

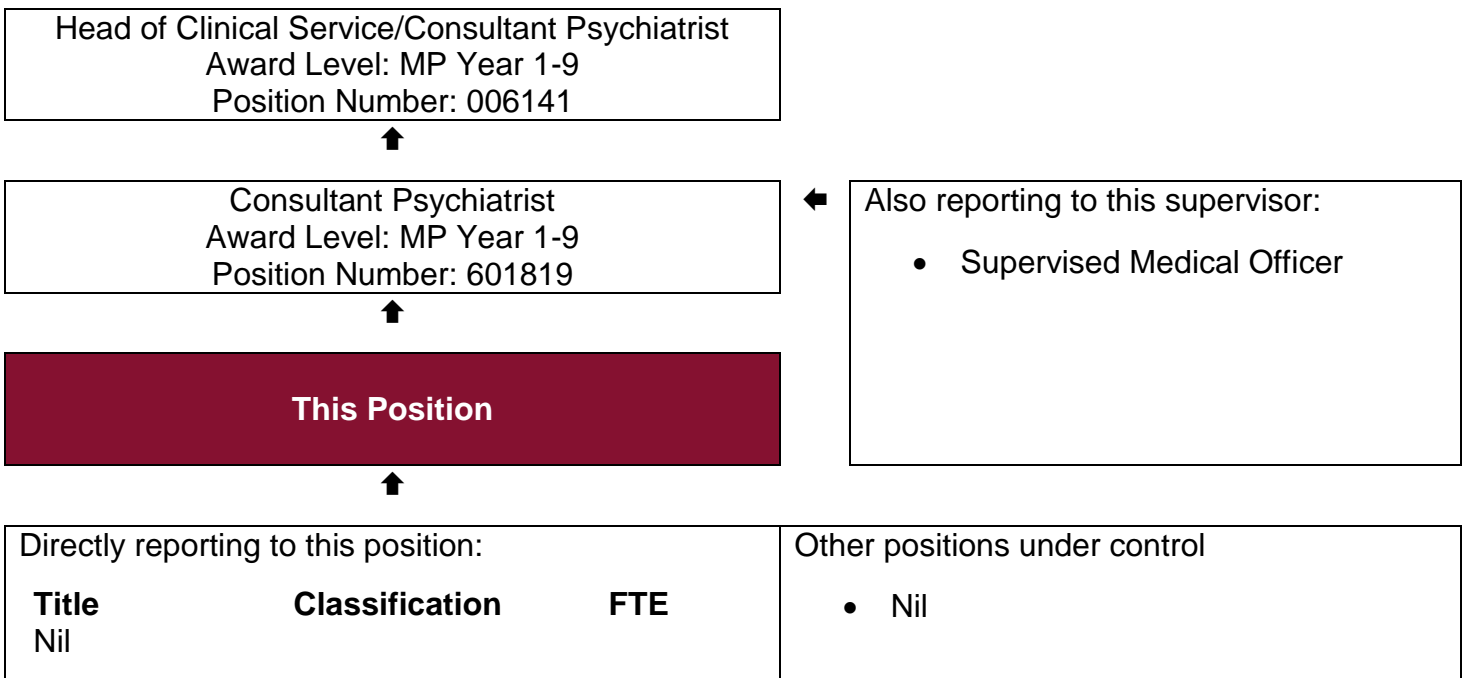


North Metropolitan Health Service  
**Job Description Form**

HSS Registered September 2018

**Supervised Medical Officer**  
**Medical Practitioners Agreement: Year 1-9**  
**Position Number: 520287**  
**Adult Mental Health Program**  
**Lower West Community Mental Health**

**Reporting Relationships**



**Prime Function / Key Responsibilities**  
Management of psychiatric outpatients admitted for ongoing care.

## **Brief Summary of Duties**

### **1. Clinical**

- 1.1 Responsible for the care of patients in accordance with the Mental Health Act and regulations, including examination, assessment and treatment.
- 1.2 Participates in acute psychiatric emergency assessment and treatment.
- 1.3 Receives referrals, organises hospital admission when necessary. Investigates, diagnoses and treats patients under care reviewing all new patients and any patients of clinical concern.
- 1.4 Interviews relatives and other carers as appropriate.
- 1.5 Participates in case management within a multidisciplinary team. Responsible for liaison with case manager as allocated and general practitioner.
- 1.6 Liaison with and maintenance of good working relationships within the community and any relevant hospital clinicians and other health and welfare agencies as appropriate.

### **2. Management/Administrative**

- 2.1 Receives supervision and works with a clinical supervisor.
- 2.2 Participates in staff meetings and undertakes actions ensuing from these meetings as appropriate.
- 2.3 Maintains medical records and case reports.
- 2.4 Uses and enters activity on PSOLIS as required.

### **3. Education And Research**

- 3.1 Participates in research projects and related activities as appropriate.
- 3.2 Participates in teaching as necessary.
- 3.3 Maintains and develops clinical knowledge to deliver best practice for all patients.
- 3.4 Participates in own operational and professional supervision, performance appraisal and professional development in conjunction with the Head of Clinical Service.
- 3.5 Undertakes all mandatory training courses and other advanced training.

### **4. NMHS Governance, Safety and Quality**

- 4.1 Participates in the maintenance of a safe work environment.
- 4.2 Participates in an annual performance development review and professional development in conjunction with the supervisor and designated professional lead.
- 4.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities and the ACHS National EQUIP cycle in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 4.4 Completes mandatory training, including safety and quality training and alcohol and drug training.
- 4.5 Participates in the risk management process at a local and whole of Health Service level as required.
- 4.6 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 4.7 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.
- 4.8 Conducts activities in compliance with the Mental Health Act 2014 and the National Mental Health Standards.

### **5. Undertakes other duties as directed.**

## Work Related Requirements

### Essential Selection Criteria

1. Eligible for registration by the Medical Board of Australia.
2. Experience of writing medical and medico-legal reports.
3. Post-graduation experience working in a mental health service.
4. Experience working within a multidisciplinary team.
5. Experience in undergraduate teaching and supervision.
6. Current "C" or "C.A." class driver's licence.

### Desirable Selection Criteria

1. Knowledge of the Mental Health Act 2014.
2. Experience in providing services to clients from a variety of cultural and ethnic groups.
3. Experience in quality assurance activities.
4. Experience in mental health research and publication.
5. Willingness to undertake alcohol and drug training and apply to a range of work practices.
6. 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.
- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.
- Producing evidence of a current "C" or "C.A." class driver's licence prior to commencement.
- May be required to work on extended hours roster.

## 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/  
Date:

### Position Occupant

Name:  
Signature/HE:  
Date: