POSITION DESCRIPTION – Psychiatrist Consultation Liaison and Emergency Psychiatry, The Alfred

Date revised: 10 August 2020

POSITION: Consultant Psychiatrist, Liaison & Emergency Psychiatry & Addiction Health

AWARD/AGREEMENT: Medical Specialists Award, Victoria

CLASSIFICATION TITLE: Specialist, as per experience

DEPARTMENT/DIVISION: Alfred Psychiatry

ACCOUNTABLE TO: Head of Unit, Liaison & Emergency Psychiatry & Addiction Health
Clinical Director, Quality Improvement and Safety, Mental and Addicition health

DIRECT REPORTS: Registrars, Liaison & Emergency Psychiatry & Addiction Health

COLLABORATES WITH: Operational Manager, Liaison & Emergency Psychiatry & Addiction Health

ALFRED HEALTH

Alfred Health is the main provider of health services to people in the inner southeast suburbs of Melbourne and is also a major provider of specialist services to people across Victoria. The Health Service operates three outstanding facilities: The Alfred, Caulfield and Sandringham.

Further information about Alfred Health is available at www.alfred.org.au.

OUR BELIEFS

Staff members are expected to demonstrate and uphold Alfred Health beliefs.

- Patients are the reason we are here – they are the focus of what we do.
- How we do things is as important as what we do. Respect, support and compassion go hand in hand with knowledge, skills and wisdom. Safety and care of patients and staff are fundamental.
Excellence is the measure we work to everyday. Through research and education we set new standards for tomorrow.

We work together. We all play vital roles in a team that achieves extraordinary results.

We share ideas and demonstrate behaviours that inspire others to follow.

ALFRED MENTAL & ADDICTION HEALTH

Alfred Mental and Addiction Health provides specialist clinical care to people with severe mental illness and addictive disorders. The Program has a primary responsibility for residents of inner South Eastern metropolitan Melbourne, but cares for all patients seeking its services.

The Alfred Mental and Addiction Health Program (previously titled Alfred Psychiatry) comprises:

1. The Inpatient Psychiatry Unit (IPU), including the Psychiatry Intensive Care Statewide Service (APICSS)
2. The Community mental and addiction health, including PARC & CCU
3. Alfred Hospital Liaison, Emergency Psychiatry & Addiction Health Service
4. Caulfield Hospital Aged & Liaison Psychiatry Service
5. Headspace-Child & Youth Mental Health Service

LIAISON-EMERGENCY PSYCHIATRY & ADDICTION SERVICE

With an unbroken presence at The Alfred stretching back to 1923, the liaison, emergency psychiatry and addiction health program stream at The Alfred is recognized as a leader nationally in the provision of subspecialty patient services and advanced training in liaison & addiction psychiatry. Program activities include psychiatric triage, crisis assessment & treatment, suicide prevention team (Hope), an emergency mental health & addiction stream in the ED, and consultation & liaison psychiatry & addiction services at The Alfred and Sandringham Hospitals and the more recently established perinatal psychiatry clinic at Sandringham hospital.

Liaison Psychiatry and Addiction Service

The Liaison-Emergency Psychiatry & Addiction program stream provides whole-of-hospital consultation services for the Alfred and Sandringham Hospitals.

In addition, more intensive mental health support is provided to a number of Alfred medical and surgical units, whose patients commonly present with high psychosocial needs and complexity. These “liaison” services include:

- Infectious Diseases (including statewide HIV service)
- Neurology
- Epilepsy
- Burns
- Respiratory (including statewide Lung Transplant & Cystic Fibrosis services)
- Oncology
- Renal Medicine
Emergency Psychiatry and Addiction

Mental Health services at The Alfred have a long tradition of collaboration with the Emergency & Trauma Centre (E&TC). The urgent assessment and disposition of clients in the E&TC is a clinical priority for the service. The Emergency Psychiatry Service (EPS) at The Alfred is an innovative consultant-led liaison team which commenced operation in 2013. In 2018, a dedicated space within the E&TC known as the West Wing was opened, allowing the Alfred to operate a Mental Health & Addiction Hub within the E&TC. Emergency Psychiatry & Addiction services in the E&TC now provide consultation services across the five streams of care (Rapid Intervention & Treatment Zone, Fast Track, Resuscitation, Trauma & Short Stay), and assessment and short stay capability in the West Wing.

Quality Improvement and Safety (QIS)

The QIS unit is led by Clinical Director, who works in collaboration with the Manager to embed safety and quality culture across the mental and addiction health program. The QIS maintain oversight of the quality of our care through audit and review; manage the triennial accreditation process against National Safety and Quality Health Service Standards (NSQHS); respond to complaints; undertake incident reviews; and interpret risk & quality data across the AMAH program.

POSITION SUMMARY

The position is a full-time position. The psychiatrist will provide consultation service to the general hospital departments as allocated by the Unit head, Liaison and Emergency Psychiatry. The psychiatrist may also be required to provide consultation service to the E&TC, including West wing, and/or provide support to the CAT Team. These clinical roles will form the major component of the role, equivalent to 30 hours per week.

For the remainder of their time, the psychiatrist in discussion with the Clinical Director, Quality improvement and Safety (QIS) will undertake activities consistent with the AMAH annual quality and business plan and support the accreditation process over the triennial cycle. They will support the QIS team in incident reviews, complaints management and assist with audit and review of activity within the Liaison, Emergency and Addiction Unit.

The psychiatrist will be a Fellow of the RANZCP. Accredited membership of the RANZCP Faculty of Consultation-Liaison Psychiatry is desirable.

