

# Eastern Health

## POSITION DESCRIPTION

<b>Position Title:</b>	Sessional Addiction Medicine Specialist/Addiction Psychiatrist
<b>Award Classification:</b>	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
<b>Award / Agreement Name:</b>	AMA Victoria – Victorian Public Health Sector Medical Specialists Enterprise Agreement 2022 - 2026
<b>Position Reports to:</b>	Clinical Director of relevant service, Turning Point, Eastern Health for clinical matters. Chief Medical Officer (EH) for medical professional matters.

### 1. 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. *'Being part of Eastern Health is being part of a welcoming team of healthcare experts'* is achieved through Eastern Health's strategic goal of HEALTHIER TOGETHER.



## 2. POSITION PURPOSE

Based at Turning Point Statewide Specialist Clinical Services which has offices and clinic rooms in Richmond, Box Hill and Ringwood, the Sessional Sddiction Medicine Specialist or Addiction psychiatrist ("the Consultant") will provide clinical care and expertise as well as play an active role in Turning Point's growth in the Victorian AOD sector, through planning the development of the service and its strategic relationships with stakeholder groups. The role may also be required to work with Hamilton Centre, which would normally be in place of working at the Box Hill clinic.

Some of the key duties of the Consultant will be:

- Undertaking a component of clinical care of clients including carrying a clinical caseload
- contributing to the development, presentation and dissemination of educational resources.
- Involvement in quality processes such as audits of medical services including taking responsibility for ensuring the team under the Consultant the role contributes to clinical audits where required, contributing to morbidity and mortality reviews, assisting with practice guidelines etc.
- Provision of training and supervision of registrars from psychiatric and physician streams, with discipline specific formal one on one supervision of trainees where required, as well as clinically supporting and advising nursing and allied health staff who are part of the services' multi disciplinary teams
- providing other clinical and leadership duties that are part of the Consultant role as defined by Eastern Health and Turning Point including attendance at relevant meetings etc

The position will be expected to have a nominal base at Turning Point 's Eastern Treatment Service in Box Hill with the possibility of some movement between sites (Richmond or Ringwood) based on operational need, for face to face meetings and workshops etc. The role may also be based at Ringwood with the Hamilton Centre team.

Clinical duties including direct care of outpatients, assessments, and supervision and quality improvement tasks will be the core duties of the role. As per EH senior medical staff policy, clinical work as defined will usually occupy the majority of the Consultant's time. Normally there is a predominance of clinical duties in a role that is fractional (ie2-3 days per week), although this may be modified depending on operational requirements.

The clinical leadership role may be across a stream of Turning Point's clinical program, such as outpatients (SPS and other addiction clinics), bed based services, consultation liaison, specialist units such as Hamilton Centre, or other programs or streams.

Turning Point has a strong established research division and the Consultant may be asked to assist with research activity, such as taking the local lead in his or her allocated stream or clinical area. There is also opportunity to grow research in areas of interest or need in AOD fields through the supervising Head of Unit and Turning Point's Research team.

There will be a requirement to undertake some form of on call for Turning Point, which at time of writing involves a low intensity roster of phone support after hours (approximately one in 7) to Turning

Point's subacute 8 bed unit and 12 bed community detoxification unit. There is no current plans for call back or any other on call activity in the duties of the Consultant. The Consultant will also be encouraged to join the DACAS roster depending on availability, which will be paid additionally to the core salary based on hours worked, and under a separate sub contract.

### **3. MAJOR DUTIES AND/OR RESPONSIBILITIES**

#### **3.1 Clinical and related duties**

In their clinical care role, the Turning Point Addiction Medicine Specialist/Addiction Psychiatrist (the Consultant) will:

- Assume clinical responsibility for patients/clients under his/her care and reporting up to the Head of Unit of the clinical area
- Provide comprehensive assessment, diagnosis, case planning and treatment to referred patients/clients and their families
- Assess and review patients/clients jointly with other staff when shared planning is needed, while modelling best practice delivery of care.
- When requested, provide expert clinical advice to referring practitioners and other stakeholders
- Complete within required timelines assessment reports for referring practitioners
- Chair clinical review meetings and facilitate group supervision where required
- Encourage innovation, ensure clinicians employ evidence based and high-quality care in the management of clients with medical and psychiatric comorbidities

#### **3.2 Communication and leadership**

Essential communication skills are required by the Consultant, who will:

- Ensure that both patients/clients/families peer groups, as well as GPs and other mental health and/or relevant service providers are given adequate information upon which to base treatment decisions and follow-up
- Support multi-disciplinary teamwork approaches
- Provide advice to and liaise with staff from other Eastern Health services as required
- Provide clinical leadership in care of clients with comorbid mental illness and substance use disorder
- Ensure discharged patients/clients have clear documentation of their care in clinical record and reports/letters for referrers

#### **3.3 Quality and Clinical Review Activities (refer also to section 3.6)**

The Consultant will be required to:

- Participate in the Unit quality activities program, including audit activities, review of deaths and analysis of relevant clinical and key performance indicators (KPIs).
- Attend clinical, operational and other meetings
- Assist in developing and implementing clinical pathways, protocols and practice guidelines where delegated.
- Support resolution of relevant patient and family complaints where appropriate and relevant.

