

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	524738
Position Number:	Statewide Specialty Director - Forensic Health Services
Classification:	Specialist Medical Practitioner Level I-I I
Award/Agreement:	Medical Practitioners (Public Sector) Award
Group/Section:	Community Mental Health and Wellbeing – Statewide Mental Health Services Forensic Health Services
Position Type:	Permanent, Full Time
Location:	South
Reports to:	Medical Director - Statewide Mental Health Services
Effective Date:	October 2019
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:	<p>Experience working in forensic psychiatry.</p> <p>Membership of RANZCP section of Forensic psychiatry.</p> <p>Ability to gain recognition by the RANZCP as an accredited supervisor.</p>
Position Features:	<p>Regular intra-state travel will be required to achieve required outcomes.</p> <p>Participate in an on-call roster.</p>

Occupant will work as a practicing clinician (*Salaried Medical Practitioners (AMA Tasmania/DOH) Agreement*) and will be allocated administrative time of up to 0.5 FTE as approved by the Clinical Executive Director Statewide MHS.

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:

The primary role of the Statewide Specialty Director - Forensic Health Services is to provide leadership to all aspects of service delivery for the assigned clinical service, to ensure the provision of high standard, consumer focused and cost-effective clinical services to the Tasmanian community, in accordance with the Department of Health (DoH) and Tasmanian government policies and priorities.

Working in partnership with the Group Director, the Statewide Specialty Director is accountable to the Medical Director - Statewide Mental Health Services (SMHS) for the Statewide delivery of services, including meeting performance targets and responding to population needs in the context of delivering better patient access and better patient outcomes.

The Statewide Specialty Director - Forensic Health Services is responsible for providing high level specialist advice in relation to clinical practice, strategic direction, policy and relevant legislation to Senior Management within the DoH and to other government and community sector agencies.

Work in partnership with and report to the Medical Director - SMHS, to ensure the delivery of safe, evidence-based patient care and the ongoing strategic development of Statewide clinical services within the Forensic Health Services.

Duties:

Statewide Clinical Service Delivery

- Provide leadership in developing and implementing Statewide models of clinical service delivery, ensuring that regional boundaries do not represent barriers to delivering safe and high-quality care for all Tasmanians.
- Ensure that services are planned and provided in a manner that is consumer focused by maximising the participation of consumers, their families, consumer representative participants, healthcare partner organisations, fund providers and staff in planning and evaluating services.
- Work in partnership with the Medical Director to ensure that services are flexible and integrated with services within SMHS and the broader health system to meet existing demand and bridge service gaps for patients.
- Provide expert advice, guidance and direction on specialist Forensic Mental Health care and treatment and clinical practice, including strategic and policy direction, legislative requirements and standards of care.
- Inform the creation of a sustainable Statewide workforce plan to meet the needs of the clinical service.
- Develop a plan for research, education, and training in support of a culture that pursues excellence in patient care.
- Ensure that clinical services provided across the agency are consistent with the principles and directions of relevant DoH policies and are co-ordinated and integrated with other services.

- Provide leadership in the analysis, implementation and review of best practice clinical processes, as well as implementation of evidence-based medicine and systems on a Statewide basis.
- Facilitate a multi-disciplinary team approach to clinical service delivery, including fostering partnerships between health care providers, including primary care providers and across a range of disciplines and services to enhance the capacity for multi-disciplinary care.
- Ensure the provision of clear, consistent policies/protocols for clinical staff and other assigned staff in the clinical service, in regard to clinical practice and administrative procedures.
- Ensure that clinical improvement activities are undertaken which have the aim of achieving evidence based, best practice clinical services. These activities will involve evaluation of clinical processes and service outcomes by clinical audits, quality assurance programs, peer review, informing responses to serious patient events and coronial reports etc.

