# Position Description

## Psychiatrist
## ICYMHS, Adolescent Inpatient Psychiatry Unit

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| **Classification:** | Consultant Psychiatrist |
| **Business unit/department:** | Infant, Child and Youth Mental Health Service (ICYMHS)<br>Mental Health Division (MHD) |
| **Work location:** | Austin Hospital ☒ Heidelberg Repatriation Hospital ☐<br>Royal Talbot Rehabilitation Centre ☐ Other ☐ (please specify) |
| **Agreement:** | AMA Victoria - Victorian Public Health Sector Medical Specialists Enterprise Agreement 2022-2026 |
| **Employment type:** | Part-Time |
| **Hours per week:** | 21 |
| **Reports to:** | Clinical Director, Infant, Child and Youth Mental Health Service |
| **Direct reports:** | Psychiatric Registrar |
| **Financial management:** | Budget: N/A |
| **Date:** | October 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

To provide Consultant Psychiatric services to the Adolescent Inpatient Psychiatry Unit (ages 13-18 years), and the Mental Health Division (MHD) as directed/required. The Consultant Psychiatrist will work in partnership with a nurse unit manager and second psychiatrist to ensure that services provided to the patients and families are the highest standard, emphasizing excellence, service, care, staff performance, cost efficiency, research and education within a comprehensive clinical governance framework.

The Consultant Psychiatrist provides clinical leadership within the Mental Health Division of Austin Health 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

And they will participate in on-call rosters, or other duties as required by Mental Health Division Medical Director or delegate.

The Consultant Psychiatrist is expected to provide high-level psychiatric services within their approved scope of clinical practice as part of the Mental Health Division at Austin Health and is expected to provide routine specialist mental health services and cover "on call" after hours.

The Consultant Psychiatrist 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 delivery, development and growth of clinical services in the Adolescent Inpatient Psychiatry Unit multidisciplinary team within the Austin Mental Health Division, ICYMHS Directorate in line with the key principles of the Victorian Mental Health Royal Commission into Victoria's Mental Health System, including but not limited to, 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 the clinical services within Austin Mental Health Division ICYMHS provides 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 provide clinical governance and leadership to the Inpatient Team within the Austin Mental Health Division ICYMHS Directorate.
- To work closely with the Clinical Director ICYMHS, other Consultant Psychiatrists, ICYMHS Program Managers and Divisional Manager, to develop clinical services within ICYMHS 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 Directorate/Division/Department

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 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.

### Infant Child and Youth Mental Health Service

The ICYMHS is a service with multiple teams servicing the north-eastern catchment of Melbourne Metropolitan (local government areas of Banyule, Nillumbik, Darebin, Whittlesea, Yarra and Boroondara). Young people eligible for the service are 0 to 25 years with a current shift towards Royal Commission recommendations. We currently have two inpatient units (a child and an adolescent one), two outpatient community teams, four specialist teams (Adolescent Intensive Management, Youth Early Psychosis, Youth Early Treatment Team Initiative, CYMHS in Schools Early Action) and some individual specialist roles. Many of the specialist teams have an outreach focus to the community.

### Adolescent Inpatient Psychiatry Unit

The Marian Drummond Adolescent Inpatient Psychiatric Unit (Inpatient Service for teenagers aged 13-17 years) is an 11-bed unit, which provides assessment and treatment to teenagers who require more intensive treatment than can be offered in an outpatient setting. The unit has a small High Dependency area and a seclusion room. The unit has a catchment area covering the six LGA serviced by Austin ICYMHS and rural areas serviced by Bendigo ICYMHS and Mildura CAMHS.

## Position responsibilities

**Role Specific:**

- To provide comprehensive and high-quality evidence based psychiatric services to young consumers and their families or support networks in the Adolescent Inpatient Psychiatry Unit at Austin Health.
- To undertake collaborative clinical services, governance and teaching and supervisory duties as agreed with the ICYMHs Clinical Director of MH Division.
- To work closely with ICYMHS Program Managers and provide clinical governance and leadership to the Adolescent Inpatient Psychiatry Unit within the Austin Mental Health Division ICYMHS Directorate.
- To provide consistent clinical governance, oversight and leadership to all staff within the Inpatient Unit's clinical services, especially high-quality leadership and strong care for the medical practitioners working in the service, to ensure they are able to deliver high quality clinical care. To provide clinical cover, clinical care and coordination of clinical services within ICYMHS as needed.
- To provide medical workforce and wellbeing leadership and coordination to all medical practitioners in the Inpatient Unit's clinical services and as delegate for the Clinical Director ICYMHS as required.
- To provide medical leadership for physical health aspects of mental health care in the Adolescent Inpatient Psychiatry Unit's clinical services in ICYMHS.
- To participate in all aspects of clinical governance in the Adolescent Inpatient Psychiatry Unit clinical services and ICYMHS as needed and to ensure high standards of clinical work, medical documentation, quality processes, compliance with the Mental Health Act and management of complaints and feedback.
- To share equitably in on-call duties.

**Leadership and Management**

*(Role of the governing body, leadership & direction)*

- To provide high quality clinical governance and strong clinical leadership to the clinical services and to support clinical governance and leadership within ICYMHS.
- 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 practice or professional misconduct brought to awareness

**Human Resources Management**

**Business Management**

- Support to the Austin Mental Health ICYMHS leadership team and contribution to the development of strategic plans for clinical services within ICYMHS.

- Work closely with the with the Clinical Director ICYMHS, ICYMHS 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 ICYMHS 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 through all parts of ICYMHS 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 ICYMHS 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 in the ICYMHS & TAPS 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 across ICYMHS.
- 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 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 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 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 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 hospitalisation and treatment, mindful of the major implications of such hospitalisation 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 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.

**Child & Adolescent Psychiatry Skills in:**

- Assessing and managing the mental health of children and adolescents
- Provision of expert, evidence-informed individual and family-focused mental health care to

infants, children, adolescents and youth.
- Assessing and managing family relationships.
- Childhood emotional, social and behavioural development.
- Treatments and therapies designed for children and adolescents.
- Coordinating care with other health professionals and systems involved with children and young people.

**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.

**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 skills and experience:**
- 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.
- RANZCP Certificate of Advanced Training in Child and Adolescent Psychiatry, or equivalent. Psychiatrists with significant experience in Youth Psychiatry will be considered for the role focused on young people aged 12-25 years .
- Must hold a current Working with Children Check (WWC Check) in compliance with the Working with Children Act 2005.
- Have a detailed knowledge of the triage and access systems to tertiary mental health services.
- Demonstrated experience with a variety of liaison psychiatry settings, including inreach to the emergency department where indicated.
- 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.
- An understanding of child protection legislation and responsibilities.
- A capacity to provide high quality supervision and teaching to other mental 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.
- Demonstrate understanding of and commitment to Austin Health's Reconciliation Action Plan.
- Knowledge of the Mental Health Act 2014 and other relevant legislation and conventions, especially: Child, Youth and Families Act 2005; the Privacy Act 1988; the UNICEF Convention of the Rights of the Child (UNCR, 1989); the Drugs, Poisons and Controlled Substances Regulations 2017; Occupational Health and Safety Act 2004.
- Training in, or willingness to complete training in Mentalization Based Treatment for children and families, and teams.

## 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.

**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.