

<b>Position Title:</b>	Clinical Director of Adult Acute Mental Health
<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 or its successor
<b>Reports to:</b>	Clinical Program Director, Mental Health and Wellbeing Program for Clinical and Operational 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 SUMMARY**

In collaboration with the Associate Program Directors (APD) (Acute Adult APD and Consultation Liaison/Perinatal Emotional Health Service APD) as well as the Director of Nursing (DON) the Clinical Director of Adult Acute is responsible for the leadership, management, development, implementation and delivery of a range of mental health care models to ensure that Eastern Health meets legislative requirements and health service agreements negotiated with the Department of Health and Human Services as well as the strategic initiatives, the Mental Health Act of 2022, recovery model of care utilising the Collaborative Recovery Framework, as well as other mental health care service provision packages as developed over time across the Eastern Health catchment.

The Clinical Director of Acute Adult Mental Health is a key member of the Mental Health Program Executive as well as the Adult Mental Health Leadership group and will participate on other Eastern Health committees as appropriate.

All staff within the adult acute mental health service, consultation liaison and perinatal emotion health service will report through to this position in partnership with the APD and DON. The Clinical Director of Acute Adult Mental Health will work with all corporate and support services in EH in fulfilling the financial, HR/ER, and non clinical services accountabilities associated with the role.

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

The Clinical Director of Acute Adult Mental Health responsible for the delivery of a high quality clinical program within the adult mental health service underpinned by the framework of recovery orientated practice viz promoting a culture of hope, promoting autonomy as well as self-determination, developing collaborative partnerships and meaningful engagement, focusing on the patients' strengths, providing holistic and personalised care, supporting patients to utilise and enhance their existing support networks, supporting patients to engage in social and vocational networks and communities of their choosing, being responsive to diversity as well as ongoing self reflection and continuous learning.

In collaboration with the APD's and DON they are responsible for pursuing the defined strategic direction and developing goals for the adult mental health service that is recovery based, goal orientated, outcome focused and supports professional learning and service improvement.

The Clinical Director of Acute Adult Mental Health will do 4 clinical sessions per week in the acute part of the service. This may be increased at the discretion of the Clinical Director of the Adult Mental Health Service as per service requirements.

The Clinical Director of Acute Adult Mental Health will take clinical responsibility for all medical staff working within the acute part of the adult mental health service. They will both provide as well as ensure that all medical staff receive the required amount of formal as well as informal supervision.

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

- Monitor, evaluate, address, and develop all aspects of team functioning with regard to the quality of the clinical service delivery system and the quality of clinical activity within that system in a recovery based fashion.
- Ensure the adult acute mental health services routinely deliver to their clients, their carers, and the community those evidence based mental health treatments recognized as enhancing health outcomes for persons with an identified mental illness in a recovery based fashion.
- Adhere to and comply with relevant legislation e.g. the Mental Health Act
- Provide second opinions to complex patients

### **3.2 Communication**

- Promote & implement a client focused team approach to ensure continuous quality improvement.
- Be responsible for the implementation of policies, guidelines and protocols for all adult acute staff.

- Ensure policies and systems are developed to address identified issues arising from adverse events and serious incidents.
- Ensure the development of appropriate structures, policies and procedures for rational resource allocation and safe practice in line with government policy, legislation, and EH Mental Health frameworks.

### **3.3 Quality and Clinical Review Activities** *(refer also to section 6)*

- Chair and participate in in-depth case reviews
- Develop clinical guidelines
- Organise file audits
- Ensure the development of appropriate structures, policies and procedures for rational resource allocation and safe practice in line with government policy, legislation, and EH MHP frameworks.
- Work with the APD's and DON in achieving accreditation standards for all areas

### **3.4 Education, Research & Professional development** *(refer also to section 5)*

- Foster an environment of education, quality improvement, evidence based practice and reflective feedback and learning.
- Ensure that the training and education needs of medical students as well as junior and senior medical staff are in line with standards and available resources
- Facilitate and encourage a culture of training, education and research opportunities across the adult acute service.

