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SA Health Job Pack

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| Job Title | Consultant Psychiatrist, Psychiatric Intensive Care Unit and Acute Open Psychiatric Unit |
| Eligibility | Open to Everyone |
| Job Number | 697877 |
| Applications Closing Date | 18/10/19 |
| Region / Division | Central Adelaide Local Health Network |
| Health Service | Mental Health Services |
| Location | Adelaide |
| Classification | MD-2 |
| Job Status | Permanent part-time working 26.25 hours per week |
| Total Indicative Remuneration | \$313,002/\$580,096 |

Contact Details

| | |
|---------------|--------------------------|
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Criminal History Assessment

Applicants will be required to demonstrate that they have undergone an appropriate criminal and relevant history screening assessment/ criminal history check. Depending on the role, this may be a Department of Communities and Social Inclusion (DCSI) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:

- X Working with Children Screening - **DHS**
- X Vulnerable Person-Related Employment Screening - **NPC**
Aged Care Sector Employment Screening - **NPC**
- X General Employment Probity Check - **NPC**

Further information is available on the SA Health careers website at www.sahealth.sa.gov.au/careers - see Career Information, or by referring to the nominated contact person below.

Immunisation

Risk Category A (direct contact with blood or body substances)

- This role carries specific immunisation requirements. To be eligible for appointment in this role you will be required to meet the immunisation requirements associated with Category A (direct contact with blood or body substances). [Please click here for further information on these requirements.](#)

Guide to submitting an application

Thank you for considering applying for a position within SA Health. Recruitment and Selection processes across SA Health are based on best practice and a commitment to a selection based on merit. This means treating all applications in a fair and equitable manner that aims to choose the best person for the position.

A well presented, easy to read application will allow the panel to assess the information they need from your application. To give yourself the best opportunity to reach interview, the application should clearly and concisely demonstrate to the selection panel that you are suitably equipped to perform the role, and that you possess all of the stated minimum essential skills, abilities, knowledge, experience and educational qualifications (where required).

The online application form to apply for this position will ask for employment history, education, qualifications and referees however to understand the position and requirements we suggest you become familiar with the attached Job and Person Specification.

We request that you attach the following to your application -

- ↳ **A covering letter** of up to 2 pages introducing yourself to the selection panel and describing your skills, abilities, knowledge, qualifications and experience in relation to the position;
- ↳ **A current Curriculum vitae/Resume** that includes your personal details, relevant employment history, education, training courses, qualifications and professional memberships.

* Refer to <http://www.sahealthcareers.com.au/information/> for further information regarding

- The Indicative Total Remuneration which is inclusive of Award salary, superannuation and other monetary benefits.
- Information for Applicants
- Criminal History Assessment requirements



ROLE DESCRIPTION

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| Role Title: | Consultant Psychiatrist – Psychiatric Intensive Care Unit and Acute Open Psychiatric Unit. | | |
| Classification Code: | MD02 / MD02G | Position Number | M47667 |
| LHN/ HN/ SAAS/ DHA: | Central Adelaide Local Health Network (CALHN) | | |
| Site/Directorate | Mental Health Directorate (MHD) | | |
| Division: | | | |
| Department/Section / Unit/ Ward: | | | |
| Role reports to: | Clinical Director, Mental Health Services | | |
| Role Created/ Reviewed Date: | June 2019 | | |
| Criminal History Clearance Requirements: | <input checked="" type="checkbox"/> Child – Prescribed (DCSI) <input checked="" type="checkbox"/> Vulnerable (NPC) <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 (<i>minimal patient contact</i>) | | |

ROLE CONTEXT

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| Primary Objective(s) of role: |
| <p>The Consultant Psychiatrist is an appropriately qualified medical professional who has the clinical experience, knowledge and skills to assume a clinical leadership role within the mental health service and contribute to the provision of safe, best practice based, cost effective consumer focused clinical services.</p> <p>The Consultant Psychiatrist is required to:</p> <ul style="list-style-type: none"> • Provide clinical services of the highest possible standard to mental health consumers, both in terms of individual performance and by clinical leadership and contribution to a multidisciplinary approach to the delivery of patient care. • Provide a professional medical service in accordance with Departmental, Hospital and regional policy manuals and documents, and with the Professional standards of the Royal Australian and New Zealand College of Psychiatrists. • Be actively involved in teaching and/or providing guidance to trainee medical officers, interns and medical students and, where appropriate, nursing and allied health. • Participate in clinical audit and quality, safety and clinical risk management activities. • Participate in research and continuous medical education activities. <p>The position currently consists of 0.7FTE permanent.</p> |

The Consultant Psychiatrist will provide a service to consumers of the Royal Adelaide Hospital 10 bed Psychiatric Intensive Care unit and the 24 bed Acute Open Psychiatric Unit. The Consultant Psychiatrist will be expected to manage the care of patients who may be in either unit and who may transition between these two units, that is, the care provided will be patient-centred. These units serve the needs of those consumers who are experiencing an episode of mental health deterioration including psychosis, suicidal cognitions, affective disorders and severe personality disorder, all of which require a period of time under close and intensive psychiatric care or the open general acute ward. At times this may also include individuals who are under forensic licence conditions for psychiatric assessment. Patients may at times be subject to orders under the Mental Health Act of South Australia.

You will be working closely with colleagues and a full complement of a multidisciplinary team.

You will be entitled to rights of private practice, details of which will be negotiated with the Site Director.

Direct Reports:

The Consultant Psychiatrist reports directly to the relevant Head of Unit on a daily operational basis and the Clinical Director for all professional and governance matters. The Consultant Psychiatrist is responsible for the supervision of Senior Medical Practitioners, Trainee Medical Officers, Interns and Medical Students, Allied Health Practitioners, Nurse Practitioners and Nurse Practitioner Candidates.

Key Relationships/ Interactions:

Internal

- Required to work collaboratively on a daily basis with nursing, allied health, physicians and other health professions' staff members, and administrative staff within the Directorate for matters relating to Mental Health Services.
- A required active member of internal review committees and other committees/working parties as directed by senior management, and where a representative of the Mental Health Service is required.

External

- Developing and maintaining cooperative and productive working relationships with all members of the wider Central Adelaide Local Health Network (CALHN) medical workforce.
- May be required to attend external meetings as a representative of Mental Health Services across Central Adelaide Local Health Network.

Challenges associated with Role:

Major challenges currently associated with the role include:

- Balancing clinical practice requirements and resource constraints.
- Managing multiple responsibilities within Mental Health community and acute services.
- Ongoing development and improvement of service delivery and models of care.

Delegations:

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| Delegated Level | N/A |
| Staff supervised: | Direct supervision of junior medical officers |

Special Conditions:

- It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory Background Screening and National Criminal History Clearance.
- *Prescribed Positions* under the *Children's Protection Act (1993)* must obtain a satisfactory Criminal and Relevant History 'child-related' employment screening through the Screening and Licensing Unit, Department for Communities and Social Inclusion.
- Criminal and Relevant history Screening must be renewed every 3 years thereafter from date of issue for 'Prescribed Positions' under the *Children and Young People (Safety) Act 2017* or 'Approved Aged Care Provider Positions' as defined under the *Accountability Principles 2014* pursuant to the Aged Care Act 2007 (Cth)
- Appointment is subject to immunisation risk category requirements. There may be ongoing immunisation requirements that must be met.
- Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to the classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the *SA Health (Health Care Act) Human Resources Manual* for Health Care Act employees.
- The incumbent 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.
- Participation in an on-call roster and out of hours work will be required as directed by the Clinical Director

General Requirements:

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:

- *Work Health and Safety Act 2012 (SA)* and when relevant WHS Defined Officers must meet due diligence requirements.
- *Return to Work Act 2014 (SA)*, facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.
- Meet immunisation requirements as outlined by the *Immunisation Guidelines for Health Care Workers in South Australia Policy Directive*.
- Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- *Children's Protection Act 1993 (Cth)* – 'Notification of Abuse or Neglect'.
- Disability Discrimination.
- Independent Commissioner Against Corruption Act 2012 (SA)
- Information Privacy Principles Instruction
- Code of Fair Information Practice.
- Relevant Awards, Enterprise Agreements, *Public Sector Act 2009*, Health Care Act 2008, and the SA Health (Health Care Act) Human Resources Manual.
- Relevant Australian Standards.
- Duty to maintain confidentiality.
- Smoke Free Workplace.
- 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.
- Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.

