



North Metropolitan Health Service
Job Description Form

HSS REGISTERED

Vocationally Registered General Practitioner

Medical Practitioners Agreement: Year 1-5

Position Number: 601530

Adult Mental Health Program

Graylands Hospital

Reporting Relationships

Area Director, Clinical Services
MP Year 1-9
Position No. 707820



Head of Clinical Services
MP Year 1-9
Position Number: 601502



This Position



Also reporting to this supervisor:

- All medical FTE

Directly reporting to this position:

Title	Classification	FTE
N/A		

Other positions under control

- N/A

Prime Function / Key Responsibilities

Provides evidence based, contemporary medical care to inpatients across Graylands Hospital, Frankland Centre and Selby Lodge as part of a multi-disciplinary team. Collaborates with internal and external agencies to ensure an ongoing holistic approach to their physical health care needs.

Brief Summary of Duties

1. Clinical

- 1.1 Provides GP services across North Metropolitan Health Service Mental Health (NMHS MH) sites inclusive of Graylands Hospital, Selby Lodge and the Frankland Centre, State Forensics Mental Health Service (SFMHS).
- 1.2 As part of a multidisciplinary team, provides medical care including health assessments, diagnosis and treatment services to patients. Provide assessment and monitoring of patient with chronic health conditions
- 1.3 Provides clinical consultation and advice to other staff on the physical health care needs of patients.
- 1.4 Orders diagnostic tests as required, checks and follows-up on results in a timely manner.
- 1.5 Refers patients appropriately to other providers if their needs exceed the range of care provided.
- 1.6 Maintains a high standard of documentation in compliance with NMHS MH policy and protocols.
- 1.7 Provides services in a culturally sensitive and professional manner.
- 1.8 Communicates with sources of referral and takes action on incoming test results and/or patient follow up and involving patients' community General Practitioner (GP) as appropriate.
- 1.9 Utilises systems to access patient results and contributes to ongoing collaborative care plans.
- 1.10 Attends Clinical Care reviews and Team Meetings to discuss patients' physical health care as required.
- 1.11 Performs other duties as required by the Head of Service (HOS) or Clinical Director at each site.
- 1.12 Participates in Quality Improvement initiatives and processes.
- 1.13 Ability to be flexible and utilise a mobile model of care in-reaching to the ward where the patient requires care.

2. Leadership

- 2.1 Demonstrates effective leadership, decision making qualities and participates in the effective functioning of the mental health team/ multidisciplinary team.
- 2.2 Effectively leads care in the management of physical health for patients in consultation with the psychiatric treating team.
- 2.3 Provides advice and consultation services to psychiatric treating teams across all sites as required and recommends appropriate care in a collaborative manner.
- 2.4 Collects and enters statistical data as required by NMHS MH and SFMHS.
- 2.5 Actively participates in safety quality and risk management strategies and accreditation processes within the Program in conjunction with the HOS and the Program Manager.
- 2.6 Participates in the collection of outcome measures for mental health.

3. Research and Teaching, Education, Training and Performance Management

- 3.1 Participates in instruction and continuing education of medical graduates, undergraduates, nursing, allied health and other staff and undertakes other lecturing as required.
- 3.2 Initiates and participates in clinical research projects approved by the HOS and Program Manager.
- 3.3 Maintains professional knowledge and standards through fulfilling the requirements of the GPs Continuing Professional Development (CPD) program and attending required training through the service.
- 3.4 Maintains a working knowledge of legislation that affects medical practice.
- 3.5 Understands and implements the Australian Medical Council – Good Medical Practice guidelines.
- 3.6 Understands and complies with the Medical Board of Australia's Guidelines for Mandatory Notifications.

4. NMHS Governance, Safety and Quality Requirements

- 4.1 Participates in the maintenance of a safe work environment.
- 4.2 Participates in an annual performance development review.
- 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) as relevant to role.
- 4.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 4.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.
- 4.7 Conducts activities in compliance with the Mental Health Act and the National Mental Health Standards.

5. Undertakes other duties as directed

Work Related Requirements

Essential Selection Criteria

1. Eligible for registration with the Medical Board of Australia.
2. Experience as a General Practitioner and ability to work autonomously.
3. Understanding of co-morbid health issues facing mental health patients and demonstrated ability to work with mental health patients
4. Well-developed interpersonal and written communication skills.
5. 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.
2. Experience working within a mental health and/or Forensic Mental Health setting.
3. Knowledge and understanding of the Mental Health Act 2014.

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.
- Evidence of a current "C" class driver's licence prior to commencement.

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: