

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Clinical Director - Community Mental Health Services
Position Number:	525604
Classification:	Specialist Medical Practitioner 1-11
Award/Agreement:	Medical Practitioners (Public Sector) Award
Group/Section:	Community, Mental Health and Wellbeing – Statewide Mental Health Services
Position Type:	Fixed-Term, Full Time
Location:	South
Reports to:	Medical Director - Statewide Mental Health Services
Effective Date:	October 2021
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	<p>Specialist or limited registration with the Medical Board of Australia in a relevant specialty</p> <p><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></p>
Desirable Requirements:	Appropriate post-graduate qualifications.
Position Features:	<p>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</p> <p>Some intrastate travel will be required</p> <p>Participation in an after-hours on call roster will be required</p>

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 a part of a multidisciplinary Statewide Mental Health Service delivering high quality mental health care and, in accordance with Statewide Mental Health Services (SMHS) principles, National Mental Health Standards, Agency policy, legal requirements and relevant professional competencies, the Clinical Director - Community Mental Health Services will:

- Provide a high level of strategic leadership and clinical direction across a designated number of business units, ensuring the highest standards of service delivery are achieved in accordance with departmental policy directions, service standards and financial targets.
- Provide the Executive Director - SMHS, Medical Director - SMHS, Group Director - MHS South, Group Director - Reform and the SMHS Executive with high quality and authoritative advice on a range of clinical, administrative, reform related and governance matters.
- Ensure provision of an integrated and comprehensive mental health service, with an overall focus on hospital avoidance.
- Ensure the key recommendations of the Integration Taskforce and the linked Tasmanian Mental Health Services Reform Program are operationalised, with a primary focus on the Acute Care Streams and Continuing Care Streams within Mental Health Services South.
- Act as an expert resource to service based and community 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 Consultants and other medical staff.

Duties:

1. Provide clinical leadership to a designated area of the service, incorporating principles of best practice and in accordance with relevant agreed goals and targets
2. Provide leadership and governance to support the Registrar training program and its participants within relevant areas of the service in collaboration with the local RANZCP Branch Training Committee.
3. Work collaboratively with other Statewide Specialty Directors, Clinical Directors, Heads of Department, and relevant multidisciplinary teams to support patient access and flow across the service with an overall focus on hospital avoidance.
4. Represent SMHS on higher level forums and committees as required.
5. Actively participate in and contribute to local, regional, and Statewide clinical governance and leadership structures as required.
6. Monitor operations including planned and unplanned absences of medical staff with an aim to ensuring continuous service delivery.
7. Encourage and facilitate teaching and research.
8. Ensure the provision of a comprehensive psychiatric assessment and treatment service across designated services.
9. Contribute to the effective functioning of the SMHS clinical services stream through participation in clinical reviews and providing expert opinions to other team members across the treatment settings.
10. 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 acute care and continuing care streams.

11. Participate in teaching and supervision of consultants, psychiatric registrars, career medical officers and medical students and the in-service training of other staff as required.
12. Maintain 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.
13. 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 and related training.
14. 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 Clinical Director, Community Mental Health Services:

- Is the delegated authority to lead the clinical activities of designated parts of the service in accordance with SMHS/DoH policy and administrative instructions as varied from time to time.
- 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 activities effectively meet the expectations of both clients/families and the broader service.
- Works under the broad direction of the Medical Director - SMHS and the Group Director MHS Southern Region. Professionally the Clinical Director will report to the Medical Director - SMHS.
- Where applicable, exercises 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.
- Complies 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:

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 at a senior 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.
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. Demonstrated commitment to and understanding of the ongoing Tasmanian Mental Health Reform Program.
7. Knowledge of occupational safety and health principles.
8. 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](#).