

Position Description

Psychiatrist – Austin Drug & Alcohol Service (ADAS)

Classification:	Consultant Psychiatrist
Business unit/department:	Mental Health Division
Work location:	Austin Hospital ☐ Heidelberg Repatriation Hospital ☐ Royal Talbot Rehabilitation Centre ☐ Other ☒
Agreement:	AMA Victoria - Victorian Public Health Sector Medical Specialists Enterprise Agreement 2022-2026
Employment type:	Part-Time
Hours per week:	As per contract
Reports to:	Clinical Director, Adult & Older Adult Mental Health Service (AOAMHS), Mental Health Division (MHD)
Direct reports:	N/A
Financial management:	Budget: N/A
Date:	July 2025

Position purpose

The **Austin Drug and Alcohol Service (ADAS) Consultant** uses their expertise and clinical knowledge in addiction service provision to provide direct 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 ADAS consultant will work closely within the ADAS service to provide expert consultant level services to the team as well as more broadly providing advocacy and capacity building across the MHD.

In collaboration with the Clinical Director and Lead consultant (where applicable and when sitting outside this role), the consultant psychiatrist will ensure provision of comprehensive clinical services including clinical treatment, clinical governance, teaching, research, financial and human resource management. The ADAS consultant psychiatrist will support the Clinical Director in service development and delivery, working closely with the team and the Divisional Manager to achieve the goals and objectives consistent with the strategic plan of Austin Health and reflecting the vision and mission statements of our organisation.

The ADAS consultant provides expert consultant services and leadership to the MHD as directed/required, to ensure that services provided are of the highest standard, emphasising excellence, service, care, staff performance, cost efficiency, research and education within a

comprehensive clinical governance framework and 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

The ADAS 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.

The consultant psychiatrist will participate in on-call rosters, ECT rosters or other duties as required by MHD Medical Director or delegate as per their scope of practice.

Key Priorities

To oversee the clinical services in the ADAS team and provide clinical leadership and governance to the team in order to deliver high quality addiction services to consumers attending the ADAS clinic.

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 work closely with the Clinical Director Adult, the Medical Director, other key Consultants, Program Managers and the Divisional Manager to develop clinical services within the MHD and to deliver on the shared priorities of the Mental Health Division.

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

About the Mental Health Division and ADAS

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 Mental Health Division incorporates three program areas:

- **Adult and Older Adult Mental Health Services**
- **Infant, Child and Youth Mental Health Services**
- **Mental Health Specialty Services**

All Mental Health Services work within a clinical framework that promotes recovery- oriented practice and supported decision making. This approach to client wellbeing builds on the strengths of the individual working in partnership with their treating team. It encompasses the principles of self-determination and individualised treatment and care.

The Austin Drug and Alcohol Service (ADAS) is part of the AOAMHS Directorate in the Austin Health's MHD and is located at Burgundy Street, level 3.

ADAS 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 stabilisation for those with complex substance use disorders.



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ADAS offers multidisciplinary recovery oriented care to individuals with substance use disorders and significant complicating issues such as psychiatric comorbidity, specialist counselling needs, physical health and psychosocial problems which contribute to difficulty in providing treatment in a primary care setting.

ADAS is one of five Specialist Pharmacotherapy Service providers in metropolitan Melbourne and has particular expertise in the assessment and management of licit and illicit opioid use disorder and related co-morbidities. However, other severe substance use disorders (including alcohol, stimulants like methamphetamines, benzodiazepines and cannabis) are also indications for referral. ADAS accepts referrals from Austin Health as well as from community prescribers and there is great potential for building and strengthening referral pathways as well as treatment pathways between the different AOD service providers.

Position responsibilities

Role Specific:

This role is a clinical consultant role.:

- 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 MHD.
- 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.

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.



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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 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 MHD, Austin Health requirements and Mental Health and Wellbeing Act (2022).
- To ensure that all aspects of service are compliant with the Mental Health and Wellbeing Act (2022).
- Communicate, interpret and ensure Psychiatric Services philosophy, objectives, policies and



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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.

The ADAS Psychiatrist Consultant 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 problems and mental illness, 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 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 and Wellbeing Act (2022).
- Develop and implement a clear, competent care plan, informed by research and current best



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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 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 non-psychiatrist doctors and other health care professionals in the management of physical/psychiatric comorbidity.

This will be assumed if the Psychiatrist has a Fellowship of the Royal Australian 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 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



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to provide ECT is maintained by the ECT coordinator. All Psychiatrists employed by the MHD may be required to participate in the on- call ECT roster.

- Infant, Child & Youth 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
- Demonstrated experience in working with multiple stakeholders in complex services systems.
- Have appropriate training and experience applicable to the field of Addiction Psychiatry.
- 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 for their families.
- Have demonstrated commitment to high quality patient care.
- Knowledge of the Mental Health Act and the Disability Act (2006).
- A capacity to provide high quality supervision and teaching to other mental health



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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.
- Must hold a current Working with Children Check in compliance with the Working with Children Act (2005).

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 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.



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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 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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