Government of **Western Australia**
WA Country Health Service

JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

WA Country Health Service – Midwest		**Position No:**	615978
Division:	Midwest Mental Health and Community and Alcohol Drug Service	**Title:**	**Registrar – Service - Psychiatry**
Branch:	Mental Health	**Classification:**	MP Year 1-7
Section:		**Award/Agreement**	Medical Practitioners Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To

Title:	Director Clinical Services Mental Health
Classification:	MP Year 1- 9
Position No:	605232

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Responsible To

Title:	Consultant - Psychiatrist
Classification:	MP Year 1-9
Position No:	604838

↑

This position

Title:	**Registrar – Service - Psychiatry**
Classification:	**MP Year 1-7**
Position No:	**615978**

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OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

Title

Positions under direct supervision:		**← Other positions under control:**	
Position No.	Title	Category	Number

Section 3 – KEY RESPONSIBILITIES

Work as part of the multidisciplinary team and on-call medical team. Under the supervision of a consultant psychiatrist, provides assessment and management of clients requiring specialist psychiatric management. Provides assessments and management advice to agencies referring clients who are affected by psychiatric symptomatology. Works with clients presenting in the hospital emergency department and the community as required.

WA Country Health Service Midwest

28 January 2020

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Effective date of document
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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 MISSION

To deliver and advance high quality care for country WA communities

OUR VISION

To be a global leader in rural and remote healthcare

OUR STRATEGIC PRIORITIES

Caring for our patients - Providing safe, patient-centred care, ensuring the needs of our patients are at the core of everything we do

Addressing disadvantage and inequity - Delivering focussed and accessible services for those who need it most

Building healthy, thriving communities - Supporting country people to be as healthy as they can be and continuing to play our part in the economic and social viability of country communities

Delivering value and sustainability - Ensuring that the services we provide are sustainable and we are transparent about our performance

Enabling our staff - Supporting our staff to deliver great care, empowering them to learn, grow, innovate and lead

Leading innovation and technology - Embracing innovation and technology to create a safer, more connected and equitable health system

Collaborating with our partners - Partnering to deliver more integrated services that improve patient outcomes and experience, giving consumers more choice and control

OUR VALUES

Community – We live and work in country communities. We are invested in the health, wellness and viability of country communities and the vibrancy, diversity and future of country WA.

Compassion – We are inclusive, respectful, and considerate. We care deeply about the people in our care and country communities.

Quality – We provide safe, high-quality care, constantly striving to innovate, improve and achieve trust in our care.

Integrity – We bring honesty, collaboration and professionalism to everything that we do.

Equity – We are passionate about fairness in healthcare for all Western Australians, especially the most vulnerable and disadvantaged people and communities.

Curiosity – We continually enquire and seek to understand, using the best evidence, insight and research to improve care.

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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1.0	**PROFESSIONAL/CLINICAL RESPONSIBILITIES**		**70**
1.1	Responsible for the clinical care of patients under the supervision of Senior Medical staff including: a) Attending to patients in order of psychiatric or medical urgency. b) Taking a full history with mental state examination of new admission, arranging appropriate investigations and initial management plan. c) Managing psychiatric conditions according to acceptable clinical standards under supervision of Senior Medical Practitioners and Consultants. d) Collaborating with other Medical, Nursing staff and multidisciplinary team members to facilitate patient management. e) Communicating with family, outside Medical Practitioners, and/or community case managers and mental health services concerning patient management.		
1.2	Documents clinical notes throughout each episode of patient care and at the time of discharge to meet medical record standards.		
1.3	Manages patients and documents with regard to risk management principles.		
1.4	Ensure prompt completion of discharge summaries to meet performance indicators.		
1.5	Participates in after hours and weekend rosters.		
1.6	With appropriate supervision assesses patients in Emergency Department with the Psychiatric Liaison nurse,		
1.7	Involvement in other programs of the service as directed.		
2.0	**ADMINISTRATIVE DUTIES**		**10**
2.1	Participates in data collection, clinical audits, clinical risk management and quality assurance program activities.		
2.2	Liaises with external agencies and community services as directed.		
2.3	Participates in service improvement projects such as pathway design as directed by the Clinical Director.		
2.4	Prepares medical reports in liaison with Senior Medical staff.		
2.5	Participates in regular supervision with the Consultant Psychiatrist and Clinical Director and engages in performance management activities.		
3.0	**EDUCATION/PROFESSIONAL DEVELOPMENT**		10
3.1	Monitor own performance and seeks assistance from your Senior staff or Consultant if uncertain about any aspect of the clinical work.		
3.2	Attends teaching sessions as directed and updates professional knowledge.		
3.3	Assists in the teaching of medical students and multidisciplinary colleagues as directed.		
3.4	Participates in research and clinical audits as directed.		
4.0	**OTHER**		**10**
4.1	Works in accordance with Occupational Safety and Health, Equal Employment Opportunities, Disabilities Services, other legislation that affects the workplace and WACHS – MW policies.		
4.2	Other duties as directed.		

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.

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Section 5 – SELECTION CRITERIA

ESSENTIAL

1. Eligible for registration by the Medical Board of Australia.
2. Demonstrated clinical skills and relevant experience working with clients with mental health problems.
3. Effective communication/interpersonal skills.
4. Effective organisation and time management skills.
5. Demonstrated experience and ability to work effectively as part of a multidisciplinary team.
6. Knowledge of the Western Australian Mental Health Act 1996 and other related legislation.
7. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.
8. Eligible for / or in possession of a current C or C-A Class drivers licence.

DESIRABLE

1. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.
2. Experience working in community and hospital based mental health services.
3. Experience working with clients from a variety of cultural / ethnic backgrounds.

Section 6 – APPOINTMENT FACTORS

Location		**Accommodation**	As determined by the WA Country Health Service Policy
Allowances/ Appointment Conditions	Appointment is subject to: • Evidence of registration by the Medical Board of Australia must be provided prior to commencement. • Provision of the minimum identity proofing requirements • Successful Criminal Record Screening clearance • Successful Pre-Employment Health Assessment • Successful WA Health Integrity Check • Successful Working With Children Check • Completion of training for Mandatory Reporting Of Child Sexual Abuse • Evidence of a current C or C-A Class drivers licence Allowances • District allowance		
Specialised equipment operated			

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

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Signature and Date:
Regional Director

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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

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