future clinical directions of the program.
- > The Medical Lead will build and maintain strategic relationships with other Medical Leads, Executives and other senior officers of CALHN, the Department of Health and Wellbeing, other government agencies, key community stakeholders and service providers, and peak bodies as appropriate.

The Medical Lead is required to provide advice and liaise with all levels of management within government and non-government sectors, including professional and academic organisations, private sector groups, community organisations and community members on professional clinical matters.

Delegations:

- > As per CALHN Finance and Human Resources Delegations and Authorisations.

Specific requirements:

- > No fixed hours of duty.
- > The role will include clinical and non-clinical time as agreed and documented in the individual's Job Plan.
- > Incumbent will participate in an on-call roster.
- > The incumbent is required to be credentialed as a Psychiatrist as per SA Health policy and requirements under the SA Mental Health Act.
- > The substantive status of the incumbent is unaffected by the term nature of this appointment, pursuant to the applicable industrial instrument(s).
- > Appointment is subject to health screening and vaccination requirements as required by the SA Health *Addressing Vaccine Preventable Disease: Occupational Assessment, Screening and Vaccination Policy Directive*.
- > Appointment is subject to criminal and relevant history screening as required by the SA Health *Criminal and Relevant History Screening Policy Directive*.
- > May be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.

Key Result Area and Responsibilities

Key Result Area	Major Responsibilities
Medical leadership and governance	<ul style="list-style-type: none"> > Provide medical leadership, and day to day management, of the Heads of Unit as a part of the leadership team consistent with SA Health's strategic objectives and direction and the CALHN's Strategic Plan. > As part of the Program leadership team, contribute to the achievement of KPIs and performance measures within the span of control. > Lead the development and implementation of evidence-based policies, procedures and clinical guidelines for treatment of patients, with input from relevant Heads of Unit. > Contributing to the development and implementation of sound clinical governance and risk management processes to ensure improved client treatment outcomes. > Contribute to the implementation of relevant national and state strategic directions within CALHN in collaboration with the Heads of Unit. > Contribute to and participate in required clinical executive level committees. > Represent CALHN on relevant forums, committees, reviews and working parties, and with the media. > Establish and maintain appropriate communication and working relationships with relevant government and non-government agencies, consumers, carers, consumer groups, and other stakeholders to ensure services meet established targets. > Work with the Program Director to contribute to the development of budgets and ensure these are managed appropriately. > Work with the Program Director to contribute to the development and implementation of a workforce plan for the program, including medical workforce.
Management of clinical services	<ul style="list-style-type: none"> > Monitor and evaluate the performance of clinical programs within the Program > Lead changes to clinical processes and practices related to the results of clinical audits, clinical incidents, complaints, consumer feedback and other clinical safety, quality and risk management activities to ensure best practice in service delivery. > Actively promote a culture of performance accountability, review and evaluation, feedback, teamwork, risk management, collaboration and continuous improvement.
Clinical services	<ul style="list-style-type: none"> > Provide clinical care to public patients [approximate % of the role to be agreed with CEO]
Training and research	<ul style="list-style-type: none"> > Work with the Heads of Unit to deliver adequate training for staff engaged in the delivery of the clinical programs. > Provide leadership to Program's clinical research. > Investigate and review current models and services for the delivery of clinical services within the Program with input from Heads of Unit. > Provide input into the development of post graduate training programs for medical staff and contribute to the programs for other doctors on rotation into the Program. > Oversee undergraduate medical education training and supervision within Program by providing leadership, training and mentoring role for doctors in training and others.

