

1. THE ORGANISATION AND OUR MISSION

St Vincent's Hospital Melbourne (SVHM) is a leading teaching, research and tertiary health service, which employs more than 7,500 staff across 18 sites throughout Melbourne.

Part of Australia's largest not-for-profit Catholic health and aged care network, St Vincent's Health Australia, SVHM provides a diverse range of adult clinical services including acute medical and surgical services, sub-acute care, medical diagnostics, rehabilitation, allied health, mental health, palliative care, correctional health and community residential care.

SVHM's mission is to provide high quality and efficient health services to the people of Victoria in accordance with the philosophy of St Vincent's Health Australia. This mission is based on the values of compassion, justice, integrity and excellence.

2. KEY POSITION DETAILS

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|------------------------------|--|------------------------|--|
| Job Title: | Fellow Psychiatry | Reports to: | Director Clinical Services and Director Community Psychiatry, SVMH |
| Program: | Mental Health and Addiction Medicine | Department: | Community Mental Health |
| Industrial Agreement: | AMA Victoria – Victorian Public Health Sector - Doctors in Training Enterprise Agreement 2022 – 2026, or its successor | Classification: | HM25 – HM30 |
| | | Risk Category: | A |

3. LOCAL WORK ENVIRONMENT

St. Vincent's Mental Health (SVMH) includes an adult area mental health service for the inner city areas of Yarra and Boroondara. The adult mental health service components are: the Footbridge Community Care Unit (CCU), the 44 bed Acute Inpatient Service (AIS) located on the St. Vincent's Hospital site, and two community mental health services (CMHS) at Hawthorn and East Melbourne (Clarendon CMHS). Community mental health services comprises of Intake, Continuing Care (CCT), Mobile Support and Treatment (MST), Homeless Outreach (CHOPS) and Public Housing Tenancy Support (STAY) services. The adult prevention and recovery care (PARC) service provides a short-term, intensive residential service with a recovery focus. A Consultation & Liaison Psychiatry Service is provided to the health service. NEXUS Dual Diagnosis Service, the Body Image and Eating Disorders Assessment and Treatment Service (BETRS) are regional services. State-wide services are the Victorian Dual Disability Service, the Victorian Transcultural Mental Health Unit and Dual Diagnosis Education and Training Unit. The AIS includes 5 beds designated as the Koori State-wide Inpatient Service and linked to the Victorian Aboriginal Health Service. The Community Acute Response Team (CART) encompasses the Crisis Assessment and Treatment (CAT) service, Psychiatric triage, Extended triage, ED mental health, the Hub and Hospital Outreach Post Suicide Attempt Engagement (HOPE) program.

All SVMH clinical staff are expected to be familiar, and practice in a manner consistent with the National Practice Standards for the Mental Health Workforce.

4. POSITION PURPOSE

The Fellow in Psychiatry is accountable for the delivery of clinical services to the consumers of Clarendon CMHS under the continuing care program and will provide high quality clinical services, contribute to service evaluation and research and display a commitment to ongoing learning and professional development. The role is under the clinical leadership and management of the Director Community Psychiatry and Operational Manager Community Mental Health and works in partnership with the team managers to provide dual clinical and operational governance for the service.

5. POSITION DUTIES

- Promotion and liaison with the relevant community services, NDIS providers, private psychiatrists and general practitioners.
- Ensuring that there is regular and effective communication with staff from the community and services of SVMH, NDIS providers, private psychiatrists and general practitioners.
- Work collaboratively with mental health clinicians, lived and living experience workforce, operational and other staff to ensure the optimum management of consumers' recovery-oriented needs.
- Assessing and managing consumers of the service according to the current best standards, using the best available evidence and meeting the requirements of relevant law, ethics and community needs.
- Keeping high standard clinical records.
- Assessing, formulating and implementing treatment via a recovery-oriented framework for consumers.
- Liaison with other members of the multi-disciplinary team on the delivery of the treatment and recovery-oriented plan.
- Ensuring that the relevant consumer documentation including assessment, progress notes, treatment plans and discharge forms are completed in a timely manner.
- To perform roles consistent with delegation under section 329(2) of the Mental Health and Wellbeing Act 2022
- Ensure contact hours data sheet is completed and handed to administration for entry in a timely manner.
- Provision of supervision to any clinical staff as required by the multi-disciplinary team and to any clinical staff of SVMH to support best practice and ensure excellent outcomes for consumers.
- Contribution to the supervision and education of medical and other clinical students as are from time to time attached to SVMH.
- Participation in Service provision and contribute to involvement in qualitative outcome measures, research and other teaching activities provided by/within SVMH.
- Participation in in-service training program including seminar presentations.
- Encouraged to initiate and/or participate in research projects conducted within SVMH.
- Participation in the Quality Improvement activities in SVMH.
- Co-ordination of consumer access to and discharges from care to ensure efficient utilization of the CMHS at SVMH.
- To accept and work with the Service philosophy of continuous improvement.
- Participation in regular Peer Review and CPD activities.
- Contribution to the conduct of other Quality activities, such as audits and continuing education on a regular basis.
- Contribution to the development of a quality/business plan in relation to safe practice and environment and implement policy in accordance with that plan.
- Facilitation of high level of consumer satisfaction with the level and nature of participation.
- Ensure consumers are aware of their rights, responsibilities and how to provide feedback on the service provided.
- Maintenance of clinical skills and understanding of medico-legal and SVMH requirements.
- Development and maintenance of information management processes that meet the needs of the CMHS and other key stakeholders.
- Participation in the identification and continuous improvement of key performance indicators for the CMHS and development of systems for their collection.
- Redeployment to service priority areas within SVMH, including acute and community, as required, and within model of care in a public health (including pandemic) context.
- When required to participate in the ECT roster or other clinical support roster.