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.

Performance Development

The incumbent will be required to participate in the organisation's Performance Review & Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.

Handling of Official Information:

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.

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.

SA Health employees will not misuse information gained in their official capacity.

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.

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.

Key Result Area and Responsibilities

| Key Result Areas | Major Responsibilities |
|--|---|
| <p>Contribute to the provision of safe, high quality clinical service, best practice based and consumer focussed clinical services by:</p> | <ul style="list-style-type: none"> • Providing a consultant/specialist led service model to consumers. • Providing a specialist opinion on consumers referred for consultation. • Coordinating the follow up of care to consumers. • Providing clinical leadership to facilitate and support a team approach to the provision of clinical services. • Contributing to an after-hours on call service in accordance with a roster agreed by the Head of Unit and Clinical Director. • Overseeing the smooth functioning of the clinical area when on shift. • Assigning and supervising the clinical practice of allocated trainee medical practitioners and medical students. • Ensuring the appropriate documentation of clinical care in patients' medical records and ensuring the timely provision of discharge summaries, written specialist opinions and requested medical reports. • Participating in administrative activities associated with the provision of clinical services. • Have admitting rights within your area of specialisation. • Providing line management responsibilities where applicable. • Assisting the Team Leader in planning and organising the delivery of clinical services. • Fostering the development of community networks appropriate to the Unit's work. • Ensuring that patients and families are given adequate information upon which to base treatment decisions and follow up • Being responsive to complaints from consumers and their relatives. |

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| <p>Commitment to continuous service improvement by:</p> | <ul style="list-style-type: none"> • Participating in the development of clinical guidelines and protocols • Attending and participating in clinical, service and departmental meetings • Participating in departmental peer review and audit activities • Continuously reviewing existing practices and promoting change where required • Participating in quality programs undertaken by SA Health • Participating in the identification and minimisation of risk within the clinical and work environment • Using facilities, equipment and supplies in the most cost efficient manner • Contributing to case mix management by ensuring that appropriate practices are in place to ensure the timely coding of required data. |
| <p>Commitment to personal and professional development by:</p> | <ul style="list-style-type: none"> • Attending conferences to maintain and enhance knowledge • Participating in programs designed to provide personal growth and development • Participating in and complying with College based programs directed towards maintaining the highest standards of professional care • Participate in annual performance review |
| <p>Commitment to the provision of multidisciplinary approach to clinical care by:</p> | <ul style="list-style-type: none"> • Working harmoniously with all members of the clinical team • Being responsive to the expectations and needs of both clinical and non-clinical colleagues |
| <p>Research, Teaching and Training</p> | <ul style="list-style-type: none"> • Conducting research • Participating in the research discussions • Contributing to the supervision of postgraduate students • Providing appropriate direction and supervision to registrars, resident medical officers and interns • Acting as a role model and mentor for medical students, registrars, resident medical officers and interns • Participating in the education of registrars, resident medical officers, interns and students • Contribute to the training of other health professionals |
| <p>Contribute to activities that ensure the safety and quality of clinical services by:</p> | <ul style="list-style-type: none"> • Initiating and supporting clinical improvement activities. This will involve evaluation of clinical processes and service outcomes, including patient safety, identifying possible areas for improvement and implementing the required changes • Maintaining an awareness of risk in the clinical environment • Actively supporting and contributing to risk management initiatives • Reporting sentinel events, potential medical negligence claims and adverse patient incidents • Adhering to and supporting practices that ensure patients' rights are respected in accordance with the Mental Health |

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| | <p>Act and other relevant legislation</p> <ul style="list-style-type: none">• Providing leadership in care planning involving consumers and carers• Investigating and addressing consumer's complaints in a positive, constructive manner• Maximising the participation of consumers in planning and evaluating services |
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Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- Bachelor of Medicine; Bachelor of Surgery (MBBS) or equivalent
- Appropriate Specialist Qualifications and registrable with the Medical Board of Australia as a Medical Practitioner with Specialist registration.
- Fellow of the Royal Australian and New Zealand College of Psychiatrists
- Demonstrated ongoing participation in continuing professional development since attaining specialist qualification.

