

## Statement of Duties

<b>Position Title:</b> Head of Department	<b>Position Number:</b> 521795, 518639, 518576,	<b>Effective Date:</b> March 2018
<b>Group and Unit:</b> Tasmanian Health Service (THS)		
<b>Section:</b> Statewide Mental Health Services	<b>Location:</b> South, North, North West	
<b>Award:</b> Salaried Medical Practitioners (Tasmanian State Service) Agreement	<b>Position Status:</b> Permanent/Fixed Term	
	<b>Position Type:</b> Full Time/Part Time	
<b>Level:</b> I-III	<b>Classification:</b> Specialist Medical Practitioner	
<b>Reports To:</b> Medical Director		
<b>Check Type:</b> Annulled	<b>Check Frequency:</b> Pre-employment	

### Focus of Duties:

As a part of Statewide Mental Health Services (SMHS) the Head of Department will:

- Provide a high level of strategic leadership and direction, ensuring services are effectively integrated within the Hospital and the highest standards of service delivery are achieved in accordance with SMHS/Hospital policy directions, service standards and financial targets.
- Provide the Clinical Executive Director SMHS, Medical Director, SMHS Senior Management Group, and the Executive Director of Operations with high quality and authoritative advice.
- Liaise with – and represent – the Group Service Directors and Statewide Specialty Directors within the acute Hospital facility through the provision of high quality consultation, authoritative advice and leadership.
- Work as a part of the local Hospital management team.

As a part of a multidisciplinary mental health service delivering high quality mental health care and, in accordance with MHS principles, National Mental Health Standards, Agency policy, legal requirements and relevant professional competencies, the Head of Department will:

- Provide a comprehensive psychiatric service.
- Act as a consultant to mental health professionals and health service providers including general practitioners and other agencies with regard to the assessment and management of patients with mental health disorders.
- Undertake supervisory responsibilities with Psychiatric Registrars and other medical staff.

**Duties:**

1. Provide clinical leadership, incorporating principles of best practice.
2. Provide leadership and governance to the activities of the Hospital based mental health services in accordance with agreed goals and targets.
3. Provide leadership and governance of the Registrar training program and its participants within the relevant mental health services in collaboration with the local RANZCP Branch Training Committee.
4. Work collaboratively with other Heads of Department within the Hospital and multidisciplinary teams to support patient access, flow, and bed management across the Hospital and wider SMHS.
5. Represent SMHS and its statewide specialty services within the management forums of the local Hospital as required.
6. Actively participate in and contribute to the local Hospital governance structure as a representative of SMHS and its statewide speciality service.
7. Monitor operations including planned and unplanned absences of medical staff with an aim to ensuring continuous service delivery.
8. Encourage and facilitate teaching and research.
9. Provision of a comprehensive psychiatric service including assessment and treatment of clients in the region.
10. Contribute to the effective functioning of the SMHS clinical services stream through participation in clinical reviews and providing consultancy services for other team members across the treatment settings.
11. 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 SMHS clinical services stream.
12. Participation in teaching and supervision of psychiatric registrars and medical students as required and the in-service training of other staff.
13. 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.
14. Active participation in SMHS clinical services stream ongoing quality improvement activities and staff meetings.
15. Maintenance of a satisfactory knowledge of major evidence-based practice research findings in area of clinical practice and participation in appropriate formal continuing medical education.
16. 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.

17. 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 Head of Department is the delegated authority to lead the clinical activities of the service in accordance with SMHS/Local Hospital policy and administrative instructions as varied from time to time.
- The Head of Department will have due regard for the professional expertise and specialist knowledge of clinical staff members of the local services and provide a liaison role to ensure that their representation at the Hospital management level encompasses the range of issues affecting the specialist mental health services operating at that site.
- The Head of Department works under the broad direction of the Medical Director. Professionally the Head of Department will report to the Medical Director, Statewide Mental Health Services. 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.

### **Desirable Requirements:**

- Appropriate post-graduate qualifications

### **Selection Criteria:**

1. Extensive experience at a senior clinician level within the mental health care sector.

2. Demonstrated high level interpersonal, communication, collaboration, negotiation and conflict resolution skills, including the ability to negotiate complex and sensitive issues effectively, with a proven ability to work constructively as a member of interdisciplinary teams.
3. Demonstrated ability to build and maintain effective relationships and networks and provide high level advice to key stakeholders with respect to complex and sensitive health issues.
4. Knowledge and understanding of continuous quality improvement principles including employment equity.
5. Demonstrated high level strategic, conceptual, analytical and creative skills, with the ability to understand the political, social and organisational environment impacting on the THS.
6. Knowledge of occupational safety and health principles including maintaining a Duty of Care.
7. Understanding of the National and State Mental Health policy frameworks as they impact on the provision of clinical services.

### **Working Environment:**

- Occupant will work as a practicing clinician (*Salaried Medical Practitioners (AMA Tasmania/DHHS) Agreement*) and will be allocated administrative time of up to 0.5 FTE as approved by the Clinical Executive Director Statewide MHS.
- Some intrastate travel will be required.
- Participation in an after-hours on call roster will be required.

The Department of Health and Human Services (DHHS) 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 Human Services 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. DHHS 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. DHHS 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 DHHS and THS policy) with the Department of Health and Human Services 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 Human Services 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 Human Services and the Tasmanian Health Service are smoke-free work environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.