

## POSITION DESCRIPTION

<b>Position Title:</b>	Consultant Psychiatrist
<b>Business Unit/Department:</b>	Mental Health & Wellbeing
<b>Division:</b>	Mental Health & Wellbeing Services
<b>Award/Agreement:</b>	Medical Specialists (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement
<b>Classification:</b>	Fractional Specialist/Full-Time Specialist
<b>Reports To:</b>	Head of Unit
<b>Direct Reports:</b>	Junior Medical Staff
<b>Date Prepared/Updated:</b>	26 June 2025

### Position Purpose

This position will provide clinical leadership to the clinical services in the Division of Mental Health & Wellness Services, develop, implement and monitor the clinical services plan for their area.

The position will lead clinical service delivery models to maximise outcomes for service users. The Consultant Psychiatrist will work in partnership with the relevant program manager and with the other mental health services across Western Health to strongly promote safe, effective and efficient high quality, coordinated care for patients and their carers.

The Consultant Psychiatrist will take a leadership role in working closely with the various internal and external health providers to ensure best clinical outcomes for our service users. The Consultant Psychiatrist will undertake the statutory responsibilities of the Delegated Psychiatrist as required under the Mental Health Act.

Extended work hours will be required in some circumstances, as well as, participation in an on-call roster.

The Consultant Psychiatrist will be employed within Western Health and may be required to undertake alternative duties at a range of different locations. The position description will be subject to periodic review in accordance with service requirements.

The role of the Consultant Psychiatrist is to provide high quality clinical care to the patients Western Health services, to supervise and train Junior Medical Staff and support Western Health Strategic Priorities.

### Business Unit Overview

The Division of Mental Health and Wellbeing Services spans across multiple Western Health sites and within the local community and services consumers across the lifespan.

The Division has recently been established following a key recommendation from the Royal Commission into Victoria's Mental Health System. The Western Health catchment includes the local government municipalities and growth areas of Brimbank, Sunbury, Maribyrnong and Melton.

### Our Vision

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Our recovery-oriented approach to care is provided by a multidisciplinary workforce comprising skilled clinicians, consumers and carers. These services include hospital based, community and specialist mental health and wellbeing services for adults, older adults, children and adolescents who are experiencing, or are at risk of developing a serious mental illness.

The Division collaborates across a number of Divisions within Western Health and partners with external health services and community services to ensure the provision of Best Care.

The Division aims to innovate and develop services and care options across Western Health to ensure Best Care for the community of Western Melbourne.

## **Key Responsibilities**

### **Model the Values**

- Demonstrate behaviours reflective of Western Health's values
- Demonstrate behaviours that support a Recovery approach to care. This includes (but is not limited to) demonstrating:
  - An understanding of the philosophical foundations, processes and environments that support recovery;
  - An ability to support and facilitate consumers' use of resilience and strength so that they might experience positive self-image, hope and motivation, and be supported to live the lifestyle and the culture of their choice;
  - A knowledge of major types of treatments, therapies and targeted interventions and their contributions to innovative recovery-oriented service delivery approaches;
  - A communication style that shows respect for consumers and their families/carers, and an ability to manage relationships so they will facilitate recovery;
  - A knowledge of consumer Rights and Responsibilities, and the ability to facilitate consumers to make informed choices for recovery;
  - An awareness of issues relating to cultural diversity, and how these may influence service choices and delivery; and
  - A knowledge and ability to facilitate consumer and family/carer participation at all levels within the service.

### **Provide Clinical Care**

- Provide a high level of clinical expertise in the assessment, provision of treatment and delivery of targeted interventions to consumers with complex mental health related needs and their family/carers
- Utilise discipline-specific skills as appropriate and as required by consumers, their family/carers and the Service
- Assist in the provision of primary, secondary and tertiary consultation services, community development and education, liaison and linkage to other agencies that also provide support to people with mental illnesses
- Undertake the following key functions for consumers and their family/carers:
  - Building a therapeutic alliance with the consumer and family/carers;
  - Understanding the needs and preferences of the personal and their carer/family;
  - Maximising participation in collaborative recovery and wellness planning;
  - Delivering targeted interventions;
  - Coordinating care as appropriate by communicating and advocating for the consumer and their family/carer with the Community Team and external service providers;
  - Assessing family capacity, needs and preferences and provide support through psycho-education; and
  - Ensuring completion of the clinical governance, legislative and documentation requirements (e.g. clinical review discussions, completion of documentation, and compliance with requirement of the Mental Health Act).
- Work collaboratively with other Western Health services, external agencies and service providers to ensure continuity of care for consumers and their family/carers.

