



## JOB DESCRIPTION FORM

### Section 1 – POSITION IDENTIFICATION

WA Country Health Service – Midwest		Position No:	605232
Division:	Midwest Mental Health & Community Alcohol and Drug Service	Title:	Director Clinical Services Mental Health
Branch:	Mental Health Managers	Classification:	Consultant Year 1 - 9
Section:		Award/Agreement	Medical Practitioners Agreement

### Section 2 – POSITION RELATIONSHIPS

Responsible To	Title: Regional Director Classification: HSO Class 2 Position No: 604000
	↑
Responsible To	Title: Regional Manager Mental Health & CADS Classification: HSO Level G10 Position No: 605049
	↑
This position	Title: Director Clinical Services Mental Health Classification: Consultant Year 1 - 9 Position No: 605232
	↑

#### OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

Title
Team leaders
Data Systems and Quality Management Officer
Aboriginal Mental Health Coordinator
Cleaner
Administrative Assistant

Positions under direct supervision:	Other positions under control:								
<table><thead><tr><th>Position No.</th><th>Title</th></tr></thead><tbody><tr><td>604838</td><td>Consultant Psychiatrist</td></tr><tr><td></td><td>Visiting Medical Staff</td></tr></tbody></table>	Position No.	Title	604838	Consultant Psychiatrist		Visiting Medical Staff	<table><thead><tr><th>Category</th><th>Number</th></tr></thead><tbody></tbody></table>	Category	Number
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604838	Consultant Psychiatrist								
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### Section 3 – KEY RESPONSIBILITIES

The Director Clinical Services is responsible, in partnership with the Regional Manager mental Health and Community Alcohol and Drug Service for the Strategic development, coordination, integration, monitoring and evaluation of the Midwest Mental Health and Community Alcohol Drug Service (MH&CADS) The Director Clinical Service supports and promotes the vision and strategic direction of the MH &CADS in accordance with relevant National and State Plans, Strategies, Legislation and Standards.

TITLE	Director Clinical Services Mental Health	POSITION NO	605232
		CLASSIFICATION	Consultant Year 1-9



The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to over half a million people, including over 50,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle almost as many births as the State's major maternity hospital – and 40% of the State's emergency presentations. The range of health services provided include acute inpatient and emergency care, population and public health, mental health, Aboriginal health, aged care and includes increasing number of services provided by telehealth video-conferencing.

Our dedicated and committed staff work hard to fulfil our vision of Healthier country communities through partnerships and innovation, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

### **OUR PURPOSE – What we are here to do**

WACHS improves country people's health and well-being through access to quality services and by supporting people to look after their own health.

### **OUR STRATEGIC DIRECTIONS TO 2018**

1. Improving health the experience of care
2. Valuing consumers, staff and partnerships
3. Governance, performance and sustainable services

### **OUR GUIDING PRINCIPLES**

Consumers first in all we do. Safe, high quality services and information at all times. Care closer to home where safe and viable. Evidence based services, partnerships and collaboration.

### **OUR VALUES**

**Community** – making a difference through teamwork, cooperation, a 'can do' attitude and country hospitality.

**Compassion** – listening and caring with empathy, respect, courtesy and kindness.

**Quality** – creating a quality health care experience for every consumer, continual improvement, innovation and learning.

**Integrity** – accountability, honesty and professional, ethical conduct in all that we do.

**Justice** – valuing diversity, achieving health equality, cultural respect and a fair share for all.

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#### Section 4 – STATEMENT OF DUTIES

