

Eastern Health

POSITION DESCRIPTION

Position Title:	Consultant Psychiatrist – (Adult Community, Adult Inpatient, Adult Access)
Award Classification:	At the appropriate classification rate commensurate with level of experience in accordance with Medical Specialists (Victoria Public Health Sector) (AMA Victoria/ ASMOF) (Single Interest Employers) Enterprise Agreement 2022 – 2026 or its successor
Award / Agreement Name:	Medical Specialists (Victoria Public Health Sector) (AMA Victoria/ ASMOF) (Single Interest Employers) Enterprise Agreement 2022 – 2026 or its successor
Reports to:	Clinical Director of Adult MentalHealth

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.



1. POSITION PURPOSE

Working in close collaboration with both the Clinical Director and Associate Program Director of the site as well as other senior medical staff and managers, the Consultant Psychiatrist (CP) is responsible for providing leadership, management, development, implementation and delivery of a range of adult community 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, model of care as well as other mental health care service provision packages as developed over time across the Eastern Health catchment.

This position supports the work of the Clinical Director and where available, supports the Lead Consultant of the relevant team. The CP will thus be guided in prioritising strategic, clinical, operational and managerial tasks by the Clinical Director and where available via and with the support of the Lead Consultant. The CP is accountable for the delivery of clinical services to the clients of the service through providing clinical leadership, high-quality clinical services, and contributing to service evaluation, research and planning.

- To provide excellent clinical care for his/her patients.
- To provide leadership for junior medical and other clinical staff.
- To support the service's teaching, research and clinical governance programs

Working hours will be allocated specifically for the various clinical duties that will form approximately 80% of effective time, with approximately 20% of effective time devoted to leadership and service development, leave management and other "coal face" non-clinical or operational duties. Attendance at academic meetings is to be considered part and parcel of the CP's clinical role. Non-clinical program requirements will include the development and improvement of services, implementation of new care models, clinical guidelines as well as monitoring of, and improvement of quality-of-service delivery, ensuring the reasonable and efficient use of local resources and the maintenance of services within the identified KPI structures. Advocacy for your respective team, highlighting morale, information technology, and other requirements needed to ensure that Eastern Health lives up to its strategic directions of being a great place to learn and work.

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

2.1 Provision of Clinical Services

- The majority of clinical duties will be an admixture of office based, and site based and/or outreach work as required by the relevant Team site of operation and model of care provision.
- Clinical duties and the site of delivery of those duties will be determined by the Clinical Director or the Executive Clinical Director and may be subject to change at short notice as the needs of the broader service demand.
- Clinical work will include provision of clinical supervision to trainees or other junior medical officers
- Clinical work will also include the provision of "cover" for fellow consultants at times of annual leave or absenteeism as and when advised by the Clinical Director or the Executive Clinical Director.
- Clinical duties will also be to 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.
- Ensure the adult mental health services routinely deliver to their clients, their carers, and the community that evidence based mental health treatments consistent with Recovery Base Models of Care and recognized as enhancing health outcomes for persons with an identified mental illness.
- Adhere to and comply with relevant legislation e.g. Mental Health Act and various amendments thereof, or equivalent legislation.
- Perform relevant tasks and duties as delegated to you by the Clinical Director and / or Lead Consultant.
- Be available and ready to "act –up" into the Lead Consultant or if required the Clinical Director role at the request of the Clinical Director or Executive Clinical Director.
- Assume clinical responsibility for patients under his/her care.
- Provide mental health services through offering expert assessment, diagnosis, case planning and appropriate treatment to referred patients and their families and providing

consultation and education to the network of referring agents and other service providers.

- Frequently assess and review patients jointly with other staff so that shared planning can take place and the CP can supervise and model best practice delivery of care according to the model of care processes supported by Eastern Health Mental Health Program.
- Maintain an in-depth knowledge of the patients under his or her care, and be able to provide a stable, skilled and scholarly perspective on the patient's progress.
- Participate in the review of all adverse events and serious incidents, and ensure, in collaboration with the respective program manager, that policies and systems are developed to address identified issues.
- Be able to work efficiently with electronic record keeping systems and other electronic media as required in the provision of care, record keeping, prescribing, pathology, radiology, mobile electronic systems and email amongst others.
- Be able to navigate and drive safely across areas being serviced by the relevant community team.
- Adhere to all policies and procedures prepared by Eastern Health and updated from time to time.
- Complete and remain up to date with all Eastern Health training requirements.
- Participate with the on-call/recall rosters.
- Participate with the ECT roster.