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Contribute to human resource management	<ul style="list-style-type: none">> Promote a culture of collegiality, respect and professionalism.> Contribute to workforce/job planning within the Program to ensure a skilled and experienced workforce that reflects cultural diversity.> Day to day management to ensure staff are appropriately credentialed and work within their scope of practice.> Ensure quality outcomes are achieved through the empowerment of staff and the effective use of performance review and development.> Undertaking corrective intervention for clinical staff when required including performance management and discipline specific matters.
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Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- > Appropriate specialist qualifications for consultant registerable as a psychiatrist with the Medical Board of Australia.
- > Hold and maintain appropriate registration with the Australian Health Practitioner Regulation Authority (AHPRA)

Personal Abilities/Aptitudes/Skills:

- > An ability to manage to the spirit and principles of the premier's safety Commitment and the legislative requirements of the Work Health and Safety Act 2012 (SA), utilising AS/NZS ISO 31000:2009 Risk Management- Principles and Guidelines, or to an equivalent set of standards
- > Commitment to the provision of high quality public sector Mental Health Clinical Program services
- > Proven leadership skills and demonstrated ability to constructively influence and motivate others to achieve best practice service delivery outcomes
- > Proven ability to lead and work collaboratively with multi-disciplinary leadership teams and professional groups to achieve high standards of multi-disciplinary care
- > Highly developed analytical skills and a demonstrated ability to make sound management decisions
- > Demonstrated ability to effectively lead and achieve service reform and improvements in models of care within an environment of financial constraint
- > Highly developed interpersonal and communication skills with demonstrated ability to work effectively with stakeholders at all levels of the organisation, appropriately manage conflict and maintain productive working relationships with a diverse range of professional staff
- > Demonstrated ability to achieve defined outcomes through a consultative and participatory leadership style

Experience

- > Demonstrated experience in a senior clinical leadership role
- > Demonstrated experience in the planning and provision of health services
- > Demonstrated experience in financial management, clinical governance and human resource management
- > Demonstrated experience in working with consumers and carers.

Knowledge

- > An understanding of emerging directions within the Mental Health Clinical Program services, nationally and internationally
- > Knowledge and understanding of contemporary models of service improvement and clinical governance.
- > Demonstrated knowledge of public health system operations particularly as they relate to Mental Health Program services
- > Sound knowledge of Equal Opportunity; Work Health Safety; Quality and Risk Management principles and procedures; and Microsoft applications.
- > Knowledge of the health service industry and the ability to apply that knowledge to achieve high standards of quality, efficiency and effectiveness in the delivery of clinical services.

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- > Knowledge of and commitment to the principles of personnel management, equal employment opportunity, prevention of sexual harassment and occupational health, safety and welfare.
- > Sound knowledge of State and Federal medical legislation and public sector policies and best practice medical strategies, policies and practices.
- > Understanding of Aboriginal health issues and effective population health and disability management.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

Personal Abilities/Aptitudes/Skills:

- > High level analytical skills and conceptual thinking.
- > Demonstrated commitment to staff and consumer participation in clinical service planning.
- > Persevere to achieve goals, stay calm under pressure and be responsive to feedback.

Experience

- > Experience in representing the health sector across the continuum
- > Experience in planning workforce requirements
- > Experience in negotiating with clinical leaders
- > Understanding of ATSI/vulnerable populations health issues and effective population health, primary health, secondary and tertiary services

Knowledge

- > Knowledge of the relevant SA Health information systems
- > Knowledge of relevant Acts and Regulations under which CALHN operates

General conditions

Performance Development
<p>The incumbent will be required to participate in CALHN's Performance Review and Development Program. This will include a regular review of performance against the responsibilities and key result areas associated with the position, and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.</p>
General Requirements:
<p>Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Directives, Determinations and Guidelines, and legislative requirements including but not limited to:</p> <ul style="list-style-type: none"> > <i>Work Health and Safety Act 2012 (SA) and when relevant WHS Defined Officers must meet due diligence requirements.</i> > <i>Return to Work Act 2014 (SA), facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.</i> > <i>Meet immunisation requirements as outlined by the SA Health Addressing Vaccine Preventable Disease: Occupational Assessment, Screening and Vaccination Policy Directive.</i> > <i>Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).</i> > <i>Children's Protection Act 1993 (Cth) – 'Notification of Abuse or Neglect'.</i> > <i>Disability Discrimination.</i> > <i>Independent Commissioner Against Corruption Act 2012 (SA).</i> > <i>Information Privacy Principles Instruction.</i> > <i>Code of Fair Information Practice.</i> > <i>Relevant Awards, Enterprise Agreements, Public Sector Act 2009, Health Care Act 2008, and the SA Health (Health Care Act) Human Resources Manual.</i> > <i>Relevant Australian Standards.</i> > <i>Duty to maintain confidentiality.</i> > <i>Smoke Free Workplace.</i> > <i>To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.</i> > <i>Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.</i> <p>> The SA Health workforce contributes to the safety and quality of patient care by adhering to the South Australian Charter of Health Care Rights, understanding the intent of the National Safety and Quality Health Service Standards and participating in quality improvement activities as necessary.</p>
Handling of Official Information:
<p>By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.</p> <p>SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.</p> <p>SA Health employees will not misuse information gained in their official capacity.</p> <p>SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.</p>

