

POSITION DESCRIPTION

Position Title:	Clinical Director, Adult Access, Mental Health & Wellbeing Program
Award Classification:	At the appropriate classification rate commensurate with level of experience in accordance with the AMA Victoria - Victorian Public Health Sector Medical Specialists Enterprise Agreement 2022 - 2026 or its successor
Award / Agreement Name:	AMA Victoria – Victorian Public Health Sector Medical Specialists Enterprise Agreement 2022 - 2026 or its successor
Reports to:	Clinical Program Director, Mental Health & Wellbeing Program for clinical matters

EASTERN HEALTH – Healthier together

Eastern Health is one of Melbourne's largest metropolitan public health services. We provide a comprehensive range of high quality acute, sub-acute, palliative care, mental health, drug and alcohol, residential care, community health and statewide services to people and communities that are diverse in culture, age and socio-economic status, population and healthcare needs



1. POSITION PURPOSE

- The Clinical Director, Adult Access is a senior Medical leadership role with a primary objective to provide clinical leadership and management in the delivery of high-quality mental health services to people receiving care in Eastern Health's emergency departments, from telephone triage, from crisis assessment and treatment teams (CATT) and in the short stay psychiatry assessment and planning unit (PAPU). The Clinical Director will have professional governance responsibilities for the medical staff within the portfolio and will work closely with the Associate Program Director to monitor and manage the department's activity and budget. The Clinical Director will also collaborate with other Clinical and Associate Program Directors to plan and implement coordinated clinical services across the Mental Health and Wellbeing Program.
- The Clinical Director will provide high-level supervision to all senior and junior medical staff working in the Adult Access stream and ensure quality patient care through leading peer review, quality assurance, and clinical governance activities. They will also represent the service in various intra and inter hospital committee meetings. Working with the Associate Program Director, Mental Health and Wellbeing Program, and other senior leaders, the Clinical Director will support improved clinical services across the Adult Access stream and ensure compliance with policies, procedures, and guidelines to meet optimal patient care standards
- The position reports operationally and professionally to the Clinical Program Director, Mental Health & Wellbeing Program.

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

- Provide clinical leadership in the provision of coordinated, high quality mental health inpatient services for the Mental Health and Wellbeing Program.
- Professional governance of the medical staff within the portfolio. This includes ensuring professionalism at all times, and behaviours that align to the values of Eastern Health.
- Work closely with the respective Associate Program Director for monitoring and managing the activity and budget of the Adult Access stream.
- Work collaboratively across the Program, to plan, develop and implement coordinated clinical services.
- Ensure either directly or by delegation the provision of appropriate teaching programs and to ensure the supervision of the clinical practice and training of medical staff.
- Contribute to the ongoing development of the service in line with the recommendations of the Royal Commission into Victoria's Mental Health System.
- In collaboration with the Associate Program Director, responsible for pursuing the defined strategic direction and developing goals for the Adult Access Mental Health and Wellbeing stream that is recovery based, goal orientated, outcome focused and supports professional learning and service improvement.
- The Clinical Director, Adult Access will do three (3) clinical sessions per week in the acute part of the service. This may be increased at the discretion of the Clinical Program Director, Mental Health and Wellbeing Service as per service requirements.
- The Clinical Director, Adult Access will take clinical responsibility for all medical staff working within the acute part of the Mental Health and Wellbeing Program. They will both provide as well as ensure that all medical staff receive the required amount of formal as well as informal supervision.

Clinical and Operational Governance

- Ensure and review quality of patient care by leading peer review, quality assurance and clinical governance activities.
- Represent the Adult Access stream or ensure delegation of representation at intra hospital and inter hospital committee meetings, governance forums, and working parties as required, and by fostering links with the broader community.
- The Clinical Director will work with consumers, carers, families, support people, and the Lived and Living Experience Workforce in the co-planning, co-delivery, and co-evaluation of medical services.
- Support and contribute to agreed organisational strategies and directions.
- Ensure equitable, effective and responsive medical workforce management by:
 - Recruiting qualified and experienced medical staff in collaboration with the Clinical Program Director, Mental Health and Wellbeing Program;
 - Providing leadership in the management of staff, in line with the values of Eastern Health Implementing formal performance support for staff which address training and development needs
 - Ensuring, in conjunction with the Clinical Program Director that relevant staff orientation, development and training programs are in place.
 - Ensuring that leave planning of medical staff addresses staff wellbeing as well as service delivery
- Implement evidenced-based best practice in the delivery of psychiatric services.
- Establishing and monitoring clinical standards and practices within a recovery framework
- Ensure development of policies and medical staff compliance with such policies, procedures and guidelines so that optimal patient care standards are met.
- Work with the Clinical Program Director and other senior leaders to improve clinical services within and across the Mental Health and Wellbeing Program.

Key Relationships

- The Clinical Director will be the main source of advice/information on clinical matters pertaining to Adult Acute treatment services to the Clinical Program Director, Mental Health and Wellbeing Program.
- The Clinical Director will have a close working relationship with the Office of the Chief Psychiatrist and counterparts in aligned mental health services in the area.
- The Clinical Director will act as consultant psychiatrist to other psychiatrists over complex and challenging clinical presentations and clinical issues, and may provide second opinions or facilitate same via the state based second opinion service.
- From time to time it may also be necessary for the Clinical Director to have direct clinical responsibility for a defined stream and/or program area, and to provide clinical services appropriate to this role.
- The Clinical Director will provide clinical leadership, input, and advice, in the development, implementation and evaluation of clinical practice and clinical services in the Adult Access stream and more broadly across the Program.

