



POSITION DESCRIPTION

PSYCHIATRY REGISTRAR

GRAMPIANS AREA MENTAL HEALTH SERVICES
BALLARAT | DIMBOOLA | EDENHOPE | HORSHAM | STAWELL

POSITION DESCRIPTION

Position Title:	Psychiatry Registrar
Directorate:	Grampians Health
Department:	Grampians Area Mental Health Services
Reporting to:	<ul style="list-style-type: none"> • <i>Direct:</i> Supervising RANZCP Accredited consultant psychiatrist • <i>Indirect:</i> Clinical Director – GAMHS Director of Training - GAMHS

Appointment Terms/Conditions

- **Award Coverage:** Victorian Public Health Sector (AMA Victoria) – Doctors in Training (Single Interest Employers) Enterprise Agreement 2023– and any successor agreements
- **Time Fraction (hrs/wk):** *As per employment contract*

ORGANISATIONAL INFORMATION

Vision

Excellence in health care.
Our patients / Our Staff / Our community

Mission

Grampians Health Services' primary role is to deliver quality care to the communities we serve by providing safe, accessible and integrated health services resulting in positive experiences and outcomes.

Values	
Teamwork We commit to common goals based on open and honest communication while showing concern and support for all. We are dedicated to working together for common interests and responsibilities.	Respect We acknowledge everyone's unique strengths and values diversity. We operate in a spirit of co-operation and honour human dignity.
Accountability We personally commit to delivering our best, taking responsibility for all of our decisions and actions	Compassion We treat people with kindness and empathy. We care about our patients, our people and our community.

POSITION PURPOSE

Psychiatry Registrars work to assist Consultants and Senior Medical Staff in the care of patients within the service. Based on the rotational units, this may include daily review of in-patients, participation in wards rounds and coordination of discharge planning on wards, regular review of patients in community mental health clinics or consultation assessments within the general hospitals, Emergency Departments or in the community with an integrated community care model (including acute, short- term and longer term intensive or ongoing care models).

Psychiatry Registrars are responsible for completing appropriate ward/community team related clinical paperwork, discharge summaries/letters and legal paperwork required by the Mental Health Act in addition to attendance at the Mental Health Tribunals as required. Consultant support for Registrars via Telehealth will be available for Tribunal hearings.

This position involves both in hours and regular on call after-hours duties. It is expected that the Psychiatry Registrar abide by the Grampians Health Services policies and procedures and inform the Director of Clinical Services of any relevant administrative details.

The conditions of appointment are in accordance with the Victorian Public Health Sector (AMA Victoria) – Doctors in Training (Single Interest Employers) Enterprise Agreement 2013– and any successor agreements.

It is also expected that Psychiatry Registrar :

- Comply with Quality Management policies and procedures, and participate in Quality Management activities
- Support and participate in the Health Service OH&S Procedures and implement these (where appropriate) at unit/service area level
- Assist in maintaining a safe work environment by reporting any incidents of unsafe work practices, sites/areas or equipment
- Are responsible for observing and practicing the principles and obligations of Equal Employment Opportunity, which include:
 - A workplace which is free from harassment;
 - Ensuring that activities and practices will prevent and eliminate unlawful discrimination;
 - Promote Grampians Health Services values and fairness in the workplace;
 - Contribute to the successful management of diversity in the workplace.

Complying with Health Service and Divisional specific Regulations, Grampians Health Policy and Procedures and the By-laws and Policies as apply from time to time, including ensuring that current registration with the Medical Board of Australia is maintained at all times during employment at Grampians Health.

KEY ACCOUNTABILITIES

Duties:

