

DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Specialist Medical Practitioner - Psychiatrist
<b>Position Number:</b>	526424
<b>Classification:</b>	Specialist Medical Practitioner Level I-I I
<b>Award/Agreement:</b>	Medical Practitioners (Public Sector) Award
<b>Group/Section:</b>	Community Mental Health and Wellbeing – Statewide Mental Health Services Acute Treatment Units and Safe Havens
<b>Position Type:</b>	Permanent, Full Time
<b>Location:</b>	South
<b>Reports to:</b>	Clinical Director - Adult Mental Health Services South
<b>Effective Date:</b>	October 2021
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment
<b>Essential Requirements:</b>	Specialist or limited registration with the Medical Board of Australia in a relevant specialty  Current Driver's Licence  <i>*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.</i>

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 an integrated multidisciplinary mental health service delivering high quality mental health care in partnership with a number of community sector providers and, in accordance with Mental Health Service principles, National Mental Health Standards, Agency policy, ethical and legal requirements and relevant professional competencies, the Psychiatrist:

- Provides comprehensive general mental health services for consumers presenting to the Acute Treatment Units and Safe Havens within the framework of established medical services practice, recovery focused and trauma informed care.
- Provides clinical leadership of the multidisciplinary team undertaking the care and treatment of consumers of the Acute Treatment Units and the Safe Havens.
- Acts as a consultant and provide overall clinical governance to mental health professionals and health service providers, including community managed organisations providing services on the Peacock and St Johns Park sites regarding 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 mental health service to consumers of the Acute Treatment Units and Safe Havens.
2. Contribute to the effective functioning of the Acute Treatment Units multidisciplinary mental health teams and the day-to-day operations of the Safe Havens through leading clinical reviews, transfer of care and discharge planning processes and providing consultancy and advice to other stakeholders of both services as required.
3. Promote and maintain close links with community managed organisations providing services on the Peacock and St Johns Park sites, other streams of Statewide Mental Health Services, general practitioners, other specialists and relevant service providers to ensure continuity of consumer care and optimise the overall operations of both the Acute Treatment Unit and Safe Haven and the broader sector.
4. Participation in teaching and supervision of psychiatric registrars and medical students and the in-service training of other staff as required.
5. Maintenance of a high standard of care in all respects, including compliance with agency endorsed clinical documentation, and the collection of data as specified by the National Minimal Data Set and the National Outcomes and Case mix Collection documents, using the designated records systems, and within required time frames.
6. Active participation in mental health service ongoing quality improvement activities and staff meetings.
7. Active participation in an after-hours on-call/call-back roster
8. Representation of the service at intra-agency and inter-agency meetings or forums as appropriate or required.
9. Maintaining a current and comprehensive knowledge of major evidence-based practice and research findings in the area of clinical practice; including the participation in appropriate formal continuing medical education.
10. 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.

- I I. 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:

Clinical and professional accountability is to the Clinical Director - Mental Health Services South or delegate as determined by the Statewide Medical Director.

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 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.
- Providing specialist mental health services and is expected to operate with a high level of clinical responsibility and autonomy, and within the Operational Service Models for the Acute Treatment Units and Safe Havens.
- Administrative aspects of the role and day to day operational requirements with relevant managers on the Peacock and St Johns Park sites.
- Champion a child safe culture that upholds the *National Principles for Child Safe Organisations*. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.
- 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.

## 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:

- I. Conviction checks in the following areas:
  - a. crimes of violence
  - b. sex related offences
  - c. serious drug offences
  - d. crimes involving dishonesty
  - e. serious traffic offences

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 with demonstrated leadership skills.
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. Ability to use computer based electronic medical records.
4. Extensive experience in the area of clinical leadership, being a positive role model, demonstrated ability to deal effectively with interpersonal issues and demonstrated commitment to working with and supporting a multidisciplinary service model.
5. Demonstrated ability to convey psychiatric knowledge effectively to fellow staff, service providers and consumers.
6. Psychiatric interests in areas relevant to mental health including research experience and publications.
7. Understanding of the National and State Mental Health policy frameworks as they impact on the provision of clinical services.
8. Demonstrated knowledge of relevant philosophies, such as trauma informed care and recovery principles, policies and procedures and associated legislation.
9. Demonstrated ability to genuinely work with people with lived experience and their families and friends in a recovery orientated manner that is person centred, strengths based, trauma informed, collaborative and empowering.

## 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 of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

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](#).