

# Position Description

## Addiction Medicine/Addiction Psychiatry Consultant Austin Drug and Alcohol Partner Provider Service

<b>Classification:</b>	Medical Specialist / Psychiatrist
<b>Business unit/department:</b>	Mental Health Division
<b>Work location:</b>	Austin Hospital <input type="checkbox"/> Heidelberg Repatriation Hospital <input type="checkbox"/> Royal Talbot Rehabilitation Centre <input type="checkbox"/> Other <input type="checkbox"/> (please specify)
<b>Agreement:</b>	AMA Victoria - Victorian Public Health Sector Medical Specialists Enterprise Agreement 2022-2026
<b>Employment type:</b>	Fixed-Term Part-Time
<b>Hours per week:</b>	21 (10.5 hrs AODPPS, 10.5 hrs ADAS)
<b>Reports to:</b>	Clinical Director, Specialty Services
<b>Direct reports:</b>	N/A
<b>Financial management:</b>	Budget: N/A
<b>Date:</b>	June 2026

Austin Health acknowledges the Traditional Custodians of the land on which we operate, the Wurundjeri Woi Wurrung People of the Kulin Nation. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples.

### Position purpose

The Consultant may be an Addiction Physician or Psychiatrist and uses their expertise and clinical knowledge in addiction service provision to provide clinical care and clinical governance as well as advocacy for addiction treatment services to provide exceptional care for consumers in the MHD with substance and addiction difficulties.

The Consultant Addiction Physician/Psychiatrist will work alongside the Senior Clinician to deliver high quality clinical services, safety and quality oversight and clinical leadership.

In addition, the Consultant will provide expert clinical opinion in the field of Addiction Medicine and Psychiatry and provide primary and secondary clinical consultations to the region.

The Consultant Addiction Physician/Psychiatrist will also provide training and clinical supervision to both addiction medicine and addiction psychiatry trainees, as well as other junior and senior medical staff, as well as actively participate in and deliver professional education, training and development to the team and with the team to all partners in the region.

Consultant Addiction Physician/Psychiatrist will work closely with the ADAS clinic and CL services at Austin, with Goulburn Valley Health Mental Health Service, Goulburn Valley Alcohol and Drug Service and with Turning Point as AOD Leads to provide an integrated and collaborative network and AOD community of practise. The consultant will support the local Clinical Directors in service development and delivery, working closely with the teams and the Divisional Managers to achieve the goals and objectives consistent with the strategic plan of the Partner Provider Service and reflecting the vision and mission statements of our organisations.

The Addiction Consultant ensures that services provided are the highest standard, emphasising excellence, service, care, staff performance, cost efficiency, research and education within a comprehensive clinical governance framework.

The Addiction Consultant ensures compliance with:

- National Practice Standards for the Mental Health Workforce 2002
- National Safety and Quality Health Service (NSQHS) Version 2019
- Austin Health Code of Conduct

And they will participate in on-call rosters, ECT rosters or other duties as required by Mental Health Division Medical Director or delegate as per their scope of practise.

The Addiction Consultant role is a senior Medical Position and carries with it the professional responsibilities of clinical leadership, teaching and training as well as administrative requirements.

### **Key Priorities**

To oversee the clinical services in the Partner Provider team and provide clinical leadership and governance to the team in order to deliver high quality addiction services to consumers in the North Eastern Region.

To assist service planning and development with regard to implementation of the key principles of the Victorian Mental Health Royal Commission into Victoria's Mental Health System, including but not limited to, integration of AOD and mental health care in every part of the clinical care system, an emphasis on consumer focussed recovery, accessibility, quality of care, evidence-based treatments that are safe and therapeutic and a holistic whole person approach.

To ensure that services provide high quality assessment, continuity of care and treatment programs in line with the key principles of the Royal Commission into Victoria's Mental Health System.

To work closely with the Clinical Directors, the Medical Directors, other key Consultants, Program Managers and the Divisional Managers to develop clinical services and to deliver on the shared priorities.

To ensure that all aspects of consumers and their families are considered and supported in a developmentally and recovery focussed way.

### **About the Austin Mental Health Division and Partner Provider**

Austin Health's Mental Health Division provides care and services through a comprehensive range of teams to meet the needs of mental health consumers and carers throughout Victoria. Services in the MH Division are located across Austin Health and in the community.

The Austin in collaboration with Goulburn Valley Health is a Partner Provider to the Statewide Service for people living with mental illness and substance use or addiction led by Turning Point as the Lead Provider.