### **Support Quality and Safety**

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- Contribute to the implementation of the National Standards for Mental Health Services and associated department guidelines for clinical practice
- Aid implementation of the new Framework for Care's clinical governance and standards
- Participate in reviews of policies and procedures as required
- Contribute to the clinical program and Area Quality Plan as required
- Lead and implement clinical risk management framework in line with NorthWestern Mental Health clinical risk framework

#### **Support other Clinicians**

- Provide professional supervision and mentorship to other clinicians within the clinical program
- Work collaboratively within the multidisciplinary team
- Support the contributions of other partners in care, PDRSS/CMMH and GPs in particular, are incorporated into the Team's clinical processes, where appropriate
- Contribute to the training and development of Mental Health staff and students

#### **Support Education and Training**

- Accept responsibility for Continuing Professional Development (CPD) of self and actively keep a CPD portfolio as required by the AHPRA/Professional Association (for relevant disciplines)
- Participate in and contribute to ongoing professional development activities and in-service training, and pursue development of knowledge of mental health amongst the Team
- Participate in and contribute to the ongoing education and training of undergraduate and post graduate medical staff on rotation within the clinical program

#### **Help Build Strategic Relationships**

- Contribute to strategic activities, as required – strategic planning, workforce planning, quality planning, etc
- In conjunction with continuing care providers such as GPs, Mental Health Community Support Services (MHCSS) /CMMH etc, work to improve Community Team's assessment, treatment, care, referral, discharge/return to community and follow up processes
- Be aware of and observe service agreements and linkages with other agencies
- Recognise and support the interdependent relationships between Community Team services and IPU, ED, CCU, PARCs, etc

#### **Promote Research**

- Promote Melbourne Health as a leading centre for research and innovation, including for mental health
- Encourage staff to take an active interest in evidence-informed and innovative treatment and care, and facilitate for own discipline
- Participate in practice based and service orientated research, evaluation and audits

#### **Other and General**

- Lead by example in the delivery and promotion of high quality clinical care to all patients
- Participate in the development, implementation and revision of treatment protocols and clinical guidelines to promote and ensure best practice standards
- Actively contribute to Western Health's ongoing development through involvement in hospital wide activities and national and/or international organisations
- Participate in service planning as requested by the Unit/ Department Head and Clinical Service Directors including the development and setting of targets, resource requirements and improvement priorities for the service agreement
- Actively participate in departmental or organisational wide quality and credentialing processes, including clinical work review groups
- Participate in developing department and personal priority goals and objectives consistent with the mission, philosophy and strategic plan of the organisation
- Ensure that any dealings with the media are approved and in accordance with policy, procedure and privacy legislation
- Contribute to creating and maintaining a work climate which is conducive to positive morale and employee growth, development and retention