The key requirements of the role are:

- To provide clinical expertise & service in Liaison-Emergency Psychiatry.
- To support the QIS team in undertaking incident reviews, complaints management and assist with risk and quality audit.
- To provide teaching and supervision to junior medical and other relevant staff within the Unit/ Department.
- To support Alfred Health’s teaching, research and clinical governance programs.
• To support the strategic priorities and values of Alfred Health.

Qualifications and Experience:

• Appointees must be legally qualified practitioners, registered or registrable with AHPRA without conditions, undertakings or reprimands.
• Fellowship of the RANZCP.
• Demonstrable relevant knowledge and experience in Liaison and Emergency Psychiatry. Accredited membership of the RANZCP Faculty of Consultation-Liaison Psychiatry is desirable.
• Experience in teaching and an involvement in research are desirable.

Key Responsibilities:

Clinical Practice

• Ensure that timely, efficient and high quality care is provided to patients.
• Maintain contemporary best practice, personal technical expertise, medical knowledge & clinical skills.
• Assume responsibility for clinical care of allocated patients and participate in setting the standards for high quality clinical practice within the Department/Unit.
• Assist in developing protocols where appropriate.
• Maintain accurate patient records.
• Use resources in a responsible manner having regard to patient priority and need.
• Ensure that there is prompt communication with other relevant clinicians and health care providers
• Build and maintain strong relationships with referring clinicians throughout Alfred Health
• Other clinical duties as directed by the Unit Head.

Clinical Governance, Quality, Safety, Risk and Improvement

• Participate in monitoring and quality improvement activities including the Liaison-Emergency Psychiatry Unit clinical review/audit program.
• Participate in serious incident reviews pertaining to the Liaison & Emergency program stream.
• Help to ensure that quality improvement recommendations are fed back to the relevant teams and embedded in clinical practice.
• Maintain an understanding of individual responsibility for patient safety, quality & risk and contribute to organisational quality and safety initiatives.
• Follow organisational safety, quality & risk policies and guidelines
Comply with the Alfred Health principles of Timely Quality Care (TQC)
Maintain a safe working environment for self, colleagues and members of the public and comply with Alfred Health’s Unacceptable Behaviour in the Workplace policy.
Escalate concerns regarding safety, quality & risk to appropriate staff member, if unable to rectify yourself.
Promote and participate in the evaluation and continuous improvement processes.
Comply with principles of Patient Centred Care.
Comply with Alfred Health mandatory training and continuing professional development requirements.
Comply with requirement of National Safety & Quality Health Service Standards and other relevant regulatory requirements.
Adhere to Alfred Health infection control policies and procedures including Hand Hygiene and peripheral line guidelines.
Participate in College, National Standards and other accreditation programs as required.
Adhere to scope of practice requirements.
Participate in the resolution of incidents and complaints.
Comply with Alfred Health medication management and medication safety policies and guidelines.
Participate in performance review processes for Liaison-Emergency Psychiatry Unit

Education & Research

Support teaching and research activities.
Contribute to the overall professional standing of the Alfred
Support of education and training programs at both undergraduate and postgraduate levels.
Provide registrars and others working in Department/Unit with appropriate supervision, training and instruction in accordance with Alfred Health policies.
Comply with Alfred Health mandatory continuing professional development requirements.
Research activities will be undertaken commensurate with the role.

Professional Behaviour & Communication

Maintain strong and effective communication with other staff.
Support the Head of Liaison-Emergency Psychiatry in the daily work of the department.
Resolve issues constructively and improve areas of poor communication.
Role model Alfred Health values and question behaviours which are not consistent with these values.
- Maintain stable performance and a calm attitude under pressure.
- Attend relevant meetings of Liaison-Emergency Psychiatry Unit.
- Ensure compliance with relevant Alfred Health clinical and administrative policies and guidelines.
- Maintain a safe working environment for yourself, your colleagues and members of the public.
- Comply with relevant privacy legislation.
- Maintain confidential information and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Alfred Health.
- The appointee’s performance will be reviewed regularly by the Head of Unit or delegate.
- In this position you must comply with the actions set out in the relevant section(s) of the OHS Roles and Responsibilities Guideline.
- Commitment to child safety - Alfred Health has zero tolerance for child abuse and are committed to acting in the best interest of children in our care. We promote cultural safety and participation of Aboriginal children, children of cultural and linguistic diversity and those with disabilities to keep them safe at all times.

**Performance Indicators:**

- Participation in annual performance review to be undertaken by the Head of Unit of Liaison-Emergency Psychiatry or delegate.
- Meet the Alfred Health requirements for credentialing and scope of practice in Liaison-Emergency Psychiatry.
- Provide documentation as requested by Alfred Health to facilitate review of credentials and scope of practice in accordance with Alfred Health, Department of Health policy and ACSQHC guidelines.
- Provide advice to the Head of Unit Liaison-Emergency Psychiatry regarding participation in quality improvement activities.
- Attend Department/Unit/Program meetings, including morbidity & mortality meetings, as appropriate to fulfil one’s clinical and professional duties within the Hospital.
- Follow administrative requirements as detailed in the individual employment contract including submission of time sheets and leave requests and ensuring leave entitlements are discharged within the various time frames required.
- Attend clinic and other sessions as rostered so as to ensure that ward rounds and meetings are commenced on time.
- Ensure that there is timely consultation on patients referred to the Unit, and scheduled in clinics.

Authorised by: Dr Sudeep Saraf, Program Director Alfred Psychiatry

1 ACSQHC, *Credentialing health practitioners and defining their scope of clinical practice: A guide for managers and practitioners*, December 2015