

## 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

<b>Job Title:</b>	Psychiatry Registrar	<b>Reports to:</b>	Director of Clinical Services
<b>Program:</b>	Intergrated Care Services	<b>Department:</b>	Mental Health
<b>Industrial Agreement:</b>	AMA Victoria – Victorian Public Health Sector - Doctors in Training Enterprise Agreement 2022 – 2026, or its successor	<b>Classification:</b>	HM26-30
		<b>Risk Category:</b>	<b>A</b>

## 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 Prevention and Recovery Care (PARC), 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 comprise the Triage and Crisis Assessment and Treatment (CAT) service, MH-PICT – Primary Intervention and Care Team (encompassing Extended Triage and HOPE – Hospital Outreach Post-suicidal Engagement), Continuing Care (CCT), Mobile Support and Treatment (MST) and Homeless Outreach (CHOPS) services. A Consultation & Liaison Service is provided to the health service. NEXUS Dual Diagnosis Service and 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 Service and Dual Diagnosis Education and Training Unit. The Acute Inpatient Service includes 5 beds designated as the Koori State-wide Inpatient Service and linked to the Victorian Aboriginal Health Service.

All St Vincent's Mental Health 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 Registrar is accountable for the delivery of clinical services to the patients of St Vincent's Mental Health, (and affiliated organisations when on secondment), providing psychiatric care to patients under the supervision of consultant psychiatrists, contributing to service evaluation, improvement, development and research and displaying a commitment to ongoing learning and professional development in psychiatry.

The Registrar demonstrates a commitment to fulfilling RANZCP training requirements in a timely manner, including participation in 3/6 monthly in training assessments.

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## 5. POSITION DUTIES

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- Listen to and actively involve consumers in all aspects of assessment and treatment, engaging with them from a supported decision making frame
- Closely liaise with carers and families – families and carers should be recognised, respected and supported as partners in providing support and care to consumers
- Assess, formulate and develop treatment plan for patients admitted to the inpatient unit or community under the supervision of the consultant psychiatrist.
- Liaise with other members of the multidisciplinary team on the delivery of the treatment plan.
- Respect the leadership role and the varied other roles and responsibilities with a team.
- Work effectively with others to minimise and resolve conflict.
- Engage in work which is recovery oriented, focused on maximizing decision making capacity and social participation.
- Comply with relevant legal requirements and organizational policies regarding health records and timely and accurate patient documentation and statistical data.
- Maintain currency in relation to their obligations under the Mental Health Act including, but not limited to writing reports on compulsory treatment, supporting the development of advance statements, engaging in a collaborative approach with consumers, nominated persons and carers/families.
- Ensure that the relevant patient documentation including admission, progress notes, medication sheets, treatment plans and discharge forms are completed in a timely manner.
- Organise baseline metabolic investigations (in accordance with St Vincent's Physical Health and Metabolic Monitoring Guidelines), assess, and organize referral or treatment of physical health issues identified.
- Participation in after-hours/on-call psychiatry registrar roster, covering all campuses of St Vincent's (Fitzroy, Kew) and Peter MacCallum Cancer Centre.
- Co-ordination of patient admissions and discharges to ensure efficient utilization of beds by St Vincent's Mental Health.
- Contribute to quality activities, research and other teaching activities provided by/within the service.
- Successful completion and maintenance of Advanced Life Support currency and ADAPT (Advanced De-escalation & Aggression Prevention Techniques) and NPS Medication Safety Training.

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## 6. INCUMBENT OBLIGATIONS

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### 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

### 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/clients 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 receive information in an appropriate and accessible format
- Actively support consumers to make informed decisions about their treatment and ongoing care
- Ensure consumers 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
- Participate in reporting and analysis of safety and quality data including risks or hazards,
- Report any hazards, near misses and incidents (regardless of whether an injury occurred or not) into Riskman
- Identify and report any variance to expected standard and minimising the risk of adverse outcomes

### **7. INCUMBENT CAPABILITY REQUIREMENTS (Level 2)**

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

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

### **8. SELECTION CRITERIA**

#### **8.1 ESSENTIAL REGISTRATION, LICENSE OR QUALIFICATION REQUIREMENTS**

- Bachelor Medicine, Bachelor Surgery or equivalent
- Registration with the AHPRA or eligibility for general registration
- Registration as a medication prescriber

#### **8.2 OTHER ESSENTIAL REQUIREMENTS**

- Commitment to:
  - o The Values and Health Care Philosophy of the Sisters of Charity
  - o The Principles of the St. Vincent's Hospital Patient Care Model
  - o The Hospital's Code of Conduct
- Ongoing involvement in and commitment to continuing education

- Excellent communication skills with the ability to communicate effectively with colleagues at all levels both internal and external to the Department
- Previous experience in Mental Health

### 8.3 OTHER NON ESSENTIAL REQUIREMENTS

- Excellent interpersonal skills with the ability to promote and facilitate and establish effective and fruitful working relationships and collaborations with departments, professional groups

## 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**

Chicken pox (varicella) Hepatitis B Measles Mumps Rubella	Whooping cough (pertussis) Diphtheria Tetanus Influenza Tuberculosis COVID-19
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*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 <b>required</b> 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.

**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: \_\_\_\_\_