



# Monash Health

**Position title:** Service Director of Mental Health Program – Infant, Child and Youth Services

**Classification:** Full-time - In accordance with Medical Specialists Enterprise Agreement 2018-2021

**Reports to:** Program Director Mental Health Program

**Department:** Mental Health Program

## About Monash Health

Monash Health is Victoria's largest public health service. We provide safe, high-quality care to one-quarter of Melbourne's population, across the entire lifespan, from pre-birth to end-of-life.

More than 22,000 of us work at over 40 care locations across south-east Melbourne, including seven hospitals and an extensive network of rehabilitation, aged care, community health and mental health facilities. Each year:

- We provide more than 3.4 million episodes of care to our community,
- More than 276,000 people are admitted to our hospitals,
- Close to 220,000 people receive care at our three emergency departments,
- We respond to more than 67,000 ambulance arrivals,
- We perform more than 48,000 surgical procedures, and
- We deliver more than 10,000 babies.

We are an equal opportunity employer and committed to a fair, non-discriminatory workplace that maximises the talent, potential and contribution of all.

## Job summary

### Purpose

The position has accountability for the clinical and operational performance of the Infant, Child and Youth Mental Health Services across Monash Health. The incumbent is a leader in the Senior Medical Team who acts as a role model for the core values of the organisation and provides outstanding and effective leadership, coordination and management of Infant, Child and Youth Mental Health Units.

The role will oversee the delivery of services across Monash Health sites. The incumbent supports excellence in multidisciplinary clinical practice, facilitates clinical education and promotes and supports research to advance the Mental Health Program and deliver excellence in patient-centred care.

The incumbent will have extensive clinical experience in managing Infant, Child and Youth mental health services and proven ability implement models of care that ensure streamlined and provide effective access to services, service delivery and co-ordinated care.

Reporting to the Program Director Mental Health Program, the Service Director has accountability for the effective management and leadership of the Infant, Child and Youth Mental Health services that are across sites.

The Service Program Director Infant, Child and Youth Mental Health will be an essential member of the Monash Mental Health Executive team and will assist in the provision of Mental Health services across sites.

As a member of the Monash Health Senior Management Team the appointee will provide leadership in achieving and upholding Monash Health's Vision, Purpose and Values.

## Key Result Areas

- Promote collaboration and consistency in clinical practice, clinical governance and quality and safety across the Infant, Child and Youth Mental Health services.
- Actively participate in the Monash Mental Health Executive group
- Effectively collaborate with the Deputy Program Director, Service Director of Adult and Older Adult services, Alcohol and Drug Service, Mental Health Research Centres, Training and other services within Mental Health Program.
- Lead and collaborate within a multidisciplinary team environment that includes consultants, subspecialist consultants, junior medical, nursing, allied health, and administrative support staff.
- Provide multi-disciplinary management and clinical leadership through active involvement in patient care and promotion of adherence to Monash Health Policies and Procedures.
- Be available to medical colleagues for consultation, expertise and liaison as appropriate regarding patient management and care.
- Guide ongoing service improvement and clinical workforce innovation to ensure that the MHP provides high quality accessible services within allocated resources, meeting and exceeding the needs of Monash Health patients.
- Promote and enhance research and academic activities including education, training and supervision opportunities (both undergraduate and postgraduate) within the Monash Mental Health Program.
- Contribute to the professional and corporate life of Monash Health by participation in appropriate committees and forums.
- Provide comprehensive financial management of the Infant, Child and Youth Mental Health services ensuring budgetary targets and forecasts are achieved.

**Hours:** Full time 38-hour week plus on-call as rostered.

## Responsibilities

### Operational / Clinical Quality and Safety

The following responsibilities / accountabilities deliver our National Standards. Refer to the Clinical Governance Framework for more information.

- Be aligned with the Monash Health Strategic Plan 2018-2023.
- Be involved in the development and implementation of the strategic direction for high quality care.
- Support staff and develop systems and metrics to ensure delivery of quality of care for each patient.
- Be accountable for the quality of care within the Mental Health Program

### Operations

- The MHP is operating efficiently and effectively so that operational Key Performance Indicator targets are met.
- Participate in the day-to-day operation of the MHP and delivery of services across sites
- Ensure the optimal use of beds in the context of access to beds across sites.

### Quality and Safety

- Promote and deliver patient-centred care.
- There is a quality culture embedded in the MHP aligned with the Program and organisational Quality and Business Improvement Plan.

- The MHP has structures in place to support organisational quality initiatives, including specific quality roles.
- The Infant, Child and Youth Mental Health (MH) services within the Mental Health Program (MHP) participates in quality improvement activities, such as regular and scheduled audit and morbidity / mortality meetings, as well as educational and research activities.
- The Infant, Child and Youth MH services within the MHP has appropriate risk management strategies in place.
- Complaints and open disclosure discussions within the Infant, Child and Youth MH services within MHP are managed in an appropriate and timely manner.
- Clinical quality indicators in the Infant, Child and Youth MH services are monitored, and action taken as appropriate.
- The Infant, Child and Youth MH services have a Quality and Business Improvement Plan which is regularly reviewed and updated.
- The Infant, Child and Youth MH services comply with requirements of National Safety & Quality Health Service Standards and other relevant regulatory requirements.
- The MHP participates in College, National Standards and other accreditation programs as required.
- **Financial management**
- Work with the Program Director MHP, and senior business managers, to ensure that there is financial responsibility and accountability across the functions under the position's control and develop and implement financial strategies that will ensure budgetary targets and key performance indicators are met.
- Initiate and implement actions to improve the financial effectiveness of all functions, under the positions control.
- The budget for the Infant, Child and Youth MH services within MHP has been appropriately developed and implemented.
- Available resources in the Infant, Child and Youth MH services are being managed appropriately.
- Infant, Child and Youth services Financial Key Performance Indicator and Quality and Business Improvement Plan initiative targets are achieved.

### **Workforce**

- Provide leadership and support through change processes involving MHP staff
- Participate and co-operate in consultative processes to improve health and safety.
- Observe safe working practices and as far as you are able, protect your own and others' health and safety.
- Manage staff through effective recruitment, retention recognition and development strategies, whilst ensuring there are effective consultation and communication processes in place.
- Monitor the operations and continuous improvement of the Monash Health Occupational Health and Safety Management System within areas of accountability and provide a safe and positive workplace.
- Provide leadership and support for direct reports, appraise their performance, including annual performance appraisal (Give Me 5), and ensure all employees complete mandatory, targeted and other required training in their area of responsibility.
- Complete and maintain appropriate records for all necessary performance appraisal (Give Me 5), mandatory training, personal training, and professional development requirements for their area of responsibility.
- Staff within MHP are appropriately appointed and credentialed with scopes of clinical practice defined according to organisational policy.
- Staff within MHP are provided with opportunities for professional training and development, including allocation of continuous medical education funding and clinical support time as appropriate.
- Staff leave within MHP is managed appropriately and the accumulation of excess leave eliminated.
- Ensure there is an appropriate on-call and afterhours roster for senior and junior staff for the

## MHP

- Staff within MHP undergo appropriate orientation, supervision, and regular performance appraisals.
- Appropriate occupational health and safety training in the MHP has been undertaken.

## Clinical Practice

- Work towards the provision of best practice care to all patients in the context of current professional knowledge and standards and within organisational resources.
- Ensure that timely, efficient and high-quality care is provided to patients.
- Maintain contemporary best practice, personal technical expertise, medical knowledge and clinical skills.
- Assume responsibility for clinical care of allocated patients and participate in setting the standards for high-quality clinical practice within MHP
- Oversee the development and upkeep of procedures and guidelines ensuring they are contemporary and reflect 'best practice'.
- Ensure that accurate patient records are maintained.
- Use resources in a responsible manner having regard to patient priority and need.
- Ensure that there is prompt communication with other relevant clinicians and health care providers.

