

POSITION DESCRIPTION

NNSWLHD - Staff Specialist - Clinical Director - Child and Adolescent Mental Health Service

Our CORE values
Collaboration Openness Respect Empowerment



Organisation	NSW Health
Local Health District / Agency	Northern NSW Local Health District
Position Classification	Clinical Director
State Award	Staff Specialists (State) Award
Category	Specialist Medical & Dental Practitioner Clinical Director
Website	www.nswlhd.health.nsw.gov.au/

PRIMARY PURPOSE

Provide leadership, administrative and clinical oversight across the Child and Adolescent Mental Health Services ensuring contemporary, evidence-based and recovery focused practices.

Provide clinical governance and support clinical quality and safety, clinical key performance indicators, the implementation and evaluation of clinical service plans and service models and ensure system improvements provide the highest quality of care and safety for patients.

ESSENTIAL REQUIREMENTS

Registered or eligible for full registration with the Australian Health Practitioners Regulation Agency as a Specialist Psychiatrist.

Fellowship of the Royal Australian and New Zealand College of Psychiatrists and completion of the Certificate of Advanced Training in Child and Adolescent Psychiatry.

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

Valid NSW Employee Working With Children Check.

Responsibilities under WHS - Supervisor

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 manage medical staff including recruitment, rostering, performance management, ongoing education and attending to administrative matters related to medical staff.

Participate in the rostered on-call arrangements for CAMHS contributing to the provision of optimal care to all clients of the service.

Provide clinical leadership and support to mental health staff and ensure a genuine collaboration with consumers, carers and partner organisations for quality patient outcomes.

POSITION DESCRIPTION

NNSWLHD - Staff Specialist - Clinical Director - Child and Adolescent Mental Health Service

Work in partnership with the Director of Medical Services MHAOD, initiate, develop, evaluate and manage plans, strategies, policies and systems to align with local, state and national strategic and operational requirements.

Coordinate, monitor and evaluate the delivery of mental health services at strategic and operational levels for the service and ensure that expenditure monitoring, activity data and case mix management is consistent with the development and management of budgets.

Provide initiative, vision and academic knowledge in overseeing the supervision and education of junior medical staff and other relevant staff to foster safe clinical practice.

Utilise information systems to enable informed decision making and care planning.

Actively participate in risk management and quality programs to improve organisational processes and own practices.

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

KEY CHALLENGES

- Managing and prioritising competing demands to meet service needs and maintain high standards of clinical outcomes.
- Ensuring appropriately skilled and adequate staffing across the Hospitals.
- Providing leadership in the resolution of conflicts.

KEY RELATIONSHIPS

Who	Why
Director Medical Services, Mental Health and Alcohol & Other Drug Services	Professional report in relation to clinical issues. Provide regular updates regarding the delivery of medical services
CAMHS Service Manager	Operational report for day to day issues. Provide regular updates regarding key issues within medical services of the Network
Medical officers and other healthcare professionals	Provide direct day to day management, clinical leadership, teaching and patient management; collaborate regarding patient care to enable delivery of best practice and care
Patients/Clients, their families and relevant parties	To provide appropriate, high quality, patient centred care which meets needs and expectations in line with CORE values
Health Education providers Directors of Services based in other NSW LHD's	Collaborate as required on supervision, education and training..... Establish effective networks with directors across NSW to enable performance benchmarking, monitor trends and collaborate on common responses to emerging and future issues

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SELECTION CRITERIA

1. Registered or eligible for full registration with the Australian Health Practitioners Regulation Agency as a Specialist Psychiatrist with Fellowship of the Royal Australian and New Zealand College of Psychiatrists and completion of the Certificate of Advanced Training in Child and Adolescent Psychiatry.
2. Demonstrated current clinical experience as Senior Medical Officer in Psychiatry at the role delineation of the service.
3. Demonstrated recent leadership and management experience.
4. Demonstrated ability to provide leadership and work effectively as part of a multidisciplinary team.
5. Demonstrated effective clinical communication through use of information technology and written, verbal and interpersonal skills.
6. Demonstrated commitment to teaching, continuing education, research and quality improvement.
7. Availability to participate in an on-call roster and to respond on site within a reasonable time.
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.

- 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:

POSITION DESCRIPTION

NNSWLHD - Staff Specialist - Clinical Director - Child and Adolescent Mental Health Service

- 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.

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).

Managers will:

- Systematically apply risk management policies and procedures in your area of responsibility: communication and consultation, establish the context, assess risk (identify, analyse and evaluate risk), treat risk, and monitor and review risk
- Update the NNSWLHD Risk Register (Enterprise Risk Management System), escalating risks to your manager which are beyond your capacity or authority to manage