2.2 Communication

- 2.2.1 Excellence in verbal, written as well as Electronic Medical Record communication is essential.
- 2.2.2 Promote, develop and implement the dual governance approach as adopted by the Eastern Health MHP.
- 2.2.3 Promote & implement a client focused team approach to ensure continuous quality improvement.
- 2.2.4 Be responsible for the development and implementation of policies, guidelines and protocols for relevant team staff.
- 2.2.5 Ensure policies and systems are developed to address identified issues arising from adverse events and serious incidents in collaboration with the Clinical Director and the Associate Program Director.
- 2.2.6 Work with the relevant leadership structures in achieving accreditation standards for your area of responsibility.
- 2.2.7 Collaboratively work with the relevant manager providing advice on resource allocation and resource management based on identified clinical needs.
- 2.2.8 Ensure that patients/families are given adequate information upon which to base treatment decisions and follow-up.
- 2.2.9 Develop effective communication with and be receptive to patient, relative and peer groups.
- 2.2.10 Support multi-disciplinary teamwork.
- 2.2.11 Provide advice to and liaise with staff from other units as required.
- 2.2.12 Ensure discharged patients have documentation of their care for appropriate follow up.
- 2.2.13 Promote and foster an organisational culture that supports the MH program and EH objectives.
- 2.2.14 Together with the relevant manager contribute to the strategic direction of the Adult MHP, to ensure the overall development of policies is consistent with the needs of the adult population.
- 2.2.15 Liaise as appropriate with key stakeholders in service delivery e.g. carers, welfare groups, other teams within the service e.g. CAT, MST, CCT etc.
- 2.2.16 Maximise DoH project initiatives.

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

- 2.3.1 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.
- 2.3.2 Participate in the team quality activities program, including audit activities, review of deaths and analysis of relevant clinical and key performance indicators (KPIs).

- 2.3.3 Attend team meetings where necessary.
- 2.3.4 Assist in developing and implementing clinical pathways where appropriate.
- 2.3.5 Assist in developing protocols and guidelines where required.
- 2.3.6 Assist in resolving patient and carer complaints.
- 2.3.7 Notify the Executive Clinical Director of any sentinel event or serious adverse incident within the team.
- 2.3.8 Serve on various committees and/or maintain a key portfolio as requested by the Clinical Director or Executive Clinical Director.

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

- 2.4.1 Foster an environment of education, quality improvement, evidence-based practice and reflective feedback and learning.
- 2.4.2 Ensure that training and education needs of junior and senior clinicians and support staff are in line with standards and available resources
- 2.4.3 Facilitate and encourage a culture of training, education and research opportunities across the adult acute service.
- 2.4.4 Provide direction, supervision and training to junior medical staff attached to the respective program.
- 2.4.5 Lead and support staff in fostering skills in research and utilisation of outcome measures for effective use of resources and improved client outcomes.
- 2.4.6 Participate in the education and assessment of undergraduate medical students, and of students of other disciplines as requested.
- 2.4.7 Participate in, and take responsibility for, service-wide education programs as requested.
- 2.4.8 Maintain an active interest and participation in research and academic publications.
- 2.4.9 Attend relevant educational activities.
- 2.4.10 Comply with RANZCP requirements for ongoing professional education.
- 2.4.11 Comply with all registration and other requirements of AHPRA.

2.5 Efficiency

The Practitioner will, having regard to best practice patient care:

- 2.5.1 Be committed to achieving maximal revenue;
- 2.5.2 Assist the Health Service to achieve productivity and efficiency measures of comparable hospitals, by ensuring maximal and efficient utilisation of resources;
- 2.5.3 Assist in managing efficient bed utilisation by ensuring that emergency admissions are appropriate;
- 2.5.4 Be committed to the objectives of waiting list and Emergency Department targets;
- 2.5.5 Strive for the achievement of cost centre budget targets where the practitioner has that recognised responsibility;
- 2.5.6 Cooperate with data collection procedures and completion of contact sheets;
- 2.5.7 Comply with the rules and regulations of the Health Service, including notification of absences and appropriate prior notification of impending leave, and management of leave entitlements of staff reporting to you.
- 2.5.8 Give reasonable notification of absences prior to periods of leave.
- 2.5.9 Work within the budgetary provisions for the delivery of clinical services.

