



HSS REGISTERED

**Senior Medical Officer**  
**Medical Practitioners Agreement: Year 1-3**  
**Position Number: 005712**  
**Adult Mental Health Program**  
**Lower West Community Mental Health**

**Reporting Relationships**

Program Manager  
HSO Level G10  
Position Number: 700580



Head of Clinical Service  
MP Year 1-9  
Position Number: 006141



**This Position**



← Also reporting to this supervisor:

- Consultant Psychiatrist:  
601819; 700000; 704773;

|                                      |                       |            |                               |
|--------------------------------------|-----------------------|------------|-------------------------------|
| Directly reporting to this position: |                       |            | Other positions under control |
| <b>Title</b>                         | <b>Classification</b> | <b>FTE</b> | •                             |
| <i>Nil</i>                           |                       |            |                               |

**Prime Function / Key Responsibilities**

Delivers psychiatric services within the Adult Mental Health Program at a community clinic in the North Metropolitan Health Service, Mental Health (NMHS MH).

Examines and assesses diagnoses and manages the care of consumers/patient’s mental health and associated co-morbid drug and alcohol, and general health disorders, and monitors their general welfare.

Ensures comprehensive and specialised mental health assessment and treatment is provided for patients with acute, complex and specialised needs, using a range of appropriate interventions and evidence-based best practice treatment.

**Brief Summary of Duties (in order of importance)**

**1. Clinical**

- 1.1. Examines and assesses diagnoses and manages the care of consumers/patient's mental health and associated co-morbid drug and alcohol, and general health disorders, and monitors their general welfare.
- 1.2. Interviews patients, relatives and visitors, as required.
- 1.3. Ensures comprehensive and specialised mental health assessment and treatment is provided for patients with acute, complex and specialised needs, using a range of appropriate interventions and evidence-based best practice treatment.
- 1.4. Liaises with General Practitioners and specialists to ensure continuity and consistent care for patients.
- 1.5. Establishes monitors and maintains effective working linkages with other providers of general and mental health services.
- 1.6. Promotes continuity of care through integration with other hospitals, community based mental health services, non-government and community organisations as well as general practitioners located within the NMHS catchment area, developing pathways to care.
- 1.7. Reports any unusual occurrence, clinical or other professional issues of concern, including all reportable sentinel events, to the Head of Clinical Service.
- 1.8. Participates in multidisciplinary team meetings with other medical staff, nursing and allied health staff regarding the treatment, and progress of patients.
- 1.9. Participates in team activities to plan and deliver services and promotes teamwork within the multi-disciplinary team.
- 1.10. Complies with the current Western Australian Mental Health Act and regulations.

**2. Leadership**

- 2.1. Maintains timely client medical records and ensures case note entries are up-to-date.
- 2.2. Demonstrates effective leadership, decision making qualities and participates in the effective functioning of the community mental health team/ multidisciplinary team.
- 2.3. Participates in contemporary service planning, coordination, development and evaluation of adult services with the Head of Service/Program Manager.
- 2.4. Collects and enters statistical data as required by the NMHS MH Adult Program.
- 2.5. Actively participates in safety quality and risk management strategies and accreditation processes within the Program in conjunction with the Clinical Health of Service and the Program Manager.
- 2.6. Participates in the collection of outcome measures for adult mental health.

**3. Education Training and Research**

- 3.1 Participates in clinical supervision, peer review, performance management and continuing medical education.
- 3.2 Takes part in training medical undergraduates, allied health professionals and nursing staff as required by the Head of Clinical Services.
- 3.3 Undertakes all mandatory training courses and other specialised training.
- 3.4 Develops own professional knowledge and skills & actively participates in own performance development with the Head of Clinical Service.

**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.

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

## Work Related Requirements

### Essential Selection Criteria

1. Eligible for registration by the Medical Board of Australia
2. Demonstrated evidence of clinical practice in the assessment and management of patients with mental illness.
3. Demonstrated experience working within mental health services.
4. Demonstrated ability to work effectively as part of multidisciplinary team.
5. Effective interpersonal and written and verbal communication skills
6. Knowledge of the relevant Mental Health legislation.
7. Demonstrated analytical and conceptual skills.
8. Current "C" or "C.A." class driver's licence.

### Desirable Selection Criteria

1. Willingness to undertake training regarding alcohol and other drugs and apply a range of work practices and interventions.
2. 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.
- 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: