POSrITION DESCRIPTION  
Date revised: October 2019

Title: Consultant Psychiatrist/ Addiction Physician  
Type of Employment: VMO  
Campus: Alfred Health  
Program: Psychiatry  
Unit/ Department: Psychiatry  
Responsible to: Director of Psychiatry  

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  
Our staff are expected to demonstrate and uphold Alfred Health beliefs, which are:  
- 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.

POSITION SUMMARY  
The Senior Medical Staff (SMS) member is required:  
- To provide excellent clinical expertise and service in Addiction Psychiatry/Medicine.  
- To provide supervision to junior medical and other relevant staff within the Unit/ Department.  
- To support Alfred Health’s quality, monitoring and improvement initiatives  
- To support Alfred Health’s teaching, research and clinical governance programs.  
- To support the strategic priorities and values & beliefs of Alfred Health.

Qualifications and Experience:  
- Appointees must be legally qualified medical practitioners, registered or registrable with the Australian Health Practitioner Regulation Agency (AHPRA) without conditions, undertakings or reprimands that could impact on their clinical practice.  
- Fellowship of the relevant college(s).
Demonstrable relevant knowledge and experience in Addiction Psychiatry/Medicine.

Meets Alfred Health requirements for credentialing and scope of practice in Addiction Psychiatry/Medicine.

Experience in teaching and an involvement in research are desirable.

Key Responsibilities:

Clinical Practice

- Attend clinics, ward rounds and participate in on call/ ward service as rostered.
- 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.
- Recognise consumer diversity and respond to the cultural and physical needs of high-risk groups;
- Maintain accurate patient records in accordance with Alfred Health policy & guidelines
- Utilise the electronic clinical information system unless there is an approved paper based alternative to facilitate patients’ comprehensive clinical plans of care.
- Assist in developing protocols where appropriate.
- 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 to ensure communicating for safety requirements are met
- Undertake other clinical and non-clinical activities (as applicable) as directed by the Unit Head.

Clinical Governance, Quality, Safety, Risk and Improvement

- Practise consistent with principles of patient centred care and develop an understanding of shared decision making and “what matters to the patient”.
- Comply with the Alfred Health principles of Timely Quality Care (TQC)
- Participate in monitoring and quality improvement activities including the Addiction Psychiatry/Medicine Unit/ Department clinical review/ audit program.
- Promote and participate in the evaluation and continuous improvement processes.
- 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 including infection prevention, hand hygiene, invasive devices, medication safety and open disclosure.
- Comply with Alfred Health medication management and medication safety policies and guidelines.
- Respond to concerns regarding safety, quality & risk by taking action or escalating to an appropriate staff member.
- Maintain a safe working environment for self, colleagues and members of the public.
- Comply with Alfred Health’s Unacceptable Behaviour in the Workplace policy.
- 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.
- Participate in College, National Standards and other accreditation programs as required.
• Adhere to their defined scope of practice.
• Participate in the resolution of incidents and complaints & enter incident data into Riskman as necessary.
• Participate in performance review processes for Addiction Psychiatry/Medicine Department/Unit

Education & Research
• Support teaching and research activities where relevant.
• Contribute to the overall professional standing of the Alfred
• Support both undergraduate and postgraduate education and training programs.
• 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 Director/Head of Unit Addiction Psychiatry/Medicine in the daily work of the department.
• Resolve issues constructively and improve areas of poor communication.
• Role model Alfred Health values & beliefs and question behaviours which are not consistent with these values.
• Maintain stable performance and a calm attitude under pressure.
• Attend relevant meetings of Addiction Psychiatry/Medicine Department/Unit.
• Ensure compliance with relevant Alfred Health clinical and administrative policies and guidelines.
• 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 Director/ Head of Unit or delegate.
• Maintain a safe working environment for yourself, your colleagues and members of the public.
• 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 is committed to acting in the best interest of children in our care.

Performance Indicators:

• Participation in annual performance review to be undertaken by the Director/ Head of Unit Addiction Psychiatry/Medicine or delegate
• Meet the Alfred Health requirements for credentialing and scope of practice in Addiction Psychiatry/Medicine
• Provide documentation as requested by Alfred Health to facilitate review of credentials and scope of practice in accordance with Alfred Health, Department of Health & Human Services policy and ACSQH guidelines¹.

¹ ACSQHC, Credentialing health practitioners and defining their scope of clinical practice: A guide for managers and practitioners, December 2015
• Attend Department/Unit/Program meetings, including morbidity & mortality meetings, as appropriate to fulfil one’s clinical and professional duties within the Hospital.
• Ensure that all deaths which occur under their care are reviewed and classified appropriately;
• Participate in the investigation and resolution of complaints and clinical incidents as directed by the unit-head/director;
• Where applicable, successfully complete Clinical Support duties as allocated by the unit-head/director;
• Follow administrative requirements as detailed in the individual employment contract including submission of time sheets/ Kronos data and leave requests and ensuring leave entitlements are discharged within the various time frames required.
• Attend theatre/ procedure/ clinic and other sessions as rostered so as to ensure that operations/procedures/meetings are commenced on time.
• Ensure that there is timely consultation on patients referred to the Unit, and scheduled in clinics.