<b>Duty No.</b>	<b>Details</b>	<b>Freq.</b>	<b>%</b>
<b>1.0</b>	<b>CLINICAL</b>		
1.1	Undertakes comprehensive psychiatric assessment, diagnosis and treatment, ensures that clinical interventions are provided by appropriate members of the multi-disciplinary team for clients admitted to the service and maintains overarching clinical responsibility for the allocated catchment population and the treating clinical teams.		
1.2	Ensures that consumers, relatives and are involved as appropriate in the development of client management plans.		
1.3	Personally develops formal links with primary health care providers, particularly general practitioners to promote continuity of treatment, shared care management and ongoing education regarding psychiatric disorders together with the provision of professional support.		
1.4	Liaises and consults with colleagues and relevant external agencies in regard to client management. Provides advice and assistance to colleagues in relation to crisis and emergency treatment.		
1.5	Maintain appropriate, confidential client records and statistics.		
1.6	Provides performance management for staff under immediate clinical supervision.		
1.7	Participates on own performance management and development.		
1.8	Supervises Registrars in training as per RANZCP standards.		
<b>2.0</b>	<b>MANAGEMENT AND LEADERSHIP</b>		
2.1	Ensures compliance with the Mental Health Act (2014) and other relevant legislation.		
2.2	In partnership with the Regional Manager MH & CADS, provides leadership in the identification of priorities, strategic planning and development of policies and procedures that define, refine and support service delivery.		
2.3	Provides advice to the Regional Manager and others regarding the Mental health and Community Alcohol Drug Service (MH& CADS) and associated issues.		
2.4	Informs the Regional Manager of any significant events relating to delivery of clinical services.		
2.5	In partnership with the Regional Manager monitors standards of care and reviews work priorities, policies and processes to ensure safe working practices and environment.		
2.6	Represents the service on the Regional Safety Quality and Risk Management Committee and acts as Chair Person for the MH Subcommittee.		
2.7	Undertakes the direct line management and performance appraisals of all medical staff in MH&CADS and advises on Rosters.		
<b>3.0</b>	<b>CLINICAL GOVERNANCE</b>		
3.1	In accordance with national, State-wide and WACHS Policy and standards, ensures effective Clinical Governance including Clinical Risk Management for the Mental Service.		
3.2	Promotes and participates in the education and continued professional development of staff in the Mental Health Service and related areas.		
3.3	In partnership with the Regional Manager develops implements and monitors quality assurance programs in response to identified needs.		
<b>4.0</b>	<b>OTHER</b>		
4.1	In partnership with the Regional Manager represents the MH&CADS in groups or meetings as required.		
4.2	Performs duties in accordance with relevant Occupational Health and Safety and Equal Opportunity Legislation		
4.3	Promotes awareness in the community of mental health issues through education, training and promotion		
4.4	Initiates and participates in research projects which are relevant to the operation of the Mental Health Service which will contribute to positive consumer outcomes.		
4.5	Other duties as required.		
	The occupant of this position will be expected to comply with and demonstrate a positive commitment to the WACHS values and the highest achievement in demonstrating positive commitment to Equal Employment Opportunity, Occupational Safety & Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties.		

**WA Country Health Service  
Midwest**

**8 May 2018**

**REGISTERED**

<b>TITLE</b>	<b>Director Clinical Services Mental Health</b>	<b>POSITION NO</b>	605232
		<b>CLASSIFICATION</b>	Consultant Year 1-9

## Section 5 – SELECTION CRITERIA

### ESSENTIAL

- Eligible for registration as a Medical Practitioner with the Medical Board of Western Australia.
- Eligible for registration as a specialist Psychiatrist in Western Australia
- Demonstrated highly developed clinical skills and experience in working with adults with Mental Health and Drug and Alcohol problems.
- Demonstrated experience and ability to lead and participate effectively in a multidisciplinary team.
- Demonstrated highly developed communication and interpersonal skills.
- Demonstrated knowledge and understanding of issues in working with indigenous and multicultural communities.
- Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.
- A current drivers license and the ability to travel extensively throughout the WACHS Midwest Region.

### DESIRABLE

- Demonstrated computer skills.
- Knowledge of current health and specifically Mental Health Legislation.
- Experience in undergraduate and postgraduate teaching and supervision.
- Commitment to clinical.

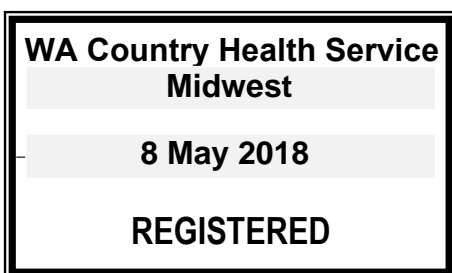
## Section 6 – APPOINTMENT FACTORS

<b>Location</b>	Geraldton	<b>Accommodation</b>	As determined by the WA Country Health Service Policy
<b>Allowances/ Appointment Conditions</b>	Appointment is subject to: <ul style="list-style-type: none"> <li>• Evidence of registration as a medical Practitioner with the Medical Board of Western Australia.</li> <li>• Completion of a 100 point identification check</li> <li>• Successful Criminal Record Screening clearance</li> <li>• Successful Pre- Placement Health Screening clearance</li> <li>• Current drivers licence</li> </ul> Allowances <ul style="list-style-type: none"> <li>• District allowance</li> </ul>		
<b>Specialised equipment operated</b>			

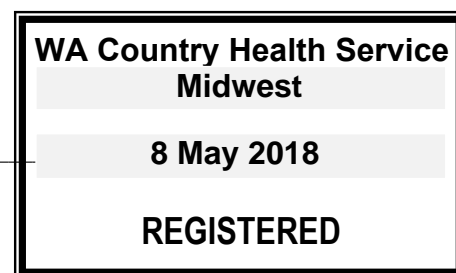
## Section 7 – CERTIFICATION

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

Signature and Date:  
**Manager**



Signature and Date: \_\_\_\_\_/  
**Regional Director**



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

Name	Signature	Date Appointed	Date Signed

