

## DEPARTMENT OF HEALTH

# Statement of Duties

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| <b>Position Title:</b>         | Statewide Specialty Director - Older Persons Mental Health Services   |
| <b>Position Number:</b>        | 527703  |
| <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<br>Older Persons Mental Health Services   |
| <b>Position Type:</b>          | Permanent, Full Time  |
| <b>Location:</b>               | South, North, North West  |
| <b>Reports to:</b>             | Executive Director Medical Services - Statewide Mental Health Services  |
| <b>Effective Date:</b>         | November 2022   |
| <b>Check Type:</b>             | Annulled  |
| <b>Check Frequency:</b>        | Pre-employment  |
| <b>Essential Requirements:</b> | <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> |
| <b>Desirable Requirements:</b> | <p>Experience working in Old Age psychiatry</p> <p>Membership of RANZCP section of Old Age psychiatry</p> <p>Ability to gain recognition by the RANZCP as an accredited supervisor</p> <p>Current Driver's Licence</p>  |

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| <b>Position Features:</b> | Regular intra-state travel will be required to achieve required outcomes  |
|                           | Participate in an on-call roster  |
|                           | Occupant will work as a practicing clinician ( <i>Salaried Medical Practitioners (AMA Tasmania/DOH) Agreement</i> ) and will be allocated administrative time of up to 0.5 FTE as approved by the Director of Services SMHS |

*Note: 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 member of the Statewide Mental Health Service (SMHS) Executive team, the Statewide Specialty Director - Older Persons Mental Health Services (OPMHS) in conjunction with the Group Director - OPMHS, has responsibility and accountability for the statewide delivery of OPMHS. This involves a combination of working as a practising clinician and providing clinical and strategic leadership and direction to the group services in relation to:

- The provision of high standard, consumer focussed and cost-effective clinical services to the Tasmanian community in accordance with SMHS, Department of Health (DoH) and Tasmanian government policies and priorities.
- Meeting performance targets and responding to population needs in the context of developing better patient access and better patient outcomes.
- Service integration and collaboration and service development.
- Compliance with legislation.

## Duties:

### **Statewide Clinical Service Delivery**

1. 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.
2. 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.
3. Work in partnership with the Executive Director Medical Services to ensure that services are flexible and integrated with services within SMHS and the broader health system in order to meet existing demand and bridge service gaps for patients.
4. Provide expert advice, guidance and direction on specialist Older Persons Mental Health care and treatment and clinical practice, including strategic and policy direction, legislative requirements and standards of care.
5. Inform the creation of a sustainable statewide workforce plan to meet the needs of the clinical service.
6. Develop a plan for research, education and training in support of a culture that pursues excellence in patient care.

7. Ensure that clinical services provided across the Agency are consistent with the principles and directions DoH policies and are co-ordinated and integrated with other services.
8. 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.
9. 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.
10. 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.
11. 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:

1. Monitor and control actual performance of the clinical service against planned business and budgetary targets.
2. 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.
3. Participate in the planning, management and evaluation of financial budgets and financial activity to support meeting operational performance targets and business outcomes.
4. 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.
5. Ensure consistency of approach across the clinical service in relation to the application of corporate standards / clinical policies and protocols.
6. Contribute to the development and implementation of policy across the full range of Tasmanian health services.

### ***Teaching, education and research***

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

### ***Provision of Clinical Services***

1. Ensure provision of a comprehensive psychiatric service including assessment and treatment of clients in the state.
2. Undertake an active clinical role within the team including direct service provision to clients, participation in clinical reviews and providing consultancy services for other team members across all treatment settings as required.

3. 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 OPMHS.
4. Participation in teaching and supervision of psychiatric registrars and medical students as required and the in-service training of other staff.
5. 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.
6. Active participation in SMHS ongoing quality improvement activities and staff meetings.
7. 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.
8. Work as a practicing clinician (Salaried Medical Practitioners (AMA Tasmania/DOH) Agreement) and be allocated administrative time of up to 0.5 FTE as approved by the EDMS SMHS.

#### **Other**

1. 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 Statewide Specialty Director - OPMHS will work collaboratively with the Group Director and Executive Director Medical Services - SMHS to lead and manage the activities of the OPMHS in accordance with THS 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.
- Operating with limited direction from the Executive Director Medical Services - SMHS and under the broad direction of the Director of Services - SMHS this role will:
  - Provide leadership in guiding the strategic development and operations of the OPMHS statewide 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.
  - 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. Relevant senior staff 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. 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](#).