

Eastern Health

POSITION DESCRIPTION

Position Title:	Consultant Psychiatrist – Consultant Child and Adolescent Psychiatry - Infant Child and Youth Mental Health Service
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 Infant Child and Youth Mental Health Service

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 the Clinical Director, Associate Program Director, Lead Consultant where available, senior medical staff and service managers, the Consultant Child and Adolescent Psychiatrist (CP) provides clinical leadership and contributes to the management, development, implementation and delivery of high-quality mental health services across the Eastern Health catchment.

The CP plays a key role in ensuring that Eastern Health's mental health services meet relevant legislative and regulatory requirements, health service agreements with the Department of Health and Human Services, and broader organisational strategic priorities. The role contributes to the ongoing development and implementation of models of care and service initiatives that respond to the evolving needs of the community.

The Infant, Child and Youth Mental Health Service at Eastern Health comprises four multidisciplinary community teams, a range of specialist teams and services located across the Eastern region, and an adolescent inpatient psychiatric unit at Box Hill Hospital. These multidisciplinary services provide comprehensive mental health assessment and evidence-based clinical interventions to infants, children and young people aged 0–25 years and their families who are experiencing severe mental illness that significantly affects their development, wellbeing and psychosocial functioning.

The Consultant Child and Adolescent Psychiatrist is responsible for providing high-quality, evidence-based psychiatric care to infants, children and young people and their families, while providing clinical leadership within their allocated team or teams. The CP will model excellence in clinical practice, promote collaborative and multidisciplinary approaches to care, and provide supervision, support and professional leadership to junior medical and other clinical staff.

The CP will contribute actively to clinical governance, service evaluation, outcome measurement, research, education and teaching. The position supports the work of the Clinical Director and, where applicable, the Lead Consultant of the relevant team. Strategic, clinical, operational and managerial priorities will be determined in collaboration with the Clinical Director and Lead Consultant, ensuring that clinical service delivery remains responsive, safe and aligned with organisational priorities.

The CP is accountable for the delivery of high-quality clinical services to consumers and their families and contributes to service planning, evaluation, development and continuous quality improvement.

Allocation of Clinical and Non-Clinical Responsibilities

Approximately 80% of the CP's effective working time will be allocated to clinical responsibilities, including direct patient care, clinical leadership, supervision and participation in multidisciplinary and academic activities.

Approximately 20% of effective working time will be devoted to leadership, service development and operational responsibilities. These may include leave management, service improvement initiatives, implementation of new models of care, development and review of clinical guidelines, quality and performance monitoring, workforce and resource planning, and other operational priorities.

Attendance and participation in relevant academic and clinical meetings will be regarded as an integral component of the Consultant Psychiatrist's clinical role.

Through these responsibilities, the CP will contribute to the delivery of safe, effective and contemporary mental health services, while supporting the ongoing development of the Infant, Child and Youth Mental Health Service and its commitment to high-quality care for children, young people and their families across the Eastern Health catchment.

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

2.1 Provision of Clinical Services

- Provide clinical leadership and ensure that the clinical care provided for infants, children, and youth, and their families by their team/s is of excellent standard, reflective of best practice and in line with the key service objectives and service development initiatives.
- Promote and implement a client-focused team approach to ensure continuous quality improvement and clinical care of an excellent standard, reflective of best practice for infants, children, young people and their families.
- Direct psychiatric assessment and provision of evidence based mental health treatment to infants, children, young people and their families.
- Assume direct clinical responsibility for clients under his/her care as well as indirectly for the provision of all care to clients managed by their allocated team.
- Play a lead role, in collaboration with the team leader and manager of their allocated team/s in relation to the ongoing development of models of care provided by the team/s for infants, children and youth, and their families in line with key service objectives and service development initiatives.

- Ensure Infant Child and Youth Mental Health Service teams work in an integrated, coordinated manner, to deliver safe, quality evidenced based care.
- Clinical supervision of psychiatry trainees, junior medical officers and other Infant Child and Youth Mental Health Service clinical staff.
- Facilitate and encourage a culture of training, education and research opportunities across the Infant Child and Youth Mental Health Service.
- Ensure completion of appropriate documentation and contribute to service improvement through active involvement in Continuous Quality Improvement (CQI) activities, research and professional education activities.
- Monitor, review and ensure compliance with the National Safety and Quality Health Service (NSQHS) Standards, organisational standards and practice guidelines.
- Demonstrate an understanding of Eastern Health's values and commitment to upholding and role modelling these.
- Adhere to and ensure compliance with relevant legislation and policy frameworks.
- Act as an ambassador for Eastern Health when communicating at local and national
- 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.
- 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 – Consultant Child and Adolescent Psychiatry - Infant Child and Youth Mental Health Service
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Reports to:	Clinical Director of Infant Child and Youth Mental Health Service

Essential

- Registration as a medical practitioner with AHPRA
- Fellowship of the Royal Australian and New Zealand College of Psychiatrists
- RANZCP Certificate of Advanced Training in Child and Adolescent Psychiatry
- Participation in the RANZCP Continuing Professional Development (CPD) program
- Extensive experience in child and youth mental health clinical service delivery and practice within a multidisciplinary mental health team
- Detailed knowledge of the relevant legislation pertaining to infant, child and youth mental health including: the Mental Health Act 2014, the Charter for Human Rights and Responsibilities Act 2006, the Health Records Act 2001, Children Youth and Families Act 2005, Family Violence Protection Act 2008, and Privacy and Data Protection Act 2014
- Thorough knowledge of policies, frameworks and strategies relevant to infant, child and youth mental health including: the National Mental Health Standards, the National Recovery Framework, and the recommendations of the Royal Commission into Victoria's Mental Health System
- Demonstrated ability to work closely and collaboratively with Infant Child and Youth Mental Health Service clinicians, team leaders and managers, and with other key stakeholders
- Demonstrated negotiation, advocacy and conflict resolution skills
- Excellent written and verbal communication and interpersonal skills
- Enthusiasm, drive and motivation to achieve best possible outcomes for Infant Child and Youth Mental Health Service and the Mental Health Program as well as for Eastern Health in general
- Demonstrated experience and competence in teaching and education in infant, child and youth mental health, and clinical supervision of junior medical, allied health and nursing staff
- Able to participate in the Infant Child and Youth Mental Health Service consultant on-call roster
- Current driver's licence
- Current Working with Children Check

Desirable

- Experience in clinical research and/or the incorporation of research and evaluation practices into clinical practice
- Post-Graduate qualifications in public health or leadership
- Further training and demonstrated clinical experience in psychotherapy with infants, children, young people, parents and families

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, Infant Child and Youth Mental Health Service.
- Representation of the Child and Adolescent Psychiatry - Infant Child and Youth Mental Health Service internally within Eastern Health and externally in the broader health system.
- Professional and high standard working relationship with all staff in the Psychiatry 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 Child and Adolescent Psychiatry - Infant Child and Youth 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