



North Metropolitan Health Service
Job Description Form

HSS Registered February 2018

Supervised Medical Officer
Medical Practitioners Agreement: Year 1-9
Position Number: 601721
Older Adult Mental Health Program
North Metropolitan Mental Health Service

Reporting Relationships

Clinical Director
 MP Year 1-9
 Position Number: 707380



Consultant Psychiatrist HOS
 MP Year 1-9
 Position Numbers: 601505/707859/700393/601721



This Position



← Also reporting to this supervisor:

- Medical Officers

Directly reporting to this position: <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Title:</td> <td style="width: 33%;">Classification:</td> <td style="width: 33%;">FTE:</td> </tr> </table>	Title:	Classification:	FTE:	Other positions under control:
Title:	Classification:	FTE:		

Prime Function / Key Responsibilities

Provides a comprehensive psychiatric and medical service to patients in a training setting. Under the supervision of a Consultant Psychiatrist participates in the assessment and management of patients in an older adult mental health service, which may include examination, diagnosis and treatment of patients.

Brief Summary of Duties

1. Clinical

- 1.1 Examines, diagnoses, treats and coordinates care of patients' psychiatric conditions, under the supervision of a Consultant Psychiatrist in the community and inpatient settings.
- 1.2 Examines, diagnoses, treats and coordinates care of patients' physical health issues as required.
- 1.3 Undergoes regular supervision of clinical practice by a Consultant Psychiatrist and reports any significant or unresolved clinical issues.
- 1.4 Interviews patients and carers and liaises with other Medical Practitioners where applicable, regarding the care and treatment of patients.
- 1.5 Provides written summaries of and corresponds with patients' GP regarding medical management and discharge planning.
- 1.6 Participates in regular multi-disciplinary team meetings with Nursing and Allied Health staff discussing the treatment, progress and rehabilitation of patients.
- 1.7 Participates in the on call roster with other medical staff as required.

2. Statutory Duties

- 2.1 Ensures regular, precise entries are documented in the patient's medical record, under the requirements of mental health legislation.
- 2.2 Supplies such certificates as may be required by statute.
- 2.3 Assists the Police Department and other Civil Authorities in relevant matters.

3. NMHS Governance, Safety and Quality Requirements

- 3.1 Participates in the maintenance of a safe work environment.
- 3.2 Participates in an annual performance development review and professional development in conjunction with the supervisor and designated professional lead.
- 3.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 3.4 Completes mandatory training, including safety and quality training and alcohol and drug training.
- 3.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 3.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunities Act.
- 3.7 Conducts activities in accordance with the Mental Health Act 2014 and the National Mental Health Standards.

4. Undertakes other duties as directed.

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Work Related Requirements

Essential Selection Criteria

1. Eligible for registration by the Medical Board of Australia.
2. Demonstrated interest working within Psychiatry.
3. Excellent interpersonal and oral communication skills.
4. Ability to write concise reports to other Medical Practitioners and Health Professionals.
5. Ability to work as a team member of a multi-disciplinary team.
6. Working knowledge and familiarity with the Mental Health Act 2014.
7. Current "C" or "C.A." class driver's licence.

Desirable Selection Criteria

1. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- Evidence of registration by the Medical Board of Australia must be provided prior to commencement.
- Evidence of a current "C" or "C.A." class driver's licence.
- 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/HE:
Date:

Dept./Division Head

Name:
Signature/HE:
Date:

Position Occupant

Name:
Signature/HE:
Date: