

## POSITION DESCRIPTION

<b>Position Title:</b>	Consultant - Addiction Medicine/Addiction Psychiatry
<b>Business Unit/Department:</b>	Addiction Medicine
<b>Division:</b>	Drug Health Services
<b>Award/Agreement:</b>	AMA Victorian Public Health Sector Medical Specialists Enterprise Agreement
<b>Classification:</b>	HN15 to HN59
<b>Reports To:</b>	Head of Unit, Addiction Medicine; Manager of Addiction Medicine
<b>Direct Reports:</b>	Junior medical employees
<b>Date Prepared/Updated:</b>	22 October 2024

### Position Purpose

The role of the Consultant/Specialist 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.

Drug Health Services is a community-based program of Western Health which offers innovative and diverse programs that include Specialist programs for Adults, Women's and Children's Services, Youth and Family Services, Residential Withdrawal Services and Diagnosis Services. The Addiction Medicine Team sits within Drug Health Services and offers Addiction Medicine support across the programs of Drug Health Services and throughout Western Health.

The Addiction Medicine Team provides comprehensive specialist care for inpatients and outpatients with a wide range of substance related disorders and associated complex medical, psychiatric and social comorbidity across Drug Health Services and Western Health. Addiction Medicine primary roles sit within the Hamilton Centre, Addiction Medicine Consultation and Liaison Service, Addiction Medicine Outpatient Clinic, Specialist Pharmacotherapy Program, Community Residential Units and Youth Programs.

This position requires an appropriately qualified and clinically experienced Consultant in Addiction Medicine or Addiction Psychiatry. The position will include the following responsibilities:

1. The provision of Addiction Specialist services to clients of Drug Health Services and Western Health.
2. Provide senior clinical leadership and clinical governance to clinical programs of Drug Health Services and Western Health.
3. Work closely with Director of Drug Health Services, Head of Unit for Addiction Medicine, and Program Managers to plan and co-ordinate services to ensure that the goals of the Best Care Framework are achieved.
4. Collaboration with the Addiction Medicine Team in providing service through the Addiction Medicine Consultation & Liaison Service, Sunshine Hospital Emergency Department, Addiction Medicine Outpatient Clinic, Specialist Pharmacotherapy Program, Westside Lodge, Community Residential Withdrawal Unit and Youth Residential Withdrawal Unit, and the Hamilton Centre.

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5. To work with the Head of Unit to further develop and maintain relationships with a range of stakeholders to ensure that clients receive the right care at the time it is required.
6. Junior Medical Staff Supervision and support Specialist Training.

### Business Unit Overview

Drug Health Services is one of the most diverse specialist agencies in Victoria for the management of substance use, providing a range of residential and non-residential community and hospital-based alcohol and other drug treatment programs. The service caters to people across the development lifespan, with youth and adult programs, as well as specialist programs for women and for people with co-morbid AOD and mental health care needs.

As well as community AOD programs, the service offers Addiction Medicine Services to the community and within the Western Health hospital in-patient network.

The service is committed to harm reduction as a guiding principle of practice, enabling clients to determine the pace and type of change they are seeking. This takes place within a robust governance environment, where treatment options are evidence-based and matched to presenting need.

### Key Responsibilities

- Provide Addiction Medicine & Addiction Psychiatry services to clients across Drug Health Services and Western Health.
- Provide clinical and operational support and supervision to junior medical staff and Nurse Practitioners to deliver best care.
- Provide Clinical leadership to all staff to build upon dual diagnosis capability and expertise by facilitating in-service education sessions, input at MDT Clinical meetings and secondary consultation.
- Participation in GP support and Education across the North-West Pharmacotherapy Network.
- Participation in educational activities (e.g. Teaching, Professorial Reports, Journal Club, Grand Rounds etc).
- Work collaboratively with GPs, community prescribers and Mental health practitioners to increase AOD expertise and capacity to prescribe pharmacotherapies for opiate dependant patients.
- Assume responsibility for quality patient care in accordance with the care model of the ward/unit, ensuring that clinical procedures are performed in accordance with Western Health policy and procedure.
- Accurately reflect the patient's treatment plan, requirements, outcomes or events within prescribed documentation to support ongoing care, communication and to ensure that all legal requirements are met in regard to legibility of content and identity of reporter in accordance with Western Health policies and procedures.
- Analyse and use data to guide decisions and evaluate outcomes.
- Participate in resolving problems in care and to ensure that the Unit/ Department Head is aware of relevant issues and problems.
- Participate in the development of discharge plans that reflects the needs of patients and their significant others and demonstrates understanding of the role of community providers.
- Ensure continuity of care by communicating appropriately with other practitioners including community general practitioners.
- Ensure awareness of clinical experience and proficiency of junior medical staff delegated to deliver care and provide supervision for and be accountable for the care delivered.
- Provide consistent and appropriate leadership and supervision to Junior Medical Staff
- Ensure that the care of all patients is handed over or other suitable arrangements for follow up, including follow up of results is in place when not on call.
- 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.

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- 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.
- 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:

- Head of Unit, Addiction Medicine
- Director of Drug Health Services
- Residential Unit and Community Program Managers
- Other Senior Medical Staff

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- Nursing and Allied Health Staff
- Patient Support and Administrative Staff
- Medical Workforce Unit Management
- Unit/ Department Heads
- Clinical Services Directors
- Divisional Directors
- Executive Director Medical Services

**External:**

- Community Drug and Alcohol Services
- Community GP's
- DACAS
- Direct line
- Pharmacies
- Area Mental Health Services
- Primary Health Care Networks
- DHHS

**Selection Criteria**

**Essential:**

- Medical qualification
- Current Australian medical registration
- Addiction Medicine Specialist (FACHAM) or Addiction Psychiatry (FRANZCP advanced certificate or equivalent).
- Relevant clinical experience and clinical competence required for level of position
- Experience in the support and supervision of Junior Medical Staff
- Demonstrated ability to practice collaboratively as part of a multi-disciplinary health care team
- Effective organisational skills, with respect to time management and delegation
- Well-developed written and verbal communication skills
- Displays and expresses a high level of ethics in regards to patients, colleagues and the organisation
- Demonstrates skill and maturity in problem solving, negotiation and conflict resolution
- Demonstrates ability to make decisions and support rationale, clearly communicate decisions to relevant parties
- Maintains confidentiality of patient, institutional and employee information
- Commitment to professional development
- Analyses own performance in accordance with position expectations. Develops goals and implements a plan to meet those goals. Maintains and own knowledge and skills
- Participates in and contributes to committees, teams and projects in keeping with the organisation's strategic goals
- Seeks out and is receptive to feedback from co-workers at all levels for the purpose of growth in the role

**Desirable:**

- Demonstrated research skills
- Knowledge of health issues in relation to Western Health's catchments
- Acknowledgement of Western Health strategic themes

**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.

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- 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 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.
- 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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