3. SAFE PRACTICE AND ENVIRONMENT

Occupational Health and Safety

Eastern Health is committed to provide and maintain a working environment for all staff that is safe and without risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. Understand responsibilities and accountabilities to yourself and others in accordance

with OH&S legislation and Eastern Health policies and promote a working environment that is congruent with these guidelines. This includes staff reporting of all clinical and OHS incidents and near misses, in particular those related to Occupational Violence, Manual Handling and Slips, trips and falls.

Staff are required to comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensation (WIRC) Act 2013.

4. TRAINING AND DEVELOPMENT

Relevant, practical and timely education should direct, facilitate, enhance and support the professional growth and practice of employees in a health environment characterised by change. All programs should endeavour to promote evidence-based practice, a problem solving approach and to be competency based.

You are expected to participate in the personal development process on an annual basis.

5. QUALITY

As a staff member of Eastern Health staff are required to comply with Eastern Health performance standards and participate in continuous monitoring and improvement as part of your role. You are also required to comply with legislation, professional standards and accreditation standards.

As a staff member employed by Eastern Health services you must have and maintain the appropriate skills and knowledge required to fulfil your role and responsibilities within the organisation. In addition, you must ensure that you practice within the specifications of this position description, and where applicable within the agreed scope of practice.

You are responsible for ensuring safe high-quality care in your work. This will include complying with best practice standards, identifying and reporting any variance to expected standards and minimising the risk of adverse outcomes and patient harm. In addition, you will ensure that service and care is consistent with the EH approach to patient and family centred care.

6. CONFIDENTIALITY

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Staff are bound by the Information Privacy Act 2000 and the Health Records Act 2001.

7. EQUAL EMPLOYMENT OPPORTUNITY

You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The Health Service will not tolerate discriminatory behaviour and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

8. PERFORMANCE DEVELOPMENT

A Performance Review, that includes agreed targets, will occur three (3) months from commencement and then annually on the basis of the duties and responsibilities outlined in this position description. This is an opportunity to review personal and the allocated work unit's service

performance, facilitated by the setting of objectives/goals and ongoing evaluation of performance and achievement. Objectives will be developed annually, documented, discussed and agreed with the immediate line manager, who will act as the assessor. The incumbent is expected to demonstrate and show evidence annually of on-going self and allocated work unit's service development.

9. EASTERN HEALTH'S PROMISE

Our promise to our communities, patients, consumers and staff is that we will be **HEALTHIER TOGETHER**. Bolder than a vision for the future, our promise calls us to action. We know that working together is the only way we can achieve what is necessary for a healthier future.

Our values are ones in action and are the behaviours that matter most.

- Respect for all
- Safe always
- Partnering in care
- Learning and improving everyday

Learning from the challenges of the past and looking to the future, we understand that we are building towards a more engaged, more reliable, always safe health service in partnership with our people to improve every day.

10. ATTACHMENTS

Attachment 1 Key Selection Criteria

11. NOTE

Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.

Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.

Vaccination against infectious disease is a mandatory requirement of this role. An offer of employment is conditional on you providing evidence that you are currently vaccinated against COVID-19, prior to commencing employment.

Signed: _____ Date: ____/____/____
Executive Director Clinical Governance and Chief Medical Officer (CMO), Eastern Health or delegate

INCUMBENT STATEMENT

I _____ (Incumbent Name) have read, understood and accepted the above Position Description and associated Attachments.

Signed: _____ Date: ____/____/____

ATTACHMENT 1

KEY SELECTION CRITERIA

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Award Classification:	HM41
Award / Agreement Name:	AMA Victoria – Victorian Public Health Sector Medical Specialists Enterprise Agreement 2022 - 2026 or its successor
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Essential

- Suitable qualifications as a medical practitioner registered with the Australian Health Practitioner Regulation Agency and be a Fellow of the Royal Australian and New Zealand College of Psychiatrists with College endorsement as a supervisor, or ability to obtain.
- Experience and/or tertiary qualifications in management and administration are desirable.
- Clear understanding and experience in the Victorian mental health sector and thorough knowledge of the Mental Health and Wellbeing Act (Vic) 2022 regulatory framework and relevant legislation impacting on health service delivery.
- Excellent leadership, organisational, and interpersonal skills are required, as are highly developed written and verbal communication skills.
- Extensive experience in clinical psychiatry with a demonstrated record of achievement in the development and implementation of innovative programs for those experiencing mental illness.
- Experience in medical management and leadership, including evidence of the development and implementation of strategic plans, continuous improvement, and accreditation processes.
- Effective communication and leadership skills and a proven capacity to provide clinical leadership to a range of professional clinical staff in multi-disciplinary teams.
- Demonstrated experience in the effective education and training of medical practitioners and other health professionals, and in providing community education.
- A Victorian driver's license or equivalent.

Aboriginal and Torres Strait Islander Candidates

Eastern Health's Aboriginal Workforce Plan 2023 – 2026 has recently been released. With a strong focus on cultural safety and belonging, actions included in the Workforce Plan provide practical supports for all Aboriginal and/or Torres Strait Islander staff.

An Aboriginal Employment Coordinator is available to ensure each person has culturally safe and positive employee experiences which foster belonging and access to diverse experiences and career pathways.

Should you require further information regarding this position or support to complete an application, please contact the Recruitment Manager for this position or Eastern Health's Aboriginal Employment Coordinator at Aboriginal.Workforce@easternhealth.org.au