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The Austin-GV Health collaboration will partner with the Lead Provider to deliver a network of addiction specialist services across Victoria, which will:

- provide primary and secondary consultations
- grow the addiction specialist workforce in Victoria by creating training and development opportunities

At Austin AOD services consist of the ADAS Clinic, the CL service and the new Partner Provider service.

**Austin Drug and Alcohol Service (ADAS)** is part of the Adult Directorate in the Austin Health's Mental Health Division and is located at the North East Area Community Mental Health Clinic (NECMHC). ADAS is one of five Specialist Pharmacotherapy Service providers and is a specialised outpatient addiction service which is clinically led by senior medical staff with qualifications in Addiction Medicine and or Psychiatry. The program aims to prevent and reduce harm to individuals, families and communities that are associated with substance use disorders. It provides a timely, high quality, multidisciplinary and integrated service. There is a focus on secondary consultation with the potential to provide an episode of care for stabilization for those with complex substance use disorders.

## Position responsibilities

### Role Specific:

This role is a clinical consultant role. It can be undertaken by either an Addiction Medicine Consultant, Addiction Psychiatrist or a Psychiatrist with an interest in Addiction Medicine.

- To provide comprehensive and high-quality routine addiction services and demonstrate clinical leadership in service delivery to the ADAS service and more broadly to the MHD.
- To balance mental and physical health needs of all consumers.
- Undertake collaborative clinical services, clinical governance and teaching and supervisory duties as agreed with the Medical Director of MH Division.
- To be inclusive of the lived experience workforce and volunteers and to work with consumers, carers and the community to provide inclusive, thoughtful and high quality care and shared decision making.
- Undertake specialist mental health work or related clinical procedures as identified within your scope of clinical practice.

### Leadership and Management

- To provide high quality clinical governance and strong clinical leadership and to support clinical governance and leadership.
- To have and demonstrate consistently high standards for personal behaviour, communication and interpersonal skills
- To provide secondary and tertiary consultation to other professionals providing services to people with mental illness within the Division.
- To actively support education, training and research in the Division
- To meet high standards for own professional development, adherence to the professions Code of Ethics and to function in accordance with all legislation related to the delivery of mental health care.
- To act promptly to address any unsafe or substandard clinical practise or professional misconduct brought to awareness.



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## Human Resources Management

### Business Management

- Support to the Austin Mental Health leadership team and contribution to the development of strategic plans for clinical services.
- Work closely with the with the Clinical Director, Program Managers and Divisional Manager to constantly assess performance, including clinical activity indicators and expenditure, so that the clinical services provided best match clinical needs.
- Be aware of and support budgetary processes within the Directorate to ensure the resources are allocated appropriately to best support high quality clinical care.

### Improving Performance and Culture

- Develop and promote a culture of innovation, excellence, evidence based and consumer focussed care.
- Work closely with the leadership team to deliver a collaborative, psychologically safe and performance enhancing culture with high transparency, integrity and high accountability.
- Develop and maintain best practice processes to ensure an effective proactive approach to risk assessment and management.
- Oversight of clinical processes that support maximal consumer flow and ensure that all staff participate actively in effective treatment planning.
- Develop and maintain collaborative relationships with other service providers to ensure the best outcomes for people with mental illness.
- Ensure high quality support for community practitioners is provided by the Austin Directorates through secondary consultation, education and networking.
- Ensuring the service meets the National Standards for Mental Health Services, NSQSHS, and maintains accreditation with all required standards.
- Provide a commitment to participation in all Mental Health Division Leadership group activities with consistent attendance, participation in and external support.

### Teaching, Training and Research

- Contribute to a culture of research and education and to support and facilitate the development of this in all aspects of the Austin Mental Health Division.
- Contribute to the supervision, education and training of junior medical, nursing and other clinical staff, including participating in their performance appraisal and feedback processes as needed.
- Participate in formal teaching for both undergraduate and postgraduate staff, especially for medical students, psychiatric registrars, and other medical practitioners
- Commitment to facilitate, conduct and participate in clinical and/or basic research and to have clinical oversight of all research activities Directorates with special regard for the high standards of ethical practice
- Participate in quality improvement processes including but not limited to the auditing and review of clinical practices to improve clinical outcomes.
- Attend relevant education programs, maintaining a commitment to personal and professional development.

