



Government of **Western Australia**
Mental Health Commission

JOB DESCRIPTION FORM

Position number	00011239
Position title	Director Clinical Services
Classification	SMP Year 1- 9
Employment Instrument	WA Health System – Medical Practitioners Agreement 2016
Registration date	
Key objectives of the Mental Health Commission	The Mental Health Commission was established in 2010. To strengthen and better integrate the State's network of services relating to the prevention, treatment, professional education and training and research activities in the drug and alcohol and mental health sectors, the Drug and Alcohol Office has amalgamated with the Mental Health Commission in July 2015. The new Mental Health Commission enables the utilisation of both entities strengths and capabilities to enhance and excel in the delivery of mental health and drug and alcohol services across the state.

Reporting Relationships

Reports to:

Assistant Commissioner Alcohol, Other Drugs and Prevention Services
PSC 2 00011453

Positions under direct clinical supervision:

Addiction Medicine Consultants x10	SMP
Child & Adolescent Psychiatrist	SMP
Manager East Perth /Director of Nursing	SRN 8
Manager Integrated Clinical Services x2	Level 8
Manager Community Clinical Programs	Level 7
Manager Clinical Safety & Quality	Level 7
Senior Clinical Psychologist	SCL 4
Senior Pharmacist	SCL 3
Senior Social Worker	SCL 2

We Value:

People

Treat people with respect, courtesy and in a culturally appropriate manner, to improve the health and wellbeing of the community.

Teamwork

Work together in a supportive, open, and constructive way, and respect diversity.

Being inclusive and accessible

Actively seek to engage and collaborate with others.

Accountability, integrity and transparency

Act ethically and professionally, be responsible, open and robust in our decision making and actions.

Being innovative and dynamic

Be flexible and responsive in the development of evidence-informed solutions.

Primary Objectives of role:

Provides executive and clinical leadership to Next Step Drug and Alcohol Services consistent with the Mental Health Commission's vision, values, strategic directions and operational plans.

In liaison with the Director of Operations ensures the effective clinical management of Next Step's services and workforce. Leads innovation and change and provides specialist medical advice on the development and delivery of services for people with alcohol and other drug related problems. Supports the development and implementation of sound clinical governance and risk management processes. Oversees Next Step's medical education and clinical research activities.

In undertaking the role of this position, the occupant will need to recognise that there is a commitment to focussing on the needs of the individual, their families, carers or advocates working in partnership for better mental health outcomes.

General Responsibilities

Clinical Leadership and Governance

- Provides executive and clinical leadership to Next Step Drug and Alcohol Services consistent with the Mental Health Commission's mission, values, strategic directions and operational plans.
- In liaison with the Director of Operations ensures the effective clinical management of Next Step's services and workforce.
- Leads innovation and change within the clinical services of Next Step.
- Provides specialist medical advice on the development and delivery of services for people with alcohol and other drug related problems.
- Oversees the development and implementation of relevant evidence based policies, procedures and clinical guidelines for the treatment of alcohol and other drug dependence.
- Supports the development and implementation of sound clinical governance including, risk management, credentialing, professional development and complaints management.
- Leads changes to clinical processes and practices related to the results of clinical audits, clinical incidents, complaints and other clinical safety and quality activities.
- Directs the recruitment, selection, deployment, orientation, performance management and development of the medical staff.
- Provides advice on medical agreements and awards, contracts and arrangements for medical staff and partnering arrangements with other health services.
- Ensures the appropriate management of medico-legal matters at Next Step.

Clinical

- Provides clinical care to patients.
- Performs rostered clinical duties associated with maintaining a 24 hour service.

Professional Development and Training

- Oversees and develops postgraduate training programs at Next Step for general practitioners, psychiatrists and addiction medicine physicians and provides supervision and mentoring for doctors in training.
- In conjunction with professional heads provides strategic direction and support to Next Step's undergraduate and postgraduate professional education activities.

Performance, Monitoring, Evaluation and Research.

- Consults with key state and national organisations and committees regarding drug and alcohol policy, research and service delivery.
- Monitors and evaluates the performance of the clinical services and the models of treatment and care provided at Next Step.
- Oversees and provides leadership and support to Next Step's clinical research activities.

Communication

- Provides consultation and advice to the Mental Health Commissioner.
- Represents the Commission on relevant forums, committees, reviews and working parties when required.
- Establishes and maintains appropriate communication and working relationships with relevant government and non-government agencies, consumers, carers, consumer groups and other stakeholders.
- Prepares reports, correspondence and briefing papers as required by the Deputy Commissioner and Commissioner.

Selection Criteria

The following work related requirements are to be read in the context of the role of this position and the Mental Health Commission:

Essential Selection Criteria:

1. Eligible for registration by the Medical Board of Australia
2. Fellowship of the Australasian Chapter of Addiction Medicine (FACHAM).
3. Extensive knowledge and clinical experience in addiction medicine.
4. Knowledge of principles of clinical governance and quality improvement.
5. Highly developed leadership skills and experience in managing change and achieving high quality outcomes in a complex clinical environment.
6. Demonstrated conceptual and analytical ability and strategic management skills.
7. Highly developed interpersonal, negotiation and conflict resolution skills, with a demonstrated ability to liaise effectively and work in partnership with service managers, clinicians and other key stakeholders.
8. Highly developed written and verbal communication skills.
9. 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. Demonstrated ability to provide undergraduate and postgraduate medical education.
2. Well-developed networks in the alcohol and other drug field including links to academic institutions and membership of professional organisations.
3. Publications in the alcohol and other drug literature and/or presentations at conferences.

Appointment Factors

This position is subject to a:

- Evidence of registration by the Medical Board of Australia and Fellowship of the Australasian Chapter of Addiction Medicine must be provided prior to commencement.
- Successful criminal record screening.
- Working with Children Check.
- Completion of 100 point identification check.
- Successful Pre-employment Integrity check.

The appointment will be full time for 5 years under the terms of the WA Health System Medical Practitioner Agreement 2016.

Ethical Decision Making and Practice

Acts ethically and in accordance with the Western Australian Public Sector Code of Ethics and the Mental Health Commission's Code 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 and in accordance with the general Duty of Care and the Mental Health Commission's Occupational Safety and Health policy and procedures.