

## Statement of Duties

<b>Position Title:</b> Specialist Medical Practitioner - Psychiatrist	<b>Position Number:</b> Generic	<b>Effective Date:</b> March 2013
<b>Group and Unit:</b> Tasmanian Health Service (THS) – Mental Health North West		
<b>Section:</b> Various	<b>Location:</b> North West	
<b>Award:</b> Salaried Medical Practitioners Interim Agreement 2015	<b>Position Status:</b> Permanent/Fixed-Term/Casual	
	<b>Position Type:</b> Full Time/Part Time/Casual	
<b>Level:</b> I-II	<b>Classification:</b> Specialist Medical Practitioner	
<b>Reports To:</b> Clinical Director		
<b>Check Type:</b> Annulled	<b>Check Frequency:</b> 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 Service principles, National Mental Health Standards, Agency policy, legal requirements and relevant professional competencies, the Psychiatrist:

- Provides a comprehensive general adult inpatient and community psychiatric service in the north west region of Tasmania.
- Acts 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 individuals with mental health disorders.
- Undertakes supervisory responsibilities with Psychiatric Registrars and other medical staff as required/appropriate.

### Duties:

1. Provision of a comprehensive general adult psychiatric service in the north west region including:
  - Assessment and treatment of adult mental health clients at various sites across the region including inpatient settings, community clinics and clients' homes
  - Participation in the after hours on call roster.
2. Contribution to the effective functioning of the adult multidisciplinary mental health team through participation in clinical reviews and providing consultancy services for other team members across the treatment settings.
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 and medical students as required and the in-service training of other staff.

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 and the National Outcomes and Case mix Collection documents.
6. Active participation in mental health service ongoing quality improvement activities and staff meetings.
7. Representation of the service at intra- and inter-agency meetings or forums as appropriate or required.
8. 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.
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 incumbent is responsible for being aware of all policies, procedures and legislation affecting the duties of this job. These include: 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.
- Provides specialist psychiatric services and is expected to operate with a high level of clinical responsibility and autonomy.
- Clinical and professional accountability is to the Clinical Director or delegate as determined by the Statewide Clinical Director.
- Broad administrative and clinical direction from the Team Leader, Adult Community Mental Health Services.
- Comply at all times with THS policy and protocol requirements, in particular those relating to mandatory education, training and assessment.

#### **Essential Requirement:**

*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 skill in adult general 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 the area of 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 job 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:**

- Contract terms and conditions to be negotiated.
- 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 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.