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- Ensure own health and well-being and seek assistance if impairment in physical or mental health is impacting on job performance
- Work collaboratively and respectfully with multi-disciplinary team members to achieve desired outcomes for patients through effective communication and attendance and participation in unit and site clinical meetings
- Exchange and share information from participation in seminars and conferences with colleagues via in-services, presentations, education forums, team meetings, etc.
- Build networks and participate in benchmarking to seek and share information to assist in developing best practices
- Demonstrate a caring and empathetic approach towards patients at all times
- Participate and contribute to improvement of policies, procedures and protocols and identify areas of improvement in clinical practice.
- Participate in hospital provided professional development activities and keep up to date with relevant developments in clinical and hospital practice.
- Participate in clinical teaching and professional development of junior medical staff, medical students and students of all health professions and disciplines, including involving students in clinical care
- Maintain personal qualifications in accordance with continuing certification requirements of relevant medical college or other body
- Comply with Western Health financial systems, policies and processes
- Maintain a high and accurate level of clinical and financial recording and ensure involvement in medical document audits
- Participate in departmental strategic and financial planning
- Participate in the development and monitoring of financial risk reduction and identify and implement strategies for cost control
- Identify business opportunities through available funding streams and develop and prepare business cases to optimise funding opportunities and business development
- Be accountable for length of stay meeting, exceeding state averages and for waiting list management
- Manage and operate in accordance with Western Health Human Resource policy and practise in all matters relating to recruitment and employment
- Ensure the ability to receive and return organisational relevant information and communication through phone, and/ or voicemail and email within time limits set by the organisation
- Acquire and maintain sufficient relevant computer/technology skills and utilise these to participate in services and communication offered by Western Health
- Undertake other duties and instructions as provided by the Head of Unit

In addition to the key responsibilities specific to your role, you are required to deliver on the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims.

### Key Working Relationships

#### Internal:

- Other Senior Medical Staff
- Nursing and Allied Health Staff
- Patient Support and Administrative Staff
- Operation Managers, Program Managers, Team Leaders, Discipline Seniors
- Deputy Director Operational performance and Transformation.
- Health Information Managers
- Admission discharge Co-ordinator
- Consumers and Family/Carers
- Medical Workforce Unit Management
- Unit/ Department Heads
- Clinical Services Directors
- Divisional Directors
- Executive Members

#### External:

- Office of Chief Psychiatrist
- Department of Health and Human Services

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- Key Community Stakeholders – Mental Health Community Support Services; Housing; Employment; Emergency services; Acute Health; Pharmacies; non-government agencies, drug and alcohol services and primary health providers
- Area Mental Health Services

## Selection Criteria

### Essential:

- Medical qualification
- Current AHPRA Registration.
- Applicants must hold Fellowship of the Royal Australian and New Zealand College of Psychiatrists (FRANZCP) or have completed all training and assessment requirements and are awaiting formal conferral of Fellowship.
- Be able to demonstrate knowledge and experience in all aspects of psychiatry
- Be able to demonstrate leadership skills and experience.
- Be able to demonstrate skills in interdisciplinary working and the development of effective working relationships with consumers and carers.
- Be able to demonstrate aptitude for and expertise in service development.
- Knowledge of the National Standards for Mental Health Services.
- Excellent interpersonal skills and the ability to communicate effectively with consumers, families/carers, colleagues and other service providers
- Ability to work with consumers, family and carers from a range of cultural backgrounds, and to provide gender sensitive services
- Experience in providing clinical supervision, and in developing others' supervision skills
- Demonstrated ability to support the development of clinical staff
- Commitment to ongoing professional development for self and for team members
- An understanding of the policies and procedures associated with the Mental Health Act and other relevant legislation
- Capacity to undertake alcohol and other drug screening, assessment, treatment planning, brief interventions with clients who have co-occurring mental health and substance use disorders
- Familiarity with a range of computer software packages including the Microsoft platform

### Desirable:

- Ability to speak a community language
- A current Victorian Driver's License, and ongoing ability to use this form of transport

## Additional Requirements

All employees are required to:

- Obtain a police/criminal history check prior to employment
- Obtain a working with children check prior to employment (if requested)
- Obtain an Immunisation Health Clearance prior to employment
- Report to management any criminal charges or convictions you receive during the course of your employment.
- Comply with relevant Western Health clinical and administrative policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures.
- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health.
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Western Health.
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair

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Work Act 2009 (as amended), the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information, the Family Violence and Child Information Sharing Schemes, Part 5A and 6A Family Violence Protection Act 2008, Safe Patient Care Act 2015, Mental Health & Wellbeing Act 2023.

- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines.

### General Information

- Redeployment to other services and sites within Western Health may be required.
- Employment terms and conditions are provided according to relevant award/agreement.
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace.
- Western Health is committed to Gender Equity.
- Western Health provides support to all personnel experiencing family and domestic violence.
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs.
- Western Health is a smoke free environment.

*I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.*

Employee's Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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