### **3.5 Efficiency**

The Clinical Director of Acute Adult Mental Health will, having regard to best practice patient care:

- be committed to achieving maximal revenue;
- assist the Health Service to achieve productivity and efficiency measures of comparable hospitals, by ensuring maximal and efficient utilisation of resources;
- assist in managing efficient bed utilisation by ensuring that emergency admissions are appropriate;
- strive for the achievement of cost centre budget targets where the Clinical Director of Acute Adult Mental Health has that recognised responsibility;
- cooperate with data collection procedures;
- comply with the rules and regulations of the Health Service, including notification of absences and appropriate prior notification of impending leave.

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

- The Clinical Director of Acute Adult Mental Health will participate in active performance management systems within the organization.

#### **4. SAFE PRACTICE AND ENVIRONMENT**

Eastern Health is a child safe organisation, committed to promoting the wellbeing and cultural safety of Aboriginal children, children with disabilities and all children in their diversity. More information here.

##### **Occupational Health and Safety**

- Provide and maintain so far as is practicable a working environment that is safe and without risk to health. Take care of your 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.
- Comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Accident Compensation Act 1992.

#### **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.

#### **6. QUALITY**

Eastern Health is accredited by the independent Australian Council on Healthcare Standards (ACHS) in recognition of the achievement of acknowledged standards, and the commitment to continuous improvement in the provision of healthcare standards. Staff are required to actively participate in quality improvement activities within the Department, which meet the requirements of the ACHS Evaluation and Quality Improvement Program (EQUiP).

#### **7. 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 2000.

##### **Our commitment to Diversity, Equity & Inclusion**

Eastern Health is committed to creating a diverse and inclusive environment that welcomes and values all people. We recognise that diversity is essential in ensuring Eastern Health provides the best service to its consumers.

Aboriginal and/or Torres Strait Islander peoples, people from the LGBTIQ+ community, people living with disability and those from a culturally and linguistically diverse background, are strongly encouraged to apply.

For more information, please [click here](https://www.easternhealth.org.au/patients-and-visitors/our-diverse-community/).<https://www.easternhealth.org.au/patients-and-visitors/our-diverse-community/>

#### **8. 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.

## 9. PERFORMANCE DEVELOPMENT

A Performance Review, that includes agreed targets, will occur six (6) 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.

## 10. 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.

## 11. ATTACHMENTS

- Attachment 1 Key Selection Criteria
- Attachment 2 Key Result Areas /Key Performance Indicators
- Attachment 3 Eastern Health /Department Information

## 12. 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.*

*Healthcare workers are strongly recommended to follow COVID vaccination recommendations provided in the [Australian Immunisation handbook \(based on ATAGI advice\)](#). Seasonal vaccination against*

*influenza is a mandatory requirement of this role and employment is conditional on this being up to date prior to 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

<b>Position Title:</b>	Clinical Director of Adult Acute Mental Health
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#### Essential

- Must be a registered medical practitioner in the State of Victoria.
- Must hold a Fellowship of the Royal Australian and New Zealand College of Psychiatrists.
- Must participate in relevant college continuing education programs particularly related to Psychiatry.
- Extensive experience in mental health sector and sound knowledge of the relevant legislation pertaining to adult acute mental health.
- Extensive experience in clinical leadership and delivery of services for adult acute mental health services.
- Demonstrated ability in service development, policy and planning.
- Demonstrated experience in Human resource management and effective experience in industrial relations
- Demonstrated experience in providing leadership within the public mental health system.
- Demonstrate a strong team spirit and ability to work closely and collaboratively with colleagues, managers, and other members of a multidisciplinary team.
- Demonstrated negotiation and advocacy skills.
- Extensive conflict resolution experience.
- Excellent communication and interpersonal skills.
- Understanding of family sensitive practice and contribution of carers and consumers in treatment decisions and planning.
- Enthusiasm, drive and motivation to achieve best possible outcomes for the relevant area of service as well as for Eastern Health in general.
- Experience in undergraduate teaching and participation in post graduate education activities.