- Provide assessment and management of mental health patients in the inpatient Unit or/and at the community mental health locations that the unit serves.
 - Conduct thorough assessments including history, mental state examination, physical assessment and diagnostic formulation.
 - Prescribe appropriate medications.
 - Provide clinical support to multidisciplinary team.
 - Develop treatment plans.
 - Active discharge planning.
 - Regular review of patients as determined by the employing unit.
- Plan and implement proper treatment and discharge planning and facilitate continuity of care where possible.
- Establish and maintain appropriate patient records, statistical data collection and fulfil requirements under the Mental Health Act 1986 and other relevant legislation.
- Participate in an Afterhours on-call roster as required.
- Provide teaching and supervision to medical students and interns/junior hospital medical officers.
- Actively participate in the planning and implementation of junior medical staff training and development programs.
- Active participation in team meetings/in-patient rounds. Ensure there is clear and concise communication to clinical staff regarding patient care.
- Treatment plans and Mental Health Review Board reports completed as determined by the Act. Comply with program protocols relating to the MHA. Notify delegated/illfully psychiatrist of any breaches relating to the application of the MHA.
- To attend rostered training/educational activities as part of the RANZCP training program and actively pursue academic development.
- Participate in and encourage research projects and the evaluation of service provision, including quality improvement programs with the appropriate use of diagnostic and outcome based tools.
- Compliance with all Grampians Health Policies and Procedures.
- Adherence to infection control policies and procedures as identified in the Grampians Health Services Infection Control Manuals.
- Participation in the Grampians Health integrated risk management and quality improvement systems by being aware of responsibilities to identify, illfull 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 Services, 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.
- At Grampians Health we illfully 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.
- Grampians Health is committed to a patient/client centred approach in the provision of health care and services, consistent with the Grampians Health values, mission and vision. It is expected that you demonstrate the core values of patient centred care in every interaction with patients, carers and colleagues.

KEY SELECTION CRITERIA

- **Qualifications, Knowledge & Experience Essential:**

- Satisfactorily completed Internship and hold current AHPRA medical Registration

OR be eligible for the RANZCP Training Pathway with

- Completed medical degree and be able to provide evidence of your qualifications
- Full general medical registration with AHPRA

Desirable

- Proven ability to plan, deliver and evaluate services and programs to meet the needs of patients 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, consultancy and interpersonal skills.

Other helpful skills, knowledge and experience

- Experience in prior hospital-based psychiatry rotations, research and undergraduate/post graduate teaching.
- Knowledge of the Mental Health Act, Psychiatric Services policy and other relevant legislation and regulations.
- Commitment to the rights of the mentally ill and treatment in the least restrictive environment.
- A current driver's licence.

OCCUPATIONAL HEALTH, SAFETY AND QUALITY RESPONSIBILITIES

Responsibilities and Accountabilities

All Grampians Health Services employees share responsibility for occupational health and safety, (OH&S) with specific responsibilities and accountabilities allocated to positions within the organizational structure.

Employees also have a responsibility to the National Safety and Quality Standards (NSQHS) in ensuring the effective and safe delivery of healthcare services.

Any employee who fails to meet his/her obligations concerning health and safety may, depending on the circumstances, face disciplinary action up to, and including, dismissal.

Employees

Employees have a responsibility to comply with all relevant Grampians Health OH&S management system Policies, Procedures and programs. This includes the Grampians Health Injury Management Program.

Employees have a responsibility to take all reasonable care to prevent incident or injury to themselves or to others in the workplace. Employees are expected to learn and follow approved standards and Procedures that apply to their activities and check with their Manager when they have any doubts concerning potential hazards.

Employees have a responsibility for:

- Looking after their own health and safety and those of others in the workplace;
- Follow safe work practices and use personal protective equipment as required;
- Participate in OH&S consultation and OH&S training initiatives;
- Report any accidents, incidents, injuries “near misses”, safety hazards and dangerous occurrences, assist with any investigations and the identification of corrective actions;
- Cooperate with managers and supervisors so that they can meet their OH&S responsibilities;
- Don’t willfully interfere with or misuse anything provided in the interest of health and safety or willfully put anyone at risk;
- Performing only those tasks for which they have received appropriate training and instruction;
- Ensuring that they understand and comply with those responsibilities which apply to them while performing their duties at the workplace;
- Participate in emergency evacuation exercises.

OTHER RELEVANT INFORMATION

- Appointment is subject to a satisfactory Staff Immunisation and vaccine clearance and a satisfactory current Police Record Check.
- 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 interim performance development and review discussion will occur with your Manager three months from your commencement date and annually thereafter. 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.

HOW TO APPLY: Go Online at www.bhs.org.au

Your application should include:

- Clearly stated **Job No.** specified on the advertisement for this position.
- A statement addressing each “**Key Selection Criteria**” clearly demonstrating your ability to meet the objectives of the role. **Note:** Read the Position Description carefully so you have a good understanding of what is required and remember to address what skills, knowledge and attributes you have.
- General resume/CV
- Copies of any formal qualifications. **Note:** If emailing your application note that hard copies of your qualifications may need to be produced at the interview.
- Two (2) professional referees

AUTHORISATIONS

Employee	
Department Manager	Dr Anoop Raveendran – Director of Clinical Services
Director / Chief Executive Officer	
Date Written: 2021	Date Revised: 27/03/2023