

**Position Title:** Deputy Clinical Director, Mental Health Services

**Campus:** Ballarat

**Directorate:** Allied Health & Mental Health Services

**Department:** Grampians Mental Health & Wellbeing Service (GMHWS), Grampians Health (GH)

**Reporting to:**

Direct: Clinical Director, GMHWS

Indirect: Director, GMHWS

**Direct Reports:** Consultant Psychiatrists

### Appointment Terms/Conditions:

**Classification and Code:** Executive Specialist- Bottom of Range

**Enterprise Agreement:** Medical Specialists (Victorian Public Health Sector) (AMA Victoria/ASMOF) Enterprise Agreement 2022 – 2026

**Time Fraction (hrs/wk):** 0.5FTE- Part time

### ORGANISATIONAL INFORMATION

Grampians Health was established on 1 November 2021. Drawing on a regional history of over 150 years, we provide service to over 250,000 Victorians, operate across 21 campuses and sites, and employ more than 7,000 dedicated professionals. Our values reinforce our commitment to providing high-quality, accessible healthcare services close to home. Our mission is to serve the communities of the Grampians region with comprehensive care, ensuring every individual receives the attention they deserve. For more information, visit [www.grampianshealth.org.au](http://www.grampianshealth.org.au).

<b>Collaboration</b>	<b>Compassion</b>	<b>Accountability</b>	<b>Respect</b>	<b>Innovation</b>
<i>We are stronger together.</i>	<i>We show that we care.</i>	<i>We do what we say and say what we do.</i>	<i>We appreciate and value all people.</i>	<i>We adapt and innovate to achieve best outcomes.</i>
Recognising and utilising strengths to share knowledge, solve problems, build relationships and deliver the best outcomes possible.	All people deserve to be treated with compassion, kindness and empathy.	Openness, honesty and transparency support us to be courageous, take responsibility for our actions and follow through on our commitments	Our actions and words reflect our commitment to a safe and fair health service for all.	Every day, we apply expertise and integrity to make responsible choices, always striving for continuous improvement.

## **POSITION PURPOSE**

This position supports the positions of the Clinical Director of mental health Services and the Operations director of mental health services, whilst working in a dual governance framework with the respective Deputy Operations directors. This position collaborates with other senior medical staff and managers/team leaders, as the Deputy Clinical Director is responsible for leadership, management, development, implementation and delivery of a range of community or bed based mental health care models. Deputy Clinical Director is expected to ensure that Grampians Area Mental Health Services meets legislative requirements and health service agreements negotiated with the Department of Human Services as well as the strategic initiatives, like the Mental Health & Wellbeing Act 2022, Framework for Recovery-Oriented Practice, National Standards for Mental Health Services, the Collaborative Recovery Model (CRM) as well as other mental health care service provision packages developed over time across mental health services.

The Deputy Clinical Director will thus be guided in prioritizing strategic, clinical, operational and managerial tasks by the Clinical Director of Mental health Services.

Working hours will be allocated specifically for the various clinical duties that will form approximately 50% of the effective time, with approximately 50% of effective time devoted to leadership and service development, teaching, leave management, be implementing cover arrangements and other operational duties. This time distribution should be considered a guide and flexibility in this space are required over time or as directed by the Clinical Director of Mental health Services.

Attendance at academic meetings, supervision, College training and teaching is to be considered inclusive GH of the Deputy clinical director's clinical duties. Non-clinical effective time will include participation on various standing committees, development and improvement of services, implementation of new care models, clinical guidelines as well as monitoring of, and improvement of quality of service delivery, ensuring the reasonable and efficient use of local resources and the maintenances of services within the identified KPI structures, participation in Accreditation activities and other projects as required by the Clinical Director from time to time. Advocacy for the respective teams, highlighting morale, information technology, and other requirements needed to ensure that Grampians Health lives up to its strategic directions.

### **Provision of Clinical Services**

- Monitor, evaluate, address, and develop all aspects of team functioning with regard to the quality of the clinical service delivery systems and the quality of clinical activity within that system.
- Ensure the Intensive and Active service streams routinely deliver to their clients, their carers, and the community those evidence based mental health treatments recognized as enhancing health outcomes for persons with an identified mental illness.
- Ensure that Recovery based principles are embedded into every day clinical practice consistent with Framework for Recovery Oriented Practice, the National Standards for Mental Health Services, and the Collaborative Recovery Model.
- Adhere to and comply with relevant legislation e.g. Mental Health & Wellbeing Act 2022.
- Assume clinical responsibility for consumers under his/her care
- Clinical supervision to trainees/junior medical officers and Consultant Psychiatrists working on the respective teams
- Be able to work efficiently with electronic medical record keeping systems as required in the provision of care, record keeping, prescribing, pathology, radiology, email amongst others
- Participate in the on-call/re-call rosters
- Participate with the ECT roster
- Perform relevant tasks and duties as delegated to you by the Clinical Director of mental health. Eg: Audits, Incident reviews

- Be available and ready to step into the Clinical Director role at the request of the Clinical Director or Executive Clinical Director.

### **Communication and Leadership**

- Promote, develop and implement the dual governance approach as adopted by Grampians Mental Health & wellbeing services together with the Manager/s.
- Promote & implement a client focused team approach within the Collaborative Recovery Framework to ensure continuous quality improvement.
- Promote and engage medical team in the Safewards model of care specifically designed for acute inpatient services.
- Be responsible for the development and implementation of policies, guidelines and protocols for relevant team staff.
- Ensure policies and systems are developed to address identified issues arising from adverse events and serious incidents in collaboration with the Clinical Director
- Work with the relevant leadership structures in achieving accreditation standards for your area of responsibility.
- Collaboratively work with the relevant Manager/s providing advice on resource allocation and resource management based on identified clinical needs and Putting Consumers First.
- Promote and foster an organisational culture that supports Mental Health program and Grampians Health GMHWS objectives.
- Together with the relevant manager/s contribute to the strategic direction of the MHP, to ensure the overall development of policies is consistent with the needs of the consumers.  
Liaise as appropriate with key stakeholders in service delivery E.g. carers, welfare groups, other teams within the service like Triage and Access etc.
- Maximise DHHS project initiatives.

### **Quality and Clinical Review Activities**

- Ensure the development of appropriate structures, policies and procedures for rational resource allocation and safe practice in line with government policy, legislation, and GMHWS frameworks.
- Assist in resolving patient and carer complaints
- Assist in developing protocols and guidelines where appropriate
- Assist in developing and implementing clinical pathways where appropriate
- Serve on various committees and/or maintain key portfolio as requested by the Clinical Director
- Oversight of quality activities that occur on the inpatient units, such as KPI's, discharge summary completion rates and medical documentation audits
- Lead and support the clinical team to continuously work to reduce reliance on restrictive interventions.

### **Education, Research & Professional Development**

- Foster an environment of education, quality improvement, evidence-based practice and reflective feedback and learning.
- Ensure that training and education needs of junior and senior clinicians and support staff are in line with standards and available resources
- Facilitate and encourage a culture of training, education and research opportunities across the adult/YMHS/ICMHS/Aged acute service.

## **Efficiency**

The Practitioner will, having regard to best practice patient care:

- be committed to achieving maximal revenue;
- assist the Health Service to achieve productivity and efficiency measures of comparable hospitals, by ensuring maximal and efficient utilisation of resources;
- assist in managing efficient bed utilisation by ensuring that emergency admissions are appropriate;
- be committed to the objectives of preventing/eliminating/managing waiting lists and addressing Emergency Department targets;
- strive for the achievement of cost centre budget targets where the practitioner has that recognised responsibility;
- cooperate with data collection, auditing and other relevant procedures;
- comply with the rules and regulations of the Health Service, including notification of absences and appropriate prior notification of impending leave, and management of leave entitlements of staff reporting to you.

## **Performance Review**

- The practitioner will participate in active performance management systems within the organization as per Grampians Health requirements.

## **KEY ACCOUNTABILITIES**

- Compliance with all GH Policies and Procedures.
- Adherence to infection control policies and procedures as identified in the Grampians Health Infection Control Manuals.
- Participation in the GH integrated risk management and quality improvement systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleague
- You must ensure that the affairs of Grampians Health, its consumers and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of Grampians Health.
- At GH we recognise and respect diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status. Inclusiveness improves our service to our community and promotes engagement amongst GH employees.
- GH is committed to a patient/client centred approach in the provision of health care and services, consistent with the GH values, mission and vision. It is expected that you demonstrate the core values of patient centred care in every interaction with consumers, carers and colleagues.

## **KEY SELECTION CRITERIA**

### **Qualifications**

- To be registered as a medical practitioner by the Medical Board of Australia and to be a Fellow of the RANZCP or possess qualifications recognised as equivalent.

### **Technical/Professional Knowledge and Skills**

- Proven ability to plan, deliver and evaluate services and programs to meet the needs of consumers and their families.
- Proven ability to give clinical leadership to staff and to work in a multidisciplinary team.
- Demonstrated clinical competence at a senior level and adequate experience in the field of psychiatry after obtaining post graduate qualifications.
- Demonstrate commitment to and competency in clinical teaching.
- Very good communication and interpersonal skills.
- Superior knowledge of the Mental Health & Wellbeing Act, Mental Health Services policy and other relevant legislation and regulations.
- Commitment to the rights of the mentally ill and treatment in the least restrictive environment.

### **Personal attributes**

- Hold a driver's licence

## **ORGANISATIONAL REQUIREMENTS**

- Grampians Health is committed to a consumer centred approach in the provision of health care and services, consistent with our values, purpose and vision. It is expected that team members demonstrate the core values of consumer centred care in every interaction.
- All team members of Grampians Health are responsible for supporting the safety, participation, wellbeing and empowerment of children.
- Quality care is a strategic and operational priority at Grampians Health, achieved through our Governance Framework.
- Participation in the Grampians Health integrated quality improvement and risk management systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleague.
- You must ensure that the affairs of Grampians Health, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of Grampians Health.
- In accordance with current legislation and organisational policy, employees must be willing to undertake and maintain a police check, working with children check and where necessary an NDIS Worker screening check. Ongoing employment will be dependent on the provision of satisfactory checks.

## **OTHER RELEVANT INFORMATION**

- At Grampians Health we recognise and respect diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status. Inclusiveness improves our service to our community and promotes engagement amongst Grampians Health employees.
- All Grampians Health employees are required to take reasonable care of their own health and safety in the workplace as well as take reasonable care for the health and safety of others who may be affected their acts or omissions. Persons with delegated management functions have an additional duty to provide and maintain a working environment that is safe and free of risks to health, so far as is reasonably practicable in areas where they have management or control. All employees have a duty to report issues they cannot rectify, follow all existing Grampians Health policies and protocols relating to health, safety, wellbeing and injury management and cooperate with any action taken by Grampians Health to comply with the OHS Act or Regulations.
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.

- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- An annual performance review will occur with your Manager. Your performance review is intended to be a positive discussion, outlining the key roles and responsibilities outlined in this Position Description. The performance review discussion provides an opportunity to clarify your role, revise key performance activities and identify any objectives or goals for the year ahead.