2.6 Performance Review *(refer also to section 9)*

- 2.6.1 The practitioner will participate in active performance management systems within the organization as per Eastern Health requirements.

3. 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

- 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 fulfill 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 2000.

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.

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](#).

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

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.

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 Medical and Clinical Governance Eastern Health (or delegate) Acting for and on behalf of Eastern Health

INCUMBENT STATEMENT

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

Signed: _____ Date: ____ / ____ / ____

ATTACHMENT 1

KEY SELECTION CRITERIA

Position Title:	Consultant Psychiatrist – (Adult Community, Adult Inpatient, Adult Access)
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Reports to:	Clinical Director of Adult MentalHealth

Essential

- Must be a registered medical practitioner with AHPRA, be in good standing and hold the appropriate specialist registration
- Tertiary qualifications as evidenced by Fellowship of the appropriate professional college eg FRANZCP or equivalent
- Not be subject to any conditions preventing employment at Eastern Health
- Excellent verbal, written and EMR communication skills
- Demonstrate understanding of Recovery Oriented Practice in the field of mental health
- Demonstrate understanding of mental health legislation and statutory requirements
- Demonstrated experience and competence in teaching and education in clinical psychiatry and supervision of clinical practice.
- Have a valid driver's licence
- Be able to participate in the on-call and recall rosters for after-hours work
- Be available to participate on the ECT roster and hold the appropriate certificate of training and competence in ECT
- Agree to uphold the terms and conditions of employment at Eastern Health

Desirable

- Completed Supervisors Training program in order to supervise RANZCP trainees
- Research experience in the field of adult mental health as demonstrated by academic refereed publications.
- Demonstrated ability in clinical leadership, policy development, service development and planning
- 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.
- Adherence to and compliance with relevant legislation i.e. Mental Health Act
- Appropriate supervision of all junior medical staff at all times as the senior medical officer.
- Excellence in medical documentation.
- Undertaking of specific tasks under the portfolio/s for administrative work, committee service, audit, patient safety and clinical guideline development, teaching and research as allocated by the Director, Adult Mental Health, Community.
- Representation of the Adult Mental Health & Alcohol and Drug Service internally within Eastern Health and externally in the broader health system.
- Professional and high standard working relationship with all staff in the Adult Mental Health & Alcohol and Drug Service and Eastern Health.
- Participation in the senior on-call/recall roster for afterhours work, ECT or other rosters as required.
- Compliance with Eastern Health policies.

ATTACHMENT 3

Eastern Health/Department/Specialty Information & additional position requirements

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SPECIALTY SPECIFIC INFORMATION

Organisational Context

Eastern Health provides a comprehensive range of high-quality acute, sub-acute, palliative care, mental health, drug and alcohol, residential care and community health services to people and communities that are diverse in culture, age, socio-economic status, population and healthcare needs.

We deliver clinical services to more than 800,000 people through seven Clinical Programs from more than twenty-five different locations. Our services are located across 2,800 square kilometres in the east - the largest geographical catchment area of any metropolitan health service in Victoria. We employ over 8000 people, deliver more than 800,000 episodes of patient care each year and manage a budget of \$730m per year.

Eastern Health is also affiliated as a teaching health service with Deakin, Latrobe and Monash Universities.

Local Work Environment

The Adult Mental Health Service provides services across the Eastern Metropolitan Region encapsulating the communities surrounding the Maroondah, Box Hill, Angliss, Yarra Ranges, and Peter James Centre Hospitals. Our services cover the continuum of care and include both inpatient and community-based services.

The Adult Mental Health Service has an employee base in excess of 600 staff and manages an annual budget of over \$55 million.

Key Relationships

The Consultant Psychiatrist works in a collaborative partnership with the respective program manager and other program Consultant Psychiatrists and senior staff to achieve the desired clinical, legislative and policy outcomes.

Close working relationships will be developed with nursing staff, case managers, and junior medical and allied health staff.

As the senior clinical staff member of the respective program, the Consultant Psychiatrist will work collaboratively with the program manager to ensure that clinical staff [of any discipline] working on the Consultant Psychiatrist's team are meeting adequate clinical and operational objectives.

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