



**JOB DESCRIPTION FORM**

**HSS REGISTERED**

<b>Position number</b>	00012886
<b>Position title</b>	Clinical Consultant
<b>Classification</b>	Level 7
<b>Employment Instrument</b>	Public Service and Government Officers General Agreement
<b>Registration date</b>	May 2016
<b>Employing Authority</b>	Mental Health Commission
<b>Our Focus</b>	The Office of the Chief Psychiatrist oversees the standards of high-quality mental health care to Western Australians. Our goal is to ensure that the standard of mental health services available to people, serve to improve the mental health and wellbeing of those whose need is greatest and in keeping with the Mental Health Care Principles in the Mental Health Act 2014.

**Reporting Relationships**

**Reports to:**

Manager, Office of the Chief Psychiatrist Level 8      00012885

**Positions under direct supervision:**

Principal Officer Statutory Education      Level 7      00012897

Consultant Statutory Authorisations and Approvals      Level 6      00012878

**Organisational Environment:**

**Our Vision**

Mental health care to the highest quality.

**Our Values**

Commitment, Respect, Accountability, Integrity, Leadership

**Our measures of success**

The Chief Psychiatrist aims to ensure that all Western Australians receive the highest level of mental health treatment and care.

**Primary Objectives of role:**

Provides mental health policy and clinical advice on matters relating to the Office of the Chief Psychiatrist. Develops and implements strategic policy and clinical procedures to facilitate the administration of the Mental Health Act (2014) including specific responsibility for state wide education and training programmes, in respect of the Chief Psychiatrist's statutory functions. Provides clinical expertise to Area Mental

Health Services and the Health and Disabilities Service Complaints Office in their investigation and conciliation of complaints. Participates in all aspects of Quality Reviews, including liaison with key stakeholders.

### **Primary Responsibilities**

*Employees are required to undertake all duties and responsibilities in accordance with Public Sector Commissioner's Instruction No. 7 Code of Ethics, Office of the Chief Psychiatrist Code of Conduct, Policies/Procedures and relevant legislation.*

### **Clinical and Policy Management**

- Initiates and undertakes investigations into mental health legislative issues and provides advice to the Chief Psychiatrist on the potential impact of such issues.
- Consults and provides expert advice to key personnel within the health industry, other government and non-government agencies and consumers and carers on matters relating to their legislative obligations and responsibilities as they pertain to the Chief Psychiatrist's statutory functions.
- Assists in the development and, coordinates the delivery of educational strategies to mental health practitioners and others to achieve legislative compliance by all stakeholders.
- Supports the Manager, Office of the Chief Psychiatrist in the development of Guidelines, protocols and other written information on matters managed by the Office of the Chief Psychiatrist.
- Responsible for matters relating to Authorised Mental Health Practitioners and their duties under the Mental Health Act 2014.
- Maintains an expert awareness of relevant trends and issues in relation to mental health legislation both nationally and internationally.

### **Investigations and Quality Reviews**

- In consultation with the Manager, Office of the Chief Psychiatrist assists in the undertaking of investigations of specific matters, on behalf of the Chief Psychiatrist in accordance with the Mental Health Act 2014.
- Provides clinical expertise for the confidential conciliation of complaints pertaining to Authorised Mental Health Practitioners, including those of a complex and sensitive nature and provides written reports to the Chief Psychiatrist on the progress and outcome of investigations and conciliations and makes appropriate recommendations.
- Participates in Quality Reviews of mental health services including liaison with key stakeholders to assist with the development, review and monitoring of policy, procedures and standing orders.
- In consultation with the Manager, prepares discussion papers, ministerial advice and responses to correspondence and parliamentary questions on matters pertaining to the Office of the Chief Psychiatrist .

### **Emergency and Disaster Management**

- Assists the Office of Chief Psychiatrist in the provision of mental health policy and clinical advice on emergency welfare and disaster matters.
- Assists the Office of Chief Psychiatrist in the development of strategic mental health policy in emergency management in accordance with government and health system objectives.

### **Other**

- Duties as directed.

## **General Responsibilities**

### **Ethical Decision Making and Practice**

Acts ethically in accordance with the WA Public Sector Code of Ethics and both the Office of the Chief Psychiatrist and Mental Health Commission Codes of Conduct.

Demonstrates a focus on the achievement of branch objectives including working productively in a team and taking responsibility for and managing own work to deliver expected outcomes.

### **Workplace Safety**

Acts safely in accordance with the general Duty of Care and the Mental Health Commission's Occupational Safety and Health policy and procedures.

## **Selection Criteria**

The following work related requirements are to be read in the context of the role of this position and the Office of the Chief Psychiatrist:

### **Essential Selection Criteria:**

1. Experience in developing professional networks and effective working relationships.
2. Extensive clinical experience in mental health care and service systems.
3. Experience in education and training
4. High level written and verbal communication skills.
5. Excellent interpersonal skills including negotiation, interviewing and facilitation skills.
6. Strategic and project management skills.
7. Ability to work independently and use high levels of initiative to achieve required outcomes

### **Desirable Selection Criteria:**

1. Tertiary qualifications in a health services profession.
2. Knowledge and understanding of the Western Australian Mental Health Act 2014, and the Criminal Law (Mentally Impaired Defendants) Act 1996.
3. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery

### **Appointment Factors**

This position is subject to:

- Evidence of current registration with the Australian Health Practitioner Regulation Agency in a relevant health related discipline or evidence of eligibility for membership of the Australian Association of Social Workers.
- Successful 100 point Identification Check.
- Successful criminal record screening.
- Successful Pre-Employment integrity check.

**CERTIFICATION**

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

**MANAGER**

**Name:** Creswell Surrao

**Signature:** 

**Date:**

As Occupant of the position, I have read and understood the requirements of my role as detailed in this document, and also understand that my duties may evolve and change within reason over time and in line with the needs of the Office of the Chief Psychiatrist.

**Name:**

**Signature:**

**Date:**