### Information Management

- To support high quality information management
- To ensure there is high quality clinical documentation with high standards for risk management, formulation and the documentation of rationales for all key clinical decisions. This includes accurate and defensible clinical histories, mental state assessments and diagnoses are recorded, that management plans and discharge plans are of a high standard and reflect the contemporary evidence base and a commitment to consumer focussed care and recovery and that all plans are regularly updated.
- Ensure that all access to and knowledge of confidential material, including statutory, clinical and



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administrative, in any medium, is kept and maintained by all staff in a confidential manner, on the understanding that inappropriate and unapproved release of such information may result in termination of employment.

- Complete documentation in accordance with Austin Health Mental Health Division, Austin Health requirements and Mental Health Act.
- To ensure that all aspects of service are compliant with the Mental Health Act.
- Communicate, interpret and ensure Psychiatric Services philosophy, objectives, policies and procedures are implemented.
- Participate in the formulation and periodic review of Psychiatric Service policies and procedures.
- Participate in the development, implementation and evaluation of Quality Improvement Activities.

### Safe Practice and Environment

- Promote maintenance of a safe environment for all consumers and staff in accordance with hospital policy.
- Ensure all members of staff are familiar with Occupational Health and Safety requirements and regulations.
- Take reasonable steps to safeguard consumers, other staff and members of the public from infection and be familiar with the concepts of hospital infection control policies.
- Ensure adequate medications, supplies and equipment are available, maintained and utilised economically.
- Understand hospital emergency, fire and evacuation procedures and policies.

### Performance Appraisal/Review:

- Review of appointment will occur at three months.
- 12 monthly on anniversary of appointment.
- Appraisal/review shall incorporate the assessment of Key Priorities and Performance Objectives.
- Performance shall be generally in line with guidelines of:
  - Austin Health Policies and Procedures
  - National Standards for Mental Health Clinicians

## Credentialing and Scope of Clinical Practice

**Core Scope of Clinical Practice** – Procedures, therapies and competencies that a Fellow from the respective specialist medical college would be competent in practicing. This only applies to practice at Austin Health and its campuses.

**All Addiction Medicine Consultants and Addiction Psychiatrists** should be competent in the following areas.

### Theoretical/Patient Management Skills

- Demonstrate an empathic approach to the assessment of all people with mental health problems and mental illness, which fosters the formation of a therapeutic alliance.
- Elicit thorough and relevant histories from people with mental health and physical health problems, perform comprehensive mental status examinations and document these accurately.
- Assess accurately situations where the level of disturbance is severe and risk of adverse events, such as injury to self or others, may be high.
- Assess the person's presentation in the context of his/her personality, developmental stage, resilience and coping mechanisms.
- Take account of the person's indigenous or ethnic and cultural background.
- Determine which further investigations are appropriate for achieving a comprehensive understanding of each person with mental health problems and mental illness.
- Integrate the information obtained from people with mental health problems and mental illness



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and carers into a formulation of the case in which relevant predisposing as well as precipitating, perpetuating and protective factors are highlighted.

- Utilise a widely accepted diagnostic system to assist in making the diagnosis (and differential diagnosis) in each case.
- Recognise the specific issues in the assessment of people with mental health problems and mental illness related to the utilisation of the Mental Health Act Victoria.
- Develop and implement a clear, competent care plan, informed by research and current best practice, integrating biological, psychological, social and cultural interventions according to the needs of each person with mental health problems and mental illness.
- Routinely re-evaluate diagnostic and management decisions to monitor their appropriateness and thus ensure optimal care.
- Appropriately obtain and document informed consent for treatment whenever possible.
- Offer treatment in the most appropriate setting for the individual concerned, utilising the least restrictive option for that person.
- Use humanely the provisions for involuntary hospitalization and treatment, mindful of the major implications of such hospitalization for the person with mental health problems and mental illness and his/her carers.
- Develop skills in establishing and maintaining a therapeutic alliance.
- Recognise and apply the principles of long-term care and rehabilitation for those people with chronic mental health problems.
- Use knowledge of the implications of co-existing medical illness to modify treatment appropriately.
- Recognise and utilise the contributions of non-medical professionals in the care of people with mental health problems and mental illness, and collaborate effectively with these professionals to provide optimal care.
- Demonstrate a finely developed ability to communicate clearly, considerately and sensitively with people with mental health problems and mental illness, carers, other health professionals and members of the general public, in a wide variety of settings.
- Use professional interpreters appropriately.
- Keep adequate records of the history and mental status of each person with mental health problems and mental illness, as well as of significant interactions with people with mental health problems and mental illness, carers, and other professionals.
- Where possible, work with people with mental health problems and mental illness, and carers, to develop a collaborative management plan.
- Demonstrate leadership skills in settings where clinical direction is required.
- Demonstrate skills appropriate for taking on a supervisory role with students, junior colleagues or other professionals seeking supervision in psychiatry.
- Develop skills necessary to elicit and assess the perspectives of people with mental health problems and mental illness and carers on psychiatric services delivery, including, where appropriate, skills facilitating empowerment of people with mental health problems and mental illness.
- Develop skills necessary to work in a multidisciplinary environment.
- Develop skills necessary to liaise with health care professionals from other specialties in the management of physical/psychiatric comorbidity.

