

## DEPARTMENT OF HEALTH

# Statement of Duties

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| <b>Position Title:</b>         | Chief Psychiatrist  |
| <b>Position Number:</b>        | 517863  |
| <b>Classification:</b>         | Specialist Medical Practitioner   |
| <b>Award/Agreement:</b>        | Medical Practitioners (Public Sector) Award   |
| <b>Group/Section:</b>          | Community, Mental Health and Wellbeing  |
| <b>Position Type:</b>          | Fixed Term, Full Time   |
| <b>Location:</b>               | South   |
| <b>Reports to:</b>             | Deputy Secretary, Community, Mental Health and Wellbeing  |
| <b>Effective Date:</b>         | May 2023  |
| <b>Check Type:</b>             | Annulled  |
| <b>Check Frequency:</b>        | Pre-employment  |
| <b>Essential Requirements:</b> | <p>Must be a Psychiatrist with at least 5 years' experience in practicing psychiatry</p> <p>Specialist or limited registration with the Medical Board of Australia in the specialty of psychiatry</p> <p>Current Working with Children Registration</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> |

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 Chief Psychiatrist is responsible for undertaking the statutory role of Chief Psychiatrist as provided for in the *Mental Health Act 2013*.

The Chief Psychiatrist is responsible for providing specialist advice to the Deputy Secretary Community, Mental Health and Wellbeing (CMHW) in relation to mental health policy, clinical practice and legislation that regulates mental health care and treatment.

The Chief Psychiatrist, together with the Executive Director Medical Services - Statewide Mental Health Services (SMHS), will promote continuous quality improvement supporting the delivery of safe, effective, and high quality integrated mental health care and treatment.

## Duties:

1. Undertake the statutory roles of Chief Psychiatrist as provided for in the *Mental Health Act 2013*. This involves responsibility for civil and forensic patients.
2. Provide high level advice/information to Department of Health (DoH), the Secretary DoH, the Deputy Secretary CMHW, General Manager-Mental Health Alcohol and Drug Directorate (MHADD) and relevant Clinical Directors/Heads of Department on all existing, new and emerging legislation that regulates mental health care and treatment and that affects professional practice.
3. As requested, provide expert advice and guidance on matters relating to mental health care and treatment and the associated professional practice. This will include strategy, policy and standards.
4. Work in collaboration with the General Manager MHADD, the Executive Director Medical Services - SMHS, and the Executive Director of Nursing - SMHS as appropriate to:
  - Support the development of clinical policy and practice in relation to mental health care and treatment.
  - Support the development of clinical governance and accountability frameworks for the delivery of mental health care and treatment.
  - Monitor mental health quality and safety standards including serious adverse events, deaths in care and use of restrictive practices as prescribed in policy and/or relevant legislative frameworks.
  - Promote and facilitate clinical leadership within an evidence based, multidisciplinary context regarding statewide strategic policy and service issues.
  - Promote and facilitate effective and efficient professional supervision and mentorship frameworks with relevant Clinical Directors/Heads of Departments and other senior medical practitioners.
5. Work in collaboration with key stakeholders to establish and foster a collegial and mutually beneficial relationship with the University of Tasmania and the Tasmanian Centre for Mental Health Services Innovation, in relation to ongoing training, research opportunities and other such associated matters.
6. Participate in the development of Departmental policies and corporate strategies and disseminate and implement decisions appropriately.
7. Represent the Department on working parties, interdepartmental committees and other groups as requested at both a state and national level.

8. In collaboration with Statewide Mental Health Services staff, actively participate in and contribute to the organisation's Quality and Safety and Work, Health and Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.
9. 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 jobs at this classification level.

## Key Accountabilities and Responsibilities:

The Chief Psychiatrist reports to the Deputy Secretary, Community, Mental Health and Wellbeing and is required to undertake the statutory role of Chief Psychiatrist as provided by the *Mental Health Act 2013* and other relevant legislation.

The Chief Psychiatrist:

- Is accountable to the Deputy Secretary CMHW for the statutory role and for all other duties and responsibilities.
- Is a key leadership role within the Agency, providing high level advisory and consultancy services to DoH relevant to mental health care and treatment.
- Will 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.
- Champions 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, to 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. The relevant Unit Manager can provide details to the occupant of delegations applicable to this positions.
- Complies at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.
- Actively participates in and contributes 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 (minimum five years) in clinical psychiatry including demonstrated ability to provide clinical leadership, high level supervision, clinical teaching and to establish, maintain and monitor clinical governance structures and processes.
2. Sound understanding of contemporary practice in mental health and the ability to advise and educate.
3. Experience in senior leadership positions in psychiatry, including an ability to work in collaboration with health services and department leadership.
4. Demonstrated high-level understanding of evidence-based health care management, mental health legislative frameworks and mental health policy context.
5. Demonstrated high level strategic, conceptual, analytical and creative skills, with ability to understand the political, social and organisational environment impacting on the delivery of modern public mental health services.
6. Demonstrated high level interpersonal, communication, collaboration, influencing, negotiation and conflict resolution skills, including the ability to liaise with both internal and external stakeholders.

## 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](#).