#### Other

- Demonstrated experience in teaching of medical students and junior medical staff.
- Teaching experience of other clinical staff – nursing and allied health.

## ATTACHMENT 2

### Key Result Areas /Key Performance Indicators

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- Punctuality in attendance.
- Efficient work practice and awareness of the need to meet current DH targets in patient care.
- Appropriate supervision of junior and senior psychiatry medical staff.
- Excellence in medical documentation.
- Undertaking of specific tasks under the portfolio/s for administrative work, audit, patient safety and clinical guideline development, teaching and research as allocated by the Clinical Program Director of Mental Health Services.
- Representation of the Adult Mental Health Service and hospital internally within Eastern Health and externally in the broader health system.
- Professional and high standard working relationship with all staff in Mental Health.

## ATTACHMENT 3

### Eastern Health/Department/Specialty Information & additional position requirements

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### SPECIALTY SPECIFIC INFORMATION

#### LOCAL WORK ENVIRONMENT:

Adult Mental Health Services provide inpatient, community mental health, continuing care services and rehabilitation for adults with serious mental illness, primarily between the ages of 16 and 64 years.

The key service elements of the specialist Adult Mental Health Service system are:

- Acute Inpatient
- Consultation Liaison (CL)
- Community Care Units (CCU)
- Continuing Care, (CCT)
- Crisis Assessment and Treatment (CAT)
- Mobile Support and Treatment (MST)
- Secure Extended Care Inpatient Services (SECU)
- Brief Intervention Team (BIT)
- Perinatal Emotional Health Service (PEHS)

Working across the Eastern region, the Acute Adult Mental Health Inpatient Units are located at Maroondah Hospital (50 beds) and Box Hill Hospital (25 beds), CL and PEHS services are provided at Box Hill, Maroondah and Angliss Hospitals. Adult Community Mental Health has services located in Ringwood, Ferntree Gully, Lilydale, Healesville, Yarra Ranges, Box Hill, Waverley and Camberwell.

## **SPECIFIC WORK ENVIRONMENT:**

The Clinical Director Adult Acute Mental Health will be based at Maroondah Hospital but is expected to attend all sites of the Adult MHP as required.

## **EXPECTATIONS AND RESPONSIBILITIES SPECIFIC TO THE CHAA:**

- Work in a collaborative partnership with the DON and the APD's to achieve the desired operational outcomes.
- As a member of the adult mental health service work with other members to deliver cross service portfolios and service planning. The Clinical Director Adult Acute Mental Health will work in collaboration with other key EH colleagues and program areas in the development of and delivery of services for acute mental health patients
- Provide clinical leadership to all medical staff (other psychiatrists and junior doctors) as well as non-medical members of the multidisciplinary acute teams.
- Through liaison with the Clinical Program Director Mental Health, DON and APD of the Adult Mental Health Service ensure that the adult acute mental health services operate within their specified annual budget.
- Coordination of industrial issues pertaining to the adult acute mental health services
- Develop and manage the performance of direct reports. Undertake an annual performance appraisal of direct senior medical reports with the aim of improving quality of patient care through improved employee performance.
- Ensure all teams are adequately resourced with employees of adequate knowledge, skill and ability.
- Ensure systems and processes are in place for selection and recruitment of all staff.
- Manage within the constraints of industrial instruments and legislative requirements for medical staff.
- With the DON and APD, maintain high quality clinical service standards within a changing environment
- Promote and foster an organisational culture that supports Mental Health and Eastern Health objectives.
- Collaboratively work with the APD and DON, providing advice on resource allocation and resource management based on identified clinical needs.
- Together with the APD and the DON contribute to the strategic direction of the adult acute mental health services, to ensure the overall development of policies is consistent with the needs of the adult population.
- Liaise as appropriate with key stakeholders in acute service delivery.

## **Aboriginal & Torres Strait Islander Candidates**

*Eastern Health's Aboriginal Workforce Plan 2023 – 2026 was released in February 2023. 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](mailto:Aboriginal.Workforce@easternhealth.org.au)*