

Austin Health Position Description



Position Title: Consultant Psychiatrist Psychotherapy Supervisor

Classification:	Consultant Psychiatrist
Business Unit/ Department:	Mental Health Division
Agreement:	AMA Victoria - Victorian Public Health Sector Medical Specialists Enterprise Agreement 2022-2026
Employment Type:	As per contract
Hours per week:	8.75 (0.25 FTE)
Reports to:	Divisional Medical Director, Mental Health
Direct Reports:	Psychiatric Registrars
Financial management:	Budget: N/A
Date:	April 2025

About Austin Health

Austin Health is recognised for high-quality, person-centred care. We're renowned for our specialist work in cancer, transplantation, infectious diseases, obesity, sleep medicine, intensive care medicine, neurology, endocrinology, mental health and rehabilitation.

We're the largest Victorian provider of training for specialist physicians and surgeons, and internationally recognised as a centre of excellence in hospital-based research.

Our services are delivered to patients across four main sites in Melbourne, in locations across our community, in people's homes, and within regional hospitals across Victoria.

We aim to provide an inclusive culture where all staff can contribute to the best of their ability and strive to develop further. We recognise that our people are our greatest strength. We want them to thrive, be their best selves and feel engaged, safe and empowered. To achieve this, diversity and inclusion is essential to our culture and our values. You can view our current Diversity and Inclusion Plan [here](#).

Commitment to Gender Equality

Austin Health is committed to gender equality in the workplace. In developing our [Gender Equality Action Plan](#) we have been guided by the gender equality principles set out in the Gender Equality Act 2020 (Vic). We believe that everyone should live in a safe and equal society, have access to equal power, resources and opportunities and be treated with dignity, respect, and fairness.

About the Role

The Mental Health Division at Austin Health has a long tradition of providing comprehensive support to Registrars in their progress through the RANZCP Training Program. This role is for a psychiatrist psychotherapist to support registrar education in psychotherapy, particularly with registrar supervision while undertaking the Psychotherapy Written Case.

The Psychotherapy Supervisor also contributes to education initiatives across the Mental Health Division, primarily by providing education to registrars, and to consultant staff where appropriate.

The Psychotherapy Supervisor will work with trainees to support high quality care and maintenance of clinical standards emphasising excellence, service, and care within a comprehensive clinical governance framework.

To be successful in this role, candidates require appropriate training and experience in psychodynamic psychotherapy and would meet the requirements of RANZCP supervisors for the Psychotherapy Written Case, as well as have a passion for education and training.

In addition, they must:

- Be practitioners or have recency of practice in a specific type of psychotherapy
- Have at least 2 years of supervision in this type of therapy
- Participate in further professional development in psychodynamic psychotherapy in order to maintain currency of practise or have a Certificate of Advanced Training in the Psychotherapies from the RANZCP.

Key Priorities

1. The provision of high-quality psychotherapy supervision

- Supervision of trainees provision of psychotherapy for the forty-session Psychotherapy Written Case; with smaller groups or individual therapy preferred where possible.
- Deliver supervision in a safe, trainee-centred environment, compliant with RANZCP requirements for supervision.
- Monitor registrar progress with their psychotherapy case, providing feedback to the Psychotherapy Training Coordinator from time to time, or when support may be required.

2. Support for trainee to meet psychotherapy requirements and oversight of process to ensure meeting all expectations of RANZCP requirements

- Supporting trainees in their choice of cases ensuring documentation and consent;
- Assessing trainees through three formative Psychotherapy Case Discussions during the course of psychotherapy as per RANZCP requirements;
- Providing registrars with guidance as required around the development of the written report following psychotherapy completion, attesting that it accurately reflects the presentation of the patient and the trainee's management;
- Reviewing all related written communication, for example, discharge summaries, and confirm they are satisfactory as professional communication.

3. Support for training and education of psychotherapy for all medical staff

- Involvement in the broader registrar education program, including tutorials to prepare the registrar to commence their cases, and psychotherapy case presentations.

- Participation in the development and delivery of educational content for the broader Mental Health Division through medical education sessions and Grand Rounds
- Develop other opportunities to uplift knowledge about psychotherapeutic principles in the MHD.