Operational Management

In partnership with the Group Director:

- Monitor and control actual performance of the clinical service against planned business and budgetary targets.
- Establish and oversee activities to review resource allocation and develop appropriate strategies, plans and procedures for their efficient and effective use to improve patient outcomes and best possible performance within allocated budget.
- Participate in the planning, management and evaluation of financial budgets and financial activity to support meeting operational performance targets and business outcomes.
- Appraise the performance of supervised staff and provide counsel and feedback ensuring that performance and development is managed in accordance with relevant legislation, directives, policies and procedures.
- Ensure consistency of approach across the clinical service in relation to the application of corporate standards / clinical policies and protocols.
- Contribute to the development and implementation of policy across the full range of Tasmanian Health services.

Teaching, education and research

- Support clinical training and continuing professional development throughout the clinical service in line with personal professional development plans and organisational / clinical need.
- Contributing to and supporting staff to contribute to undergraduate and postgraduate teaching/training programs as well as compliance with both professional policy and protocol requirements, in particular those relating to mandatory education, training and assessment.
- Fostering quality research activities in the clinical service.

Provision of Clinical Services

- Ensure provision of a comprehensive psychiatric service including assessment and treatment of clients in the state.
- Contribute to the effective functioning of the Forensic Mental Health stream through participation in clinical reviews and providing consultancy services for other team members across the treatment settings.

- Develop, promote and maintain close links with other disciplines, specialists, general practitioners and service providers to ensure continuity of patient care and the ongoing development of Statewide Mental Health Services.
- Participation in teaching and supervision of psychiatric registrars and medical students as required and the in-service training of other staff.
- 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.
- Active participation in SMHS ongoing quality improvement activities and staff meetings.
- Maintenance of a satisfactory knowledge of major evidence-based practice research findings in area of clinical practice and participation in appropriate formal continuing professional development.

Other

1. 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.
2. 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:

- Operating with limited direction from the Medical Director - SMHS and under the broad direction of the Clinical Executive Director - SMHS this role will:
 - Provide leadership in guiding the strategic development and operations of the SMHS Services including the efficient and effective management of human, financial and physical resources.
 - Develop and implement Service policies and practices and build overall organisational capability, ensuring service delivery is provided in accordance with national, Tasmanian and organisational strategic priorities and standards and relevant legislation.
 - Develop and maintain effective linkages and partnerships within the SMHS and other government and non-government agencies, community health service providers and other key groups regarding health service priorities.
 - Actively participate in personal and professional development activities, as well as recognising and maintaining own professional development needs.
 - Identify and progress quality improvement and risk management strategies for the service area and the broader SMHS.
 - Operate in an autonomous manner and demonstrate considerable initiative and professional judgment.
- The Statewide Specialty Director will work collaboratively with the Group Director and Medical Director - SMHS to lead and manage the activities of the SMHS in accordance with policy and administrative instructions as varied from time to time.

- The occupant will work with other stream SMHS management teams and Acute Hospital Operations, Medical, Nursing, and Allied Health managers to provide leadership to services at a Statewide level.
- 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:

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. Demonstrated experience and/or interest in the organisation and management of medical staff within a hospital or mental health service.
2. Demonstrated high level of interpersonal skills and ability to work within an interdisciplinary team, both clinical and non-clinical.
3. Highly developed communication, negotiation and interpersonal skills demonstrating the capability to build strong relationships with diverse stakeholder groups to drive the achievement of common goals, and influence decisions at the local and State level to ensure the best possible health services and health outcomes are delivered.
4. High level analytical and problem-solving skills– demonstrated ability to apply logic and structure to resolve complex problems.
5. Knowledge and understanding of continuous quality improvement principles including employment equity.
6. Demonstrated ability to manage financial, human and physical resources and to monitor effectiveness and efficiency and to apply contemporary management techniques within a highly complex multidisciplinary environment.
7. Sound knowledge of the national and state mental health policy framework impacting on mental health service delivery in Tasmania together with an understanding of relevant legislation.

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](#).