

POSITION DESCRIPTION

NNSWLHD Visiting Medical Officer or Staff Specialist Psychiatrist - Director Medical Services, MHAOD (Apply via eCredential)

Our CORE values
Collaboration Openness Respect Empowerment



Organisation	NSW Health
Local Health District / Agency	Northern NSW Local Health District
Position Classification	Medical Director
State Award	Staff Specialists (State) Award
Category	Specialist Medical & Dental Practitioner Medical Director
Vaccination Category	Category A
ANZSCO Code	134211 Medical Administrator
Website	www.nnswlhd.health.nsw.gov.au/

PRIMARY PURPOSE

The Director of Medical Services (DMS) is responsible for providing high quality clinical and non-clinical leadership and direction to benefit patients accessing the Mental Health and Alcohol and Other Drugs Services in Northern NSW Local Health District (NNSWLHD).

The DMS is accountable for high standards of clinical practice and governance in Mental Health and Alcohol and Other Drugs (MHAOD) services working collaboratively with the Senior Leadership Team.

RESPIRATOR USE

NSW Health workers may be required to use a respirator, as part of their appointment with NSW Health. Where a respirator is required for use, workers will be instructed in their safe use; including donning, doffing and fit checking. Staff may be required to complete fit testing to selected respirator/s to assess their facial fit/seal.

At all times when a health worker is required to use a respirator, the health worker must not have any facial hair present. Processes are in place to support workers that need to keep facial hair due to religious observance requirements and/ or health conditions.

ESSENTIAL CRITERIA

Eligible for registration with the Medical Board of Australia as a Specialist Psychiatrist and/or specialist international medical graduate pathways.

Fellowship of the Royal Australian and New Zealand College of Psychiatrists.

Valid unrestricted drivers' licence for use in NSW/Australia.

Valid NSW Employee Working With Children Check.

Responsibilities under WHS - Supervisor

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As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace.

KEY ACCOUNTABILITIES

Lead and improve clinical quality and outcomes for all patients of the services by reducing unwarranted variations to care, championing improvement initiatives, benchmarking and evaluation of performance outcomes.

Oversee the delivery of high quality and high value care for patients, including participation in service planning to meet population demand.

Promote organisational efficiency and clinical productivity, demonstrates cost-effectiveness and embeds a culture of value and return on investment.

Lead and promote a professional and compassionate culture for clinical staff throughout MHAOD services, role modelling performance accountabilities and promoting a positive attitude, enthusiasm, respect and support for staff, using effective communication and ethical decision making to support improvement culture and drive change and innovation.

Develop effective clinical and research networks and alliances with other healthcare providers, and educational institutions, supporting and undertaking research, including obtaining research funding where possible.

Promote consumer engagement with a focus on the values of indigenous culture, identifying inequities in health outcomes in aboriginal communities and working in consultation with both consumers and staff to close the gap.

Comply with relevant legislation and regulations, NSW Ministry of Health policies and NNSWLHD procedures to assist in meeting Activity Based Funding, Commonwealth and State performance indicators and targets.

KEY CHALLENGES

- Managing and prioritising competing demands to ensure service needs are provided including the need to incorporate change projects.
- Providing leadership to a variety of staff, which may include conflict resolution, coaching and role modelling of required behaviours.
- Operating in a large complex health system with the need to interface effectively at a state wide level as well as local level.

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KEY RELATIONSHIPS	
Who	Why
Director, Mental Health, and Alcohol and Other Drugs services	Direct line management. Work closely to achieve strategic and operational priorities and performance agreement objectives.
Executive Director of Medical Services and Clinical Governance	Professional report.
Clinical Directors - CMH, AOD, Inpatient MH and CAMHS	Professional leadership to the MH and AOD Clinical Directors.
MHAOD Senior Leadership Team and staff across the service	Maintain strong collaborative, productive working relationships to ensure safe, high quality service delivery and medical governance is maintained.
Medical Administration Manager	Operational Management of role to ensure a District-wide approach across MH and AOD services with a centralised MHAOD medical administration approach. Liaise with LHD medical administration regarding medical workforce contracts, remuneration to assist with the provision of efficient and effective clinical services.

SELECTION CRITERIA

1. Eligible for registration with the Medical Board of Australia as a Specialist Psychiatrist, and/or specialist international medical graduate pathways
2. Fellowship of the Royal Australian and New Zealand College of Psychiatrists
3. Sophisticated working knowledge of the NSW Mental Health Act and demonstrated experience of its application in mental health practice
4. Demonstrated experience in a managerial or leadership role with effective people management capabilities in the health care environment
5. Demonstrated effective communication, negotiation, consultation, and interpersonal skills reflective of the NSW Health CORE values with internal and external stakeholders
6. Demonstrated ability and experience in clinical services planning, research, and quality improvement initiatives
7. Demonstrated ability to influence and advance the strategic and operational objectives of the services
8. Valid unrestricted drivers licence for use in NSW/Australia and willingness to travel in the course of employment

OTHER REQUIREMENTS

Professional Behaviour and Communication: All employees are required to achieve, uphold and model a high standard of professional behaviour and communication.

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- Any conduct on your part, whether during or outside business hours, which has the capacity to affect or damage the professional reputation of NSW Health, or your ability to uphold that reputation or image, could lead to disciplinary action, including dismissal
- Appropriate professional behaviour incorporates all levels of interpersonal behaviour, including formal and informal communication with colleagues, patients and carers

All employees are responsible for:

- Complying with all current NSW Health and NNSWLHD policies, including the NSW Health Code of Conduct
- Complying with profession-specific Code of Ethics/Code of Professional Conduct and Scope of Practice

Workplace Culture: Your workplace behaviours and practices are expected to:

- Proactively contribute to a positive, productive and safe workplace culture
- Adhere to the CORE values of Collaboration, Openness, Respect and Empowerment identified in the NSW Health Workplace Culture Framework

Privacy: All employees are expected to comply with personal information protection principles and health privacy principles as per the NSW Health Privacy Manual for Health Information, NSW Health and NNSWLHD privacy policies and procedures, and relevant legislation:

- Privacy and Personal Information Protection Act 1998 (NSW)
- Health Records and Information Privacy Act 2002 (NSW)

Performance: All employees will:

- Have a performance agreement with their manager, linking individual performance objectives and role requirements to corporate objectives
- Participate in an annual performance appraisal
- Be responsible, with the support of their managers, for proactively developing their own performance to meet expectations and achieve objectives
- Actively contribute to their performance management by having open and honest conversations with managers and colleagues and providing and receiving constructive feedback

Quality Improvement: NNSWLHD complies with the National Safety and Quality Health Service Standards. All employees are expected to:

- Be aware of and comply with their responsibilities under the Standards
- Actively participate in quality improvement initiatives within their teams
- Participate in organisation-wide quality improvement activities as required

Workplace Health & Safety: All employees have responsibilities under the Workplace Health & Safety Act of 2011. Signing this Position Description confirms you understand the responsibilities relevant to your role.

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Risk Management: All employees are expected to notify into the incident management system any incidents and patient complaints which occur in your own area (both clinical and corporate incidents).
Executive and Senior Managers will:

- Champion a risk management culture in your area of responsibility, embedding risk management into governance committees, planning and performance activities, financial and workforce management, operational service delivery, project management, corporate service and other support functions
- Update the NNSWLHD Risk Register (Enterprise Risk Management System), escalating risks to your manager which are beyond your capacity or authority to manage