



## HSS Registered

### Consultant - Psychiatrist Medical Practitioners Agreement Year 1-9

Position Number: 603082  
Service 3 – Mental Health

Royal Perth Bentley Group/East Metropolitan Health Service

#### Reporting Relationships

Executive Director  
Royal Perth Bentley Group



Medical Co-Director  
Service 3  
Royal Perth Bentley Group



**This Position**



Directly reporting to this position:

Title	Classification	FTE
• Registrars	MP Year 1-7	FTE
• Resident Medical Officers	MP Year 1-3	FTE

Also reporting to this supervisor:

- Title, Level, FTE

#### Key Responsibilities

Leads the multidisciplinary team to provide specialist psychiatric services to patients. Promotes patient safety and quality of care. Provides leadership, orientation, training, supervision and education, where relevant, for doctors in training, Health Service Medical Practitioners and other health workers. In collaboration with the Medical Co-Director, Clinical Leads and other Consultants works to achieve national, state and EMHS performance standards and targets. Works within the scope of clinical practice as defined and recommended by the EMHS Area Medical Credentialing Committee.

## Brief Summary of Duties (in order of importance)

- The Hospital Executive Director holds each bedcard Consultant responsible for the care of all patients assigned to them, understanding that after hours, the responsible Consultant is the Consultant on duty/on-call unless the patient has recently undergone a procedure.
- Each Consultant is responsible for the orientation, education and supervision of the junior medical staff allocated to them. Supervision is especially important during procedures.

### 1. Specific Duties Relevant to the Specialty/Sub Specialty

- 1.1 Ensures, in collaboration with other Consultant Psychiatrists within the service, that all patients admitted to Bentley MHS receive comprehensive assessment, diagnosis and formulation of management plan for their mental health problems by appropriate members of the multi-disciplinary team. Assumes clinical responsibility for any patient admitted to Bentley MHS under his/her name and reports any unusual occurrences to the Medical Co-Director.
- 1.2 Provides clinical leadership as a member of the community and inpatient based multi-disciplinary mental health service teams, in collaboration with other Consultant Psychiatrists.
- 1.3 Develops formal links with primary care givers and external Mental Health Services to promote continuity of treatment and shared care management and provides ongoing education regarding psychiatric illness in children and adolescents.

### 2. Clinical

- 2.1 Leads the provision of specialist consumer centred medical care to inpatients and outpatients and provides a consultation service on request for other patients.
- 2.2 Undertakes clinical shifts at the direction of the Medical Co-Director/Head of Department/Head of Specialty including participation in the on-call/after-hours/weekend rosters.
- 2.3 Consults, liaises with and supports patients, carers, colleagues, nursing, allied health, support staff, external agencies and the private sector to provide coordinated multidisciplinary care.
- 2.4 Responsible for ensuring patients are involved in decision making regarding their care.
- 2.5 Conducts regular clinical reviews of patients at appropriate intervals with junior doctors and coordinates patient care with a focus on actively addressing unnecessary delays in-patient admissions, treatment or discharge.
- 2.6 Reviews patients who deteriorate or whose condition is causing concern to hospital staff, or if requested by the patient or relatives as soon as possible. .
- 2.7 Authorises and supports registrar/s in conducting clinical review of all inpatients daily and to facilitate appropriate early discharges and is generally available for discussion by phone to assist registrars when necessary.
- 2.8 Provides preliminary advice to doctors both internal and external to EMHS and refers requests for interhospital transfers to the appropriate governance manager advising if transfer is time critical.
- 2.9 Works with the Medical Co-Director/Head of Department/Head of Specialty and other Consultants to distribute planned and unplanned patient demand across the specialty and other hospital sites and champions clinical service redesign to improve systems of care.
- 2.10 Ensures clinical documentation, including discharge summaries, are completed on time and undertakes other administrative/management tasks as required.
- 2.11 Participates in departmental and other meetings as required to meet organisational quality and service objectives.
- 2.12 Works within the scope of clinical practice as approved by the EMHS Area Medical Credentialing Committee.
- 2.13 Champions the CanMED values and complies with appropriate guidelines for medical staff.
- 2.14 Participates in interviews with patient's relatives/ carers /visitors to ensure a shared understanding of the treatment programs and to encourage their active involvement in the development of the patient's management Plan.