## Education and Research

- Support and implement teaching and research activities.
- Contribute to the overall professional standing of Monash Health.
- Support of education and training programs at both undergraduate and postgraduate levels.
- Provide registrars and others working in MHP with appropriate supervision, training and instruction in accordance with Monash Health policies and procedures.
- Comply with Monash Health Mandatory Continuing Professional Development and Mandatory Training requirements.
- Promote research activities and ensure that research opportunities are actively sought for junior and senior medical staff.

## Person specification

### Qualifications/Registrations/Licenses

- A medical qualification from a registered tertiary institution and Registration with the Medical Board of Australia (Australian Health Practitioner Regulation Agency) with a current annual practicing certificate is essential.
- Fellowship of the Royal Australian and New Zealand College of Psychiatrists including maintenance of CPD and good standing as required by AHPRA for the maintenance of Specialist Registration and associated additional recognition
- *A higher research degree (PhD), or equivalent research achievement as demonstrated by published work and research grant success (desirable)*
- All applicants must be awarded Scope of Clinical Practice by the Monash Health Credentialing committee. Information presented for application will be presented to the committee during the selection process, and all appointments are subject to maintenance of SoP within the clinical services capability framework in the facilities in which clinical work is to be undertaken. This process must be completed prior to offer of employment.
- Appointment to this position requires proof of qualification and if applicable registration or membership with the appropriate registration authority or association. Certified copies of the required information must be provided to the appropriate supervisor/manager, prior to the commencement of clinical duties.
- The incumbent must complete the Credentialing and Scope of Practice process prior to appointment and commencement. This will be reviewed on a regular basis.

### Skills / Knowledge / Experience

- Extensive experience in Psychiatry
- Substantial relevant experience in relevant specialty as a specialist in a major teaching hospital
- Demonstrates a high-level commitment to ethical practice.
- Understands medico-legal issues associated with clinical care.
- Demonstrates a commitment to profession-led regulation.
- Demonstrates ability to effectively manage matters of patient safety and quality of care.

### Capabilities

Refer to Monash Health's Capability Framework

### Leadership and Management

- Demonstrates clinical Leadership with proven ability to exercise sound judgment and provide leadership in professional standards, ethics and a commitment to research and innovation.
- Understands current and relevant medical workforce issues.
- Has a record of effective leadership and sound management.
- Possesses well-developed written and oral communication skills particularly in relation to influencing consultation and negotiation.

### Other requirements

- As we support a culture of safety through employee immunisation, there must be documentation provided confirming completed immunisation on employment at Monash Health
- Current and satisfactory Police Check (must also comply with Aged Care Act 1997 Accountability Amendment Principles 2012 if working in Aged Care setting)
- Current and satisfactory Working with Children Check.
- Applicants who are new to Monash Health will be required to enter into an Employment Agreement before commencement
- Applicants who are new to Monash Health must provide evidence of immunisation before they can receive an offer of employment
- Current Victorian driving license

## Our values

- **Integrity:** Honesty, open and transparent, admit mistakes, maintains confidentiality, fairness, builds trust.
- **Compassion:** Empathy, sensitivity, concern for others, interacts with dignity, tolerance, anticipates needs
- **Accountability:** Understands roles, uses resources wisely, delivers on time, timely decision making, achieves stretch goals, takes responsibility for performance
- **Respect:** Builds relationships, courteous, listens and understands, gives and receives feedback, sensitivity and understanding, values difference and individual worth
- **Excellence:** Supports creativity and innovation, proactive and solution-focused, seeks out opportunities, embraces quality improvement, professionalism

## Our guiding principles

- We consistently provide safe, high quality and timely care
- We provide experiences that exceed expectations
- We work with humility, respect, kindness and compassion in high performing teams
- We integrate teaching, research and innovation to continuously learn and improve
- We orientate care towards our community to optimise access, independence and wellbeing
- We manage our resources wisely and sustainably to provide value for our community

## Document approval

**Approved by:** Program Director, Mental Health

**Department:** Mental Health Program

**Date:** February 2023