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White Ribbon:

SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

Cultural Commitment:

CALHN welcomes and respects Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. In acknowledgement of this, CALHN is committed to increasing the Aboriginal and Torres Strait Islander Workforce.

Resilience:

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

Organisational Context

Organisational Overview:

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians

Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Wellbeing. The Department for Health and Wellbeing is an administrative unit under the Public Sector Act 2009.

The legal entities include but are not limited to Central Adelaide Local Health Network Inc., Northern Adelaide Local Health Network Inc., Southern Adelaide Local Health Network Inc., Women's and Children's Health Network Inc., Country Health SA Local Health Network Inc. and SA Ambulance Service Inc.

SA Health Challenges:

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

Central Adelaide Local Health Network:

CALHN is one of five Local Health Networks (LHNs) in South Australia established in July 2011. CALHN is responsible for the following health services:

- Royal Adelaide Hospital (RAH)
- The Queen Elizabeth Hospital (TQEH)
- Hampstead Rehabilitation Centre (HRC)
- St Margaret's Rehabilitation Hospital (SMRH)
- Glenside Health Service (GHS) Inpatient Rehabilitation Services and Acute beds only
- Adelaide Dental Hospital (ADH).

CALHN also has governance over numerous community mental health and primary health services including Prison Health Service, SA Dental Service and DonateLife SA. Of note also is governance of the Statewide Clinical Support Services (SCSS) including Imaging, Pathology and Pharmacy, responsibility of which has vacillated between CALHN and DHW over the past few years.

CALHN is one of three metropolitan LHNs and its core population is approximately 390,000 people. CALHN also provides services to patients from other SA networks, rural and remote areas, the Northern Territory, NSW (Broken Hill) and western parts of Victoria. These services usually relate to complex services such as head and neck cancer, radiation therapy, cardiac surgery, spinal surgery or rehabilitation.

CALHN's purpose is to deliver quality and sustainable healthcare. While the delivery of high quality patient care is our number one priority, we face a significant challenge in achieving financial sustainability. A quality-assured financial recovery plan has been developed to meet these challenges. Through effective leadership and change management, the plan which is applicable to all Directorates and departments, will be implemented over the next three years.

Values

SA Health Values

The values of SA Health are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

- > We are committed to the values of integrity, respect and accountability.
- > We value care, excellence, innovation, creativity, leadership and equity in health care provision and health outcomes.
- > We demonstrate our values in our interactions with others in SA Health, the community, and those for whom we care.

Code of Ethics

The Code of Ethics for the South Australian Public Sector provides an ethical framework for the public sector and applies to all public service employees:

- Democratic Values - Helping the government, under the law to serve the people of South Australia.
- Service, Respect and Courtesy - Serving the people of South Australia.
- Honesty and Integrity- Acting at all times in such a way as to uphold the public trust.
- Accountability- Holding ourselves accountable for everything we do.
- Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

Approvals

Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

Name: _____ **Role Title:** _____

Signature: _____ **Date:** _____

Role Acceptance

Incumbent Acceptance

I have read and understand the responsibilities associated with role, the role and organisational context and the values of SA Health as described within this document.

Name: _____ **Signature:** _____

Date: _____