

## POSITION DESCRIPTION

<b>Position:</b>	<b>Clinical Director: Mental Health Services</b>
<b>Division:</b>	Mental Health Services
<b>Business Unit:</b>	Medical
<b>Enterprise Agreement</b>	AMA Victoria – Victorian Public Health Sector – Medical Specialists Enterprise Agreement 2018-2021
<b>Reports to:</b>	Executive Director: Mental Health Services

### MILDURA BASE PUBLIC HOSPITAL

Mildura Base Public Hospital (MBPH) was established as a new entity in September 2020. MBPH is a leading healthcare provider in the north west of Victoria, known for its high level of professionalism, quality care and community engagement.

MBPH provides a range of acute services in emergency, maternity, intensive care, rehabilitation, community services, psychiatric in and out patient care, palliative care, renal dialysis and chemotherapy service to the people of North West Victoria. The hospital also provides medical imaging and pathology services.

MBPH is proud to be affiliated with Monash and La Trobe Universities for the provision of undergraduate and postgraduate Medical, Nursing and Allied Health education. Affiliations also exist with other universities for clinical placement and training.

### VISION

Your Hospital – We care.

### MISSION

Improving the health and wellbeing of our community by providing quality health services, with care, compassion and skill.

### VALUES AND BEHAVIOURS

All employees of the Mildura Base Public Hospital are required to uphold the values of our organisation, for more information on our values please refer to page 6 of this document.

### POSITION SUMMARY

Provision of clinical leadership ensuring strategic direction, executive and clinical operational management and patient centred care is provided to patients of Mildura Base Public Hospital.

The Clinical Director: Mental Health Services (MHS) is a combined leadership, clinical and administrative role which is directly accountable to the Executive Director: MHS and will work closely with the Chief Medical Officer. The Clinical Director will provide clinical oversight, mentoring and support for Staff Specialist Psychiatrists and registrars, senior medical staff, Mental Health Managers / Team Leaders, clinicians and Doctors in Training.

The position will lead the facilitation of a multidisciplinary approach to patient care and accessibility of MHS for people residing in the Northern Mallee Area and inpatient services for residents of the Far West Local Health District of New South Wales as well as strategic planning of future service development.

The Clinical Director: MHS is an administrative role worked in conjunction with clinical duties. Arrangements for the role's clinical and non-clinical time are negotiable, however 0.4 -0.5 FTE non-clinical time is an indicative requirement for the role.

## **KEY RESPONSIBILITIES AND DUTIES**

### **Leadership and Management**

- Coordination, direction and control of Mental Health Services (MHS) in association with the Executive Director, MHS colleagues, Mental Health Managers and Team Leaders, the Chief Medical Officer (CMO) and the Chief Executive Officer (CEO).
- Work with the Executive Director: MHS, to ensure allocation of resources to achieve efficient functioning of the department (e.g. HR, financial)
- Foster a collaborative working environment between medical staff, nursing staff, administrative and patient assistance programs
- Resolve issues/delays in patient care relating to MHS by providing acceptable outcomes for inpatient and outpatient care
- Oversee/manage professional and ethical issues relating to medical staff
- Chair regular department multidisciplinary meetings, staff specialist team meetings and provide leadership to clinical teams to ensure best patient care outcomes
- Develop, review and implement clinical protocols for MHS in line with hospital policies and procedures and College and Office of the Chief Psychiatrist guidelines/policies/procedures
- Develop and manage appropriate educational programs for all staff
- Ensure practices and policies align with The Office of the Chief Psychiatrist, the Mental Health Branch, DHHS, set RANZCP and other regulatory body requirements for best practice
- Set the example for leadership in collaboration with the Executive Director and MHS Managers
- Effective decision making on service requirements, issues and any other requirements
- Empower staff to be involved in decision making within the department
- Represent the MHS department at hospital meetings, with external providers and services and where appropriate

### **Medical Workforce**

- Preparation of the Medical Staff roster including on-call, ECT and non-clinical allocation.
- Ensure Junior Medical Staff rostering is appropriate across all departments and meets training requirements in conjunction with the HMO Manager
- Assist Medical Workforce in the process of recruitment, selection, appointment and retention of senior and Junior Medical Staff as required
- Align education and professional development activities with the strategic direction of the department and the organisation
- Ensure annual performance reviews are conducted with department staff within the designation time frame or more frequently if required, and for new employees within the probation period.
- Implement the principles of performance management by ensuring the ongoing identification of performance gaps

- Ensure that undergraduate medical students, junior and senior medical staff and nursing staff feel part of the department and are engaged in activities providing positive experiences and professional growth
- Undertake annual workforce analysis of the department to identify current and future workforce needs relating to skill mix, qualifications and skill set