*This will be assumed if the Psychiatrist has a Fellowship of the Royal and New Zealand College of Psychiatrists or equivalent and an ongoing continuous practice in this specialty.*

**Extended Scope of Clinical Practice** – Procedures, therapies and competencies that a Fellow from the respective specialist medical college would be competent in practicing after additional training, qualifications and experience as determined by the Head of Unit\* has been completed. This only applies to practice at Austin Health and its campuses.

\*The Head of Unit is expected to apply guidelines from the respective specialist medical college



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and appropriate state, national and international guidelines.

**ECT** - All Psychiatrists should complete an approved training course including supervised treatments of ECT before providing ECT themselves. Documentation of Psychiatrists approved to provide ECT is maintained by the ECT coordinator. All Psychiatrists employed by the MH Division may be required to participate in the on- call ECT roster.

Child & Adolescent Psychiatry

Psychiatry of Old Age

Consultation Liaison Psychiatry

Addiction Psychiatry

**Emergency/Life threatening situation** - In a medical emergency situation, any medical staff member who is credentialed at Austin Health is permitted to provide necessary patient care, as best able, and outside their defined scope of clinical practice in order to provide life-saving measures and/or to prevent serious harm.

**Please note** - Recognising the dynamic and rapidly advancing nature of medical practice, if you believe a novel competence, practice or procedure should be included within your specialty's scope of clinical practice, please speak to your Head of Unit and refer to the 'Introduction of a New Technology / Clinical Practice' policy on the HUB (<http://eppic//Document/1193>).

**For general accreditation the following need to be satisfied**

- Demonstrated continuing professional development
- Regular attendance at audit
- Participation in one or more of the following
  - Teaching or research
  - Organising audit
  - Clinical governance
  - Other role within Austin Health but outside of the unit/specialty
  - College role

**For each area where special expertise** needs to be demonstrated Some or all of the following criteria will be used to assess accreditation

- Specialist training or a specific fellowship
- Significant accumulated total experience in the field
- Recent experience (adequate number of cases per year in previous years)
- Satisfactory completion of an acceptable outside organisations credentialing requirements.

## Selection criteria

### Essential Knowledge and skills:

- Must be a registered Medical Practitioner in Australia with the Australian Health Practitioner Regulation Agency (AHPRA).
- Fellowship of the Royal Australian and New Zealand College of Psychiatrists or equivalent post graduate specialist qualification OR Fellowship of the Chapter of Addiction medicine of the Royal Australian College of Physicians
- Knowledge of the assessments and treatment of psychiatric disorders
- Knowledge of the assessment and treatment of addictive disorders
- Demonstrated experience in working with multiple stakeholders in complex services systems.
- Have appropriate training and experience applicable to the field of Addiction Psychiatry or Addiction Medicine
- Experience in providing services to people with serious mental illness.
- A commitment to community approaches to the care of the mentally ill and providing support



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for their families.

- Have demonstrated commitment to high quality patient care.
- Knowledge of the Mental Health Act, Severe Substance Dependence Treatment Act, and the Disability Act.
- A capacity to provide high quality supervision and teaching to other health professionals.
- A commitment to continuing education.
- Demonstrated commitment to high quality patient care.
- Demonstrated commitment and ongoing activity in research and/or clinical audit activities
- Involvement in teaching and training of medical, technical and nursing staff, including at undergraduate and post-graduate level
- Attendance and active involvement in relevant departmental, organisational and external meetings (i.e. College, Association and National/International bodies)
- Demonstrates engagement, teamwork and collaboration.
- Have demonstrated ability to communicate effectively at all levels.
- Have demonstrated understanding of, and commitment to Clinical Governance

### Quality, safety and risk – all roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with the requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

### Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.

### General information

#### Cultural safety

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

#### Equal Opportunity Employer

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or



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Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

**Austin Health is a child safe environment**

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



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