This is a senior Medical Position and carries with it the professional responsibilities of clinical leadership, teaching and training as well as some administrative requirements. As a Consultant Psychiatrist, the Psychotherapy Supervisor 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. All Consultants are expected to be able to provide routine specialist mental health services and meet expectations for standard scope of practice, with the following responsibilities:

- To ensure high quality acute assessment and treatment services are provided
- To develop treatment programs, which as far as possible enable treatment in the least restrictive environment for patients of the service.
- To provide support for families of people with mental illness and to ensure that they and patients are well informed about mental illnesses and their treatment.
- Attendance at Clinical Governance Meetings as required.
- Ensure all records are kept current with timely and accurate documentation of the patient's progress.
- Ensure compliance with the Mental Health Act.

About the Mental Health Division

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

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.

Purpose and Accountabilities

Role Specific:

- Provide comprehensive and high-quality psychotherapy supervision and long case development
- Ensure trainees supervision meets RANZCP College requirements for psychotherapy and long case submission
- Provide education and training around psychotherapeutic principles to MHD medical staff
- Provide clinical leadership and professional training to trainees in the MHD

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 strategy.
- Work closely with the with the Psychiatric Training Coordinator, Clinical Directors and Divisional Medical Director to assess performance so that the clinical services provided best match clinical needs.

Improving Performance and Culture

- Support 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.
- Develop and maintain collaborative relationships with other service providers to ensure the best outcomes for people with mental illness.
- 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
- Support for research activities 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 Mental Health Division, Austin Health requirements and Mental Health Act.
- To ensure that all aspects of service are compliant with the Mental Health Act.

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.
- 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 in line with Austin Health Policies and Procedures and the National Standards for Mental Health Clinicians

All Employees:

- Comply with Austin Health [policies & procedures](#) as amended from time to time
- Comply with the Code of Conduct and uphold our values, and diversity and inclusion commitments
- Maintain a safe working environment for yourself, colleagues and members of the public. Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself
- Comply with the principals of patient centred care
- Comply with Austin Health mandatory training and continuing professional development requirements
- Work across multiple sites as per work requirements and/or directed by management

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 Consultant 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 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 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 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.
- Psychotherapy training and/or evidence of recency of practise with a specific psychotherapeutic approach.
- Must hold a current Working with Children Check (WWC Check) in compliance with the Working with Children Act 2005.

Desirable Knowledge and skills:

- Demonstrate understanding of and commitment to Austin Health's Reconciliation Action Plan.
- Knowledge of the Mental Health and Wellbeing Act 2022 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 (UNCRC, 1989); the Drugs, Poisons and Controlled Substances Regulations 2017; Occupational Health and Safety Act 2004.
- Have a detailed knowledge of tertiary mental health services.
- Demonstrated experience with a variety of Adult psychiatry settings and experience in providing services to people with serious mental illness.
- Have demonstrated understanding of, and commitment to Clinical Governance.
- A commitment to community approaches to the care of the mentally ill and providing support for their families.
- Demonstrated commitment to high quality patient care.
- A capacity to provide high quality supervision and teaching to other mental health professionals.
- A commitment to continuing education.
- Demonstrates engagement, teamwork and collaboration.
- Have demonstrated ability to communicate effectively at all levels.
- Involvement in teaching and training of medical, technical and nursing staff, including at undergraduate and post-graduate level
- Demonstrated commitment and ongoing activity in research and/or clinical audit activities
- Attendance and active involvement in relevant departmental, organisational and external meetings (i.e. College, Association and National/International bodies)

General Information

Austin Health is a Child Safe Environment

Austin Health is committed to child safety. We want children to be safe, happy and empowered. We support and respect all children, as well as our staff and volunteers. Austin Health has zero tolerance of child abuse, and all allegations and safety concerns will be treated seriously in line with legal obligations and our policies and procedures.

Equal Opportunity Employer

Applications from Aboriginal and Torres Strait Islanders are encouraged to apply. For more information about working at Austin Health, please follow this link to Austin Health's Aboriginal Employment website:

<http://www.austin.org.au/careers/Aboriginalemployment/>

Document Review Agreement

Manager Signature	
Employee Signature	
Date	