#### **Operational Management/Communication**

- Provide input into the development of Mental Health services
- Management of innovation and change in clinical processes
- Appointment under Section 150 of the Victorian Mental Health Act 2014 as the Authorised Psychiatrist for the Northern Mallee Area Mental Health Service. The Authorised Psychiatrist has functions, powers and duties conferred by the Mental Health Act including;
  - Assessment of a person subject to an Assessment Order or Treatment Order
  - Variation and revocation of Treatment Orders
  - Oversight of the application of the Mental Health Act within the MHS, including monitoring and reporting the use of Restrictive Interventions to the Office of the Chief Psychiatrist.
  - Delegation of powers and functions as per Section 151 of the Victorian Mental Health Act 2014

#### **Education and Training/Quality Management**

- Participation in teaching of Junior Medical Staff, Nursing, Allied Health and undergraduate medical students as required
- Deliver tutorials as required.
- Participate in the orientation of incoming Junior Medical Staff at the commencement of rotation/employment
- Ensure satisfactory completion of CME/CPD requirements for Senior Medical Staff to ensure they are aware of advances, complications and other significant events in MHS.

### **KEY ACCOUNTABILITIES**

#### **Compliance with policies and procedures**

Staff Specialists are expected to comply with Mildura Base Public Hospital's policies and procedures, as available on its intranet site, and relevant legislation in the discharge of such duties. Staff Specialists are expected to behave in an ethical manner at all times.

#### **Documentation**

Staff Specialists are expected to regularly document in the patient notes, and to use other documentation as required e.g. Clinical Incident, Adverse Event and Consent Forms. Documentation is expected to be legible and completed in a timely manner.

#### **Orientation**

Staff Specialists are required to attend Mildura Base Public Hospital Orientation at the beginning of their employment.

Staff Specialists are expected to provide orientation of senior/Junior and Locum Medical Staff to their unit when appropriate.

#### **Professional behaviour**

Staff Specialists are expected to be professional in relationships with staff, patients and visitors, and respect the roles of other professions. Cultural differences must be respected. Interpreter services must be used when required, preferably over the use of family interpreters, whenever possible.

Staff Specialists are expected to ensure their own health and well-being and to seek assistance if impairment in their physical or mental health is impacting on their job performance.

#### **Professional development**

Staff Specialists are expected to undertake Continuing Medical Education activities, and have a commitment to quality improvement. Staff Specialists are also expected to attend unit clinical meetings, journal clubs and quality assurance activities, and organisational continuing education activities as are relevant to the Staff Specialist. Staff Specialists are required to overview the collection of data for audit purposes, and are encouraged to initiate/supervise research activities within the unit.

#### **Performance management**

Staff Specialists are expected to participate in on-going assessment of their competencies via oversight forms ad hoc.

### **GENERAL RESPONSIBILITIES**

Employees are required to comply with the **Victorian Government's Code of Conduct**. All staff must ensure they comply with **policies, procedures** and standard ways of work practices when carrying out their work.

Employees are responsible to take reasonable care of their own **health and safety** and the safety of others, to cooperate with the group's OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. All staff must adhere to the policies and procedures as set out in the hospital's **infection control** manuals.

All information concerning Mildura Base Public Hospital, its patients, clients, residents and staff should remain strictly **confidential**. Any unauthorised disclosure of such information may result in disciplinary action. As a Mildura Base Public Hospital employee you have a responsibility to participate in and commit to ongoing **quality improvement** activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards).

Any breach in compliance to any of the above general responsibilities may result in disciplinary action.

### **KEY SELECTION CRITERIA**

#### ***Essential***

- Current registration with the Australian Health Practitioner Regulation Agency (AHPRA) or ability to gain registration
- Fellowship of the Royal Australian and New Zealand College of Psychiatrists (or ability to gain Fellowship).
- Sound understanding of professional and legislative requirements in a health care setting
- Significant experience in psychiatry specialty in a public hospital
- Evidence of willingness to continued participation in quality assurance activities

#### ***Desirable***

- Post-graduate qualifications suitable to the position of Clinical Director
- Ability to plan and coordinate workload and departmental staff
- Teaching, supervision and training experience
- Commitment to the education of Doctors in Training and undergraduate medical students

#### **Personal Qualities, Knowledge and Skills**

- High level communication, interpersonal and negotiation skills
- Ability to work as part of a multidisciplinary team, as well as independently
- Evidence of ongoing professional development to continually update personal medical knowledge and skills



## **MANDATORY REQUIREMENTS**

### **National Police Record Check**

A current and satisfactory National Police Record Check must be presented to the Division of People and Culture by all new staff prior to commencement at Mildura Base Public Hospital.

### **Working with Children Check:**

Mildura Base Public Hospital has a responsibility to provide a child safe environment. This position is a defined "child-related role" at Mildura Base Public Hospital. As such you must maintain a valid working with children check. In addition you will be required to assist Mildura Base Public Hospital in providing a child safe environment by participating in any training or reporting required to ensure the protection of children in our care.

### **Immunisation Requirements**

As part of your employment conditions, you will be asked to provide documented evidence of healthcare worker immunisation or immunity to communicable vaccine-preventable diseases prior to commencing employment with MBPH. If you do not provide satisfactory evidence that you have the required immunisation and you have commenced employment, consideration will be given to your ongoing employment and termination may result.

### **Drivers Licence**

A current Victorian driver's licence is required for this position

*All Mildura Base Public Hospital sites, workplaces and vehicles are smoke free.*

*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. Any elements of this document may be changed at Mildura Base Public Hospital's discretion and activities may be added, removed or amended at any time.*



## Happy

WE ARE POSITIVE

### As an organisation

We aspire to be happy in all our dealings with people. Everyday we strive to be the best version of ourselves, and we seek to continuously improve our organisation, ourselves and each other through personal and professional growth. We believe that happy people do their best work. We know that joy in our journey is invaluable to a sustainable and lasting success.

### Individually

- Use positive language in interactions with staff, patients and community
- Honour the work we do and choose candour, respect and kindness everyday
- Focus on the positive aspects of a situation, what is going well and what can be learned
- Share in moments of joy
- Welcome others to MBPH
- Bring an energy to work that is infectious to others
- Provide growth opportunities and effective feedback to staff to ensure they are supported to achieve their best



## Empathetic

WE ARE CARING

### As an organisation

We put our patients first, and we listen and deal with their needs. We are compassionate people who make MBPH a place for healing, growth and success for patients, their families and our staff.

### Individually

- Make time to actively listen and understand one another
- Walk in others' shoes
- Consider an individual person's needs when making decisions and recommendations
- Treat others how I would like to be treated
- Recognise and support one another
- Make decisions based on patient's needs and in consultation with others involved in care



## Accountable

WE ARE COMMITTED

### As an organisation

We take ownership of the actions and decisions made. We do the right thing in all our interactions. We reward based on great outcomes, and we are transparent in both our successes and failures. We use good judgement and everyday we make our patients' journey better.

### Individually

- Be courageous in challenging the process to get a better result
- Ensure the project is clear on roles, responsibilities and timeframes
- Be engaged throughout
- Keep a 'whole of life' picture
- Comply with Code of Conduct; company policies and procedures; industry standards and legislation
- Be responsible for monitoring the right way to do things.



## Respectful

WE ARE OPEN TO OTHERS

### As an organisation

We build effective relationships and emphasise the importance of diversity and inclusion in our workplace. We recognise and value the views and the experiences our staff and patients bring to our organisation.

### Individually

- Show pride in our roles and our workplace
- Recognise and understanding the influence of a person's situation, background and beliefs and how they can be shown due respect
- Include all backgrounds – gender/ age/sex/abilities/race/religion/sexual orientation/culture
- Be aware of assumptions and biases when making decisions
- Take care of and sustain our workplace, equipment and environment
- Embrace awareness for other perspectives and experiences



## Team-based

WE ARE ONE TEAM

### As an organisation

We do our best work when we collaborate within and across teams. Everyday we strive to be our best selves. We know that individual differences can strengthen teams and we trust and respect each others' contribution. We make sure we have the right people in the right jobs with the right tools, resources and equipment. And we know, no single person is bigger than the team.

### Individually

- Acknowledge contributions of team members
- Seek to understand the bigger picture, collaborate with others openly and honestly
- Lend a hand, always
- Encourage connections with relevant internal and external stakeholders to meet patients' needs
- Collaborate and share knowledge within and across teams
- Connect with exceptional industry leaders to build capabilities
- Recognise and foster talents in others

## LANGUAGE WE USE

- |                                     |   |
|-------------------------------------|---|
| "I choose..."                       | "Can we explore that more so I can understand it better?" |
| "I care..."                         | "We will...us...we can..."                                |
| "I prefer..."                       |   |
| "I will..."                         |   |
| "I can..."                          |   |
| "Is there a better way to do this?" |   |

## LANGUAGE WE DON'T USE

- |                                      |   |
|--------------------------------------|---|
| "I have to..."                       | "Things have always been done this way" |
| "I must ..."                         | "Them and us"                           |
| "If only..."                         |   |
| "Ah well, that is because of XYZ..." |   |
| "Our processes do not let us do it"  |   |

## THINGS WE DON'T DO

- Negativity, sledging, rumours or gossip
- Unprofessional, inconsistent or showing lack pride in our work
- See only problems, block progress
- Wait for others to do the work
- Do nothing
- Find fault, see obstacles
- Victim mentality
- Lack of understanding for others' needs
- Emphasis on status, hierarchy, egos
- Ignore, disregard and show lack of appreciation for a person's situation, background and experience when making decisions and reacting to situations
- We will not waste others' time or keep people waiting
- Dismiss the efforts of others to achieve an outcome