6. INCUMBENT OBLIGATIONS

General

- Perform duties of the position to best of their ability and to a standard acceptable to SVHM
- Comply with all SVHM policies, procedures, by laws and directions
- Treat others with respect and always behave professionally and in accordance with the SVHM Code of Conduct
- Only access confidential information held by SVHM when this is necessary for business purposes, maintaining the confidentiality of that information once accessed
- Participate in the annual SVHM performance review process
- Display adaptability and flexibility to meet the changing operational needs of the business

- Comply with applicable Enterprise Bargaining Agreement provisions
- Display a willingness to develop self and seek to improve performance
- Working hours must be distributed across the working week to ensure sufficient coverage to meet service requirements.
- Participate in outreach when consumers are unable to attend the clinic

Clinical Quality and Safety

- Attend clinical orientation upon commencement
- Maintain clinical registration and any required indemnity cover
- Always work within approved scope of practice under supervision by more senior clinical staff as appropriate.
- Take personal responsibility for the quality and safety of work undertaken
- Take all necessary care and precautions when undertaking clinical procedures
- Complete annual clinical competencies
- Maintain skills and knowledge necessary to safely and skilfully undertake clinical work
- Consult with peers and other experts and refer to other healthcare workers when appropriate and in a timely manner
- Collaborate and clearly communicate with patients/consumers and the healthcare team
- Participate in clinical risk management and continuous quality improvement activities as part of day-to-day work

Person Centred Care

- Ensure consumers and their carers/supporters receive information in an appropriate and accessible format
- Actively support consumers to make informed decisions about their treatment and ongoing care
- Ensure consumers and their carers/supporters are aware of their rights responsibilities and how to provide feedback

Health and Safety

- Protect the health and safety of self and others, complying with all health and safety related policies, procedures and directions
- Complete required Fire and Emergency Training annually
- Complete required Workplace Culture and Equity Training annually
- Attend general hospital orientation within 3 months of commencement
- As required, comply with fit-testing and PPE requirements

7. INCUMBENT CAPABILITY REQUIREMENTS (Level 2)

The incumbent of this position will be expected to possess the following core capabilities:

| Capability | | Demonstrated behaviour |
|-------------------|---|---|
| Personal | Personal effectiveness | Takes responsibility for accurate, timely work results |
| | Learning Agility | Identifies personal development needs and seeks information from a range of sources |
| Outcomes | Patient/Resident/client centred | Understands and responds to current and emerging healthcare approaches |
| | Innovation and Improvement | Contributes to improvement by reviewing strengths and weaknesses of current processes |
| Strategy | Driving Results | Manages own work load to deliver results |
| | Organisational Acumen | Understands the interdependencies between units/departments |
| People | Working with and Managing others | Takes responsibility for ensuring productive, efficient teamwork |
| | Collaboration | Works collaboratively within and outside the team |

8. SELECTION CRITERIA

8.1 ESSENTIAL REGISTRATION, LICENSE OR QUALIFICATION REQUIREMENTS

- Bachelor of Medicine, Bachelor of Surgery or equivalent.
- Has completed training time and assessments for training with the Royal Australian and New Zealand College of Psychiatry but awaiting results to enable submission for Fellowship.
- Registration with AHPRA.

