DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Staff Specialist - Psychiatrist
Position Number:	Generic
Classification:	Specialist Medical Practitioner Level 1-11
Award/Agreement:	Medical Practitioners (Public Sector) Award
Group/Section:	Community, Mental Health and Wellbeing – Statewide Mental Health Services Mental Health North West
Position Type:	Permanent/Fixed-Term/Casual, Full Time/Part Time/Casual
Location:	North West
Reports to:	Team Leader/Head of Department
Effective Date:	June 2020
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	Specialist or limited registration with the Medical Board of Australia in a relevant specialty. Current Tasmanian Working with Children Registration (where applicable and as determined by individual position 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 if a registration/licence is revoked, cancelled or has its conditions altered.*

NB. The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

Primary Purpose:

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 comprehensive general inpatient and community psychiatric services 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, regarding the assessment and management of individuals with mental health disorders.
- Undertakes supervisory responsibilities with Registrars/Career Medical Officers, Resident Medical Officers and other medical staff as required/appropriate.

Duties:

1. Provision of a comprehensive general psychiatric service in the north west region including:
2. Assessment and treatment of mental health clients at various sites across the region including inpatient settings, community clinics and clients' homes.
3. Participation in the after hours on call roster.
4. Contribution to the effective functioning of the multidisciplinary mental health team through leadership and participation in clinical reviews and providing consultant oversight to other team members across the treatment settings.
5. 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.
6. Participation in teaching and supervision of Registrars/Career Medical Officers, Resident Medical Officers and medical students as required and the in-service training of other staff.
7. 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.
8. Active participation in mental health service ongoing quality improvement activities and staff meetings.
9. Representation of the service at intra- and inter-agency meetings or forums as appropriate or required.
10. 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.
11. 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.

Key Accountabilities and Responsibilities:

- The Staff Specialist – Psychiatrist 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.

- Acts as an approved Medical Practitioner under the Mental Health Act.
- 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 Head of Department or delegate as determined by the Statewide Clinical Director.
- Broad administrative and clinical direction from the Team Leader or Head of Department.
- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.
- Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.

Pre-employment Conditions:

It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.

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 skills in general psychiatry in a range of practice settings.
2. Demonstrated high level of oral and written communication skills and demonstrated experience and skills in liaising with General Practitioners and other health service providers.

3. Experience in the area of clinical leadership and demonstrated commitment to a 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 the 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:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000.* The Department supports the Consumer and Community Engagement Principles.