Personal Abilities/Aptitudes/Skills:

- Demonstrated high standard of clinical practice in Mental Health.
- Demonstrated professional integrity, leadership and motivational skills.
- Demonstrated ability to work in a multidisciplinary team.
- Ability to work constructively with nursing and medical staff.
- Demonstrated commitment to quality improvement.
- Effective interpersonal communication skills.
- Ability to work independently and exercise a high level of professional judgement and medical competence in a multidisciplinary setting.
- Respect for the rights and responsibilities of patients and their families
- Ability to organise work priorities in planning, development and implementation of tasks in meeting deadlines.

Experience

- Experience in quality improvement activities.
- Experience in using Information and Communications Technology (ICT) in clinical care of consumers.
- Experience with the supervision and teaching of undergraduate and postgraduate medical staff
- Extensive clinical experience relevant to work in a Mental Health Service.

Knowledge

- Knowledge of National and State Mental Health Plans and Policies.
- Understanding of the rights and responsibilities of consumers and their families.
- Knowledge of recovery based practice
- Knowledge of training and educational requirements for psychiatry trainees.
- A knowledge of Health, Safety and Welfare principles and procedures
- A knowledge of Equal Employment Opportunity principles
- A knowledge of the Code of Fair Information Practice
- A knowledge of the policy on Bullying and Harassment
- Working knowledge of Microsoft Office applications

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- MD or PhD or other higher degree in an appropriate field.
- Demonstrated participation in continuing medical education since attaining specialist qualification.
- Completion of accredited course on Electroconvulsive Therapy.

Personal Abilities/Aptitudes/Skills:

- Demonstrate a flexible approach to working within a multidisciplinary team
- Ability to motivate and create positive working relationships with other staff

Experience

- Experience at a senior level of professional practice.
- Experience in a variety of settings working with a range of populations including Indigenous and culturally and linguistically diverse communities would be an advantage.
- Experience in research
- Proven experience in basic computing skills including email and word processing

Knowledge

- Knowledge of the Public Health System
- Knowledge of Evidence Based Medicine and Best Practice Principles
- A sound clinical knowledge of Mental Health Service practices
- An understanding of budgetary requirements affecting the health system
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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 Ageing and the Minister for Mental Health and Substance Abuse.

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

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 Australians have access to the best available health care in hospitals, health care centres and through GPs and other providers.

Central Adelaide Local Health Network:

Central Adelaide LHN is responsible for promoting and improving the health of central metropolitan Adelaide and the broader community by providing integrated health care and hospital services. Central Adelaide LHN brings together the hospitals of Royal Adelaide Hospital [RAH] as a major tertiary facility, The Queen Elizabeth Hospital [TQEH] as a general hospital, Glenside Health Service, and our rehabilitation hospitals Hampstead Rehabilitation Centre [HRC] and St Margaret's Rehabilitation Hospital [SMRH]), and a significant number of mental health and primary health care services. Central Adelaide LHN also governs a number of statewide services including SA Dental Service, SA Prison Health Service, BreastScreen SA and DonateLife SA, and has financial administrative responsibility for Statewide Clinical Support Services incorporating SA Pathology, SA Medical Imaging and SA Pharmacy.

Mental Health Directorate:

The CALHN MHD provides comprehensive inpatient and community based mental health care to people living within the CALHN catchment area. Services are located in the two general hospitals, at Glenside Health Service and at a range of community sites. Services are available for people from 16 years. The directorate partners with multiple government and non-government services in the coordination of treatment and support services. The service is multidisciplinary and employs a range of medical, nursing, allied health and lived experience workers. The service is committed to the genuine engagement of consumers and carers as partners in service delivery.

Values

Central Adelaide Local Health Network Values

Our shared values confirm our common mission by promoting an organisational climate where the patient's needs are put first and where the teamwork and professionalism of our workforce help us to attract and retain the best staff. These values guide our decisions and actions.

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| Patient Centred: | Our patients are the reason we are here and we will provide the best service to our patients and customers |
| Team Work: | We value each other and work as a team to provide the best care for our patients |
| Respect: | We respect each other, our patients and their families by recognising different backgrounds and choices, and acknowledging that they have the right to our services |
| Professionalism: | We recognise that staff come from varied professional and work backgrounds and that our desire to care for patients unites our professional approach to practice |

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: _____