# Staff Specialist – Addiction Medicine
## ST VINCENT’S HEALTH NETWORK SYDNEY
### POSITION DESCRIPTION

<table>
<thead>
<tr>
<th>POSITION TITLE</th>
<th>Addiction Medicine (Correctional Health)</th>
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<tbody>
<tr>
<td>DEPARTMENT:</td>
<td>Correctional Health/Addiction Medicine</td>
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<tr>
<td>AGREEMENT / CLASSIFICATION:</td>
<td>The Named NSW (Non-Declared) Affiliated Health Organisations' Professional &amp; Associated Staff Agreement 2009</td>
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<tr>
<td>CAPABILITY LEVEL:</td>
<td>Level 4</td>
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<tr>
<td>REPORTS TO:</td>
<td>St Vincent's Correctional Health, Senior Medical Lead/Alcohol and Drug Clinical Director</td>
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<tr>
<td>STATUS:</td>
<td>Maximum Term Part Time 7 years</td>
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<tr>
<td>HOURS:</td>
<td>0.6 FTE</td>
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<tr>
<td>DIRECT REPORTS:</td>
<td>Nil</td>
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<tr>
<td>KEY RELATIONSHIPS (INTERNAL):</td>
<td>Correctional Health Unit</td>
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<td>Alcohol and Drug Service</td>
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<tr>
<td>KEY RELATIONSHIPS (EXTERNAL):</td>
<td>Justice Health and Forensic Mental Health Network</td>
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<td>MTC Broadpectrum</td>
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<td>Western Sydney Local Health District</td>
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<td>Community alcohol and drug services and community organisations</td>
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<td>General Practitioners</td>
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<tr>
<td>KEY RESPONSIBILITY:</td>
<td>Provision of specialist care to patients at the Parklea Correction Complex, the outpatient opioid substitution therapy program, the outpatient alcohol and other drug services, and the social detoxification service, including assessment, maintenance treatment, withdrawal and relapse prevention;</td>
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<td>Referral and liaison with key treatment providers (including GP’s) and active participation in a multidisciplinary setting;</td>
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<td>Participation in teaching and research duties;</td>
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<td>Promotion of good patient care and the good reputation of the department.</td>
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<td>Participation in out-of-hours services for Correctional Health Service.</td>
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<td>Provide clinical leadership and support to the Correctional Health service clinicians in the management of their clients alcohol and drug health needs;</td>
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<td>Maximise patient participation in decision making and choices in the care planning process;</td>
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<td>Maintain positive liaison with families, carers and community providers including General Practitioners, community agencies and non-Government organisations;</td>
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<tr>
<td>LOCATION:</td>
<td>Parklea Correctional Complex</td>
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### POSITION PURPOSE

Are as set out in the SVHA Group Model By-Laws and accompanying Schedules.
Additional terms and conditions are as follows:

**Teaching and Research**
- Maintain an intellectual environment within the Department conducive to high quality medical research;
- Provide academic leadership in both research and teaching;
- Participate in research projects, implemented within the Department or in collaboration with research staff external to the Department, which have been approved by the Network Director and the appropriate regulatory committees;
- Promote research discussion and dissemination through the organisation of research seminars and meetings with regular participation of peers, registrars and resident medical officers;
- Support and contribute to the expansion of clinical meetings and education by the Department for interested professionals both internal and external to the hospital, and organise, deliver, or participate in teaching within and external to the Department; and
- Provide “on the job” training for CMOs/GPs during ward rounds, clinics, operating/ procedural sessions as appropriate to the specialty.

**Supervision**
- Fulfil responsibilities as mentors for medical staff assigned to the department as required. This includes participation in staff appraisal at regular intervals particularly in relation to CMOs.
- Supervise the CMO and provide regular teaching and education in accordance with HETI guidelines.
- Provide supervision and support for CMOs or GP Trainees in post graduate medical programs including Colleges and the Division of General practice.

**Quality**
- Champion development and adoption of organisational processes, practices and policies that drive excellence in quality care within an academic environment;
- Lead and advocate the strengthening of existing patient safety systems and processes that promote a “just” and supportive culture;
- Actively lead and promote clinical practice improvement through the application of evidence-based best practice to improve the quality of both service delivery and patient care within the department and the facility;
- Provide leadership and sponsor initiatives that result in improvements to the quality of care through the introduction of new clinical practice methodologies and technologies and the integration of care processes;
- Support effective team based care by leading and contributing to multidisciplinary team building, mentoring and training;
- Provide leadership in accreditation processes;
- Provide expert advice in relation to complex complaints and incidents; and
- Participate in all aspects of the clinicians’ toolkit to assess the quality of service being provided view to maintaining, assessing or improving standards of care, teaching or research.

These quality improvement or other Departmental and Hospital processes, may include, but not be limited to Peer Review; Morbidity & Mortality meetings; Adverse and near miss events monitoring; Clinical risk management and Root cause analysis.

**ST VINCENT’S HEALTH AUSTRALIA: IDENTITY**
Our organisational values are relevant to all positions. All employees are required to consistently demonstrate behaviours that support the Mission, Vision and Values of St Vincent’s Health Australia and promote an ethical environment in accordance with the