**3. Teaching, Education and Research**

- 3.1 Engages in continuing professional development/education and ensures continuous eligibility for the relevant specialist medical registration
- 3.2 . Educates doctors in training, medical students and other members of the multidisciplinary team through ward rounds, formal presentations, tutorials and other modalities.
- 3.3 Develops and participates in evidence based clinical research and audit activities relevant to specialty.
- 3.4 Participates in mandatory training activities to ensure compliance with East Metropolitan Health Service policy.
- 3.5 Completes an annual professional development review of their performance with the Head of Department/Head of Specialty.

**4 EMHS Governance, Safety and Quality Requirements**

- 4.1 Fulfils National Safety and Quality Health Services Standards requirements including but not limited to:
  - Participating in continuous safety and quality improvement actions, such as audits, reviews and drills that result in improvements to patient care, staff knowledge or the consumers experience and that align with actions described within the standard.
  - Participating with the development, implementation, reporting and monitoring of quality assurance measures and activities.
  - Ensuring records and statistics are kept in accordance with established procedures.
- 4.2 Undertakes performance development review of staff under their supervision and submits them to the Head of Department/Head of Specialty.
- 4.3 Initiates, implements and participates in audit, quality improvement and research activities in consultation with the Medical Co-Director/Head of Department/Head of Specialty to systematically evaluate service delivery and meet customer needs.
- 4.4 Participates in relevant clinical governance committees including regular clinical reviews, Root Cause Analysis (RCA) and morbidity/mortality reviews as required and implements endorsed recommendations.
- 4.5 Attends to medico legal issues that arise concerning patients that have been under their care and advises the Medical Co-Director/Head of Department/Head of Specialty about complaints they receive pertaining to themselves or other doctors.
- 4.6 Responsible for ensuring, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 4.7 Performs duties in accordance with Government, WA Health, East Metropolitan Health Service and Departmental / Program Specific Policies and Procedures including the relevant Occupational Safety and Health legislation, Equal Opportunity legislation and WA Health Code of Conduct.

**5 Undertakes other duties as directed.**

## Work Related Requirements

### Essential Selection Criteria

1. Eligible for registration by the Medical Board of Australia and Fellowship of the Royal Australian and New Zealand College of Psychiatrists or equivalent.
2. Demonstrated clinical skills and experience working with mental health problems in Adult Mental Health.
3. Demonstrated experience and ability to work effectively as part of multi-disciplinary team.
4. Effective communication and interpersonal skills.
5. Demonstrated management, administrative and analytical skills.
6. Experience in postgraduate and undergraduate teaching supervision and research.
7. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

### Desirable Selection Criteria

1. Knowledge of the Western Australian Mental Health Act 1996 and other related legislation.
2. Experience working in community based mental health service.
3. Ability to demonstrate a commitment to the provision of a quality service at a personal and service level.
4. Current “C” or “C.A.” class drivers licence.

### Appointment Prerequisites

Appointment is subject to:

- Evidence of registration by the Medical Board of Australia must be provided prior to commencement.
- Working with Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia.
- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

## Certification

**The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.**

.....  
**Manager / Supervisor Name**

.....  
**Signature or**

.....  
**HE Number**

.....  
**Date**

.....  
**Dept. / Division Head Name**

.....  
**Signature or**

.....  
**HE Number**

.....  
**Date**

**As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.**

.....  
**Occupant Name**

.....  
**Signature or**

.....  
**HE Number**

.....  
**Date**

.....  
**Effective Date**

**HCN Registration Details** (to be completed by HSS)

**Created on** .....

**Last Updated on** .....

He68820 on 07/12/17