- Notify the Head of Unit, Executive Clinical Director or delegate of any sentinel event or serious adverse incident
- Serve on relevant committees and/or maintain key portfolios as requested by the Clinical Director.
- Oversee quality activities related to their portfolio/site, such as KPIs, discharge summary and report completion rates and medical documentation audits

### **3.4 Education, Professional development (refer also to section 3.5)**

The Consultant has a key role in the education of Turning Point's medical team and other clinical staff and will participate in:

- undergraduate and postgraduate education and mentorship, supervision and training of junior medical staff undertaking Fellowship for the Chapter of Addiction Medicine and Certificate in Addiction Psychiatry training
- coordinating training for clinicians rotating through, or undertaking placements with, Monash University, Turning Point and Eastern Health including overseas based trainees.
- a culture of training, education and research opportunities across the service.
- service-wide education programs, research activities, including clinical trials and case reports, and academic publications, where opportunities arise to do so

### **3.5 Efficiency**

The Consultant will, while ensuring the delivery of best practice care:

- Support the efficient utilisation of resources
- Collaborate with the Clinical Director and Service Manager of their home site to optimise delivery of clinical programs and structures within available resources.
- Liaise with key stakeholders in service delivery (e.g., alcohol and other drug services, mental health services, primary health networks and other groups representing general practitioners, emergency and hospital bed-based services and welfare groups)
- Maximise revenue through effective use of billing mechanisms through Medicare and private systems
- Benchmark productivity/efficiency measures with comparable services, where directed.
- Support efforts to work within the budgetary provisions for the delivery of clinical services.

### **3.6 Performance Review (refer also to section 9)**

The Consultant will be expected to:

- Demonstrate clinical leadership by participating in the feedback, professional development, and performance management programs of medical staff

### **3.7 Other duties**

The Consultant will also:

- Participate in Eastern Health performance review systems, clinical supervision and relevant professional development programs (refer also section 9)
- collaborate with other programs within Eastern Health when clients are being jointly managed or transferred.

- Comply with Eastern Health and Turning Point policies, procedures and clinical guidelines.
- Comply with Occupational Health and Safety requirements.
- Complete required online/iLearn activities and where delegated monitor medical staff at their site/portfolio in completion of iLearn

#### **4. 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 Compensations (WIRC) Act 2013.

#### **5. 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.

##### **1. 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 centered 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. ATTACHMENTS

- Attachment 1 Key Selection Criteria

## 10. 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: \_\_\_\_/\_\_\_\_/\_\_\_\_

Manager

### INCUMBENT STATEMENT

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

Signed: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## ATTACHMENT 1

### KEY SELECTION CRITERIA

<b>Position Title:</b>	Sessional Addiction Medicine Specialist or Addiction Psychiatrist, Turning Point
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#### Essential

- Must be a registered medical practitioner with the Medical Board of Australia.
- Fellowship of the Royal Australasian College of Physicians' Chapter of Addiction Medicine and/or Fellowship of the Royal Australian and New Zealand College of Psychiatrists with completion of training in Addiction Psychiatry or equivalent qualification
- Excellent clinical skills and knowledge of contemporary alcohol and drug treatment practices.
- Victorian authorisation to prescribe methadone and buprenorphine pharmacotherapies for the treatment of addiction
- Demonstrated commitment to professional standards and work practices.
- Strong communication and interpersonal skills, including an ability to complete clinical records, and to provide clear information to a wide range of stakeholders and work within a multidisciplinary team.
- Demonstrated negotiation and advocacy skills.
- Significant conflict resolution experience.
- Willingness to engage in a leadership role.
- Willingness to attend regular supervision with the Clinical Director or Executive Clinical Director.
- Computer literacy

#### Other

- Demonstrated experience in research and/or education training activities relevant to alcohol and other drugs.
- Demonstrated ability to provide clinical leadership.
- Research experience in the fields of addiction medicine as demonstrated by academic refereed publications or reports.
- Demonstrated ability in development of clinical practice guidelines, policy documents, and service development and planning
- Demonstrated experience in teaching of medical students, junior medical staff and non medical/allied health clinicians