8.2 OTHER ESSENTIAL REQUIREMENTS

- Excellent qualities as a clinician and good communication skills with consumers and colleagues.
- Demonstrated ability to provide clinical leadership in a multi-disciplinary area mental health and wellbeing service.
- Commitment to providing clinical supervision to staff at Clarendon CMHS
- Ability to participate in both undergraduate, postgraduate and research programs.
- Demonstrated ability to participate in strategic and operational service planning.
- In conjunction with the Director Community Psychiatry and Manager Community and Partnerships and other relevant staff, ensure a safe approach is maintained for all staff in the CMHS.
- In conjunction with the Director Community Psychiatry SVMH and Manager Community and Partnerships ensure that information and communication systems are used effectively to facilitate the multi-disciplinary team functions and ensure continuity of care for consumers and carers.
- Cover for psychiatrists at Clarendon clinic during periods of leave

9. REQUIRED IMMUNISATIONS

SVHM Employee Health Screening and Immunisation Policy outlines the requirements for staff working in SVHM facilities.

Table 1: Vaccine Preventable Diseases for which vaccination and/or assessment is required within SVHM

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|---|--|
| Chicken pox (varicella) Hepatitis B Measles Mumps Rubella | Whooping cough (pertussis) Diphtheria Tetanus Influenza Tuberculosis |
|---|--|

NOTE: Vaccination requirements may differ according to individual jurisdictional requirements and policy directives and where there is a conflict the higher directive will apply.

SVHM has grouped individuals according to their risk of transmitting vaccine preventable diseases and their risk of exposure to blood or body substances (Table 2).

Table 2: Health Care Worker Risk Categorisation

| Risk Category | Description | Vaccination requirement |
|---------------|---|-------------------------|
| Category A | Vaccination is required for this category of health care worker. Healthcare workers within this category have the potential to transmit Vaccine Preventable Diseases to vulnerable patients most at risk of mortality and morbidity from these diseases within SVHM. This includes employees with direct physical contact with patients/clients, deceased persons, blood, body substances or infectious material or surfaces/equipment that might contain these or contact that would allow acquisition and/or transmission of a specific infectious disease by respiratory means. This includes laboratory workers. | Required |

| | | |
|------------|---|-------------|
| Category B | Vaccination is recommended for this category of HCW. This includes individuals who do not work with the risk of exposure to blood or body substances, their normal work location is not in a clinical area (e.g. chef, administrative staff) and only attends the clinical area for short periods of time. Essentially, these individuals have no greater level of risk than that of the general community. | Recommended |
|------------|---|-------------|

10. PRE-EXISTING INJURY

Prior to any person being appointed to this position it will be required that they disclose full details of any pre-existing injuries or disease that might be affected by employment in this position.

11. AGREEMENT

National Police Check:

I understand that it is a condition of my employment to provide SVHM with a current National Police Certificate PRIOR TO COMMENCING WORK and this is at my own cost.

I understand that regardless of the frequency, if I am working and or visiting in a designated 'high risk area' of SVHM (as defined in the SVHA Pre-employment/Appointment Safety Checks Policy) I will be subject to periodic Police Checks every three years at my own cost.

NDIS Clearance (if applicable):

If you are working in a designated 'Risk Assessed Role' (as defined by the National Disability Insurance Scheme NDIS) regardless of frequency, you will be subject to periodic NDIS Worker Screening Checks every five years at your own cost. 'Risk Assessed Roles' are defined as (a) key personnel as defined in the *National Disability Insurance Scheme Act 2013*; (b) any role that directly delivers a set of specified supports or services in the [NDIS \(Practice Standards – Worker Screening\) Rules 2018](#); (c) any role where normal duties are likely to require 'more than incidental contact' with people with disability. The designation of 'Risk Assessed Roles' are subject to change, please refer to NDIS Practice Standards for further information.

Required Immunisations:

Individuals who will be working in Category A positions will only be able to commence employment following assessment of their vaccination status. The decision to proceed with the commencement of employment will be at the discretion of the ICP in consultation with the Hiring Manager and may in some instances, require additional vaccinations to ensure full compliance with the SVHM Employee Health Screening and Immunisation Policy.

I understand that if additional vaccinations are required to comply with pre-employment prerequisites, this will be at my own cost. Where a state jurisdiction overrides this, the facility will bear the cost.

I have read, understood and agree to comply with the responsibilities and accountabilities of this position description. I agree to comply with all SVHM requirements, policies, procedures, by laws and directions.

Name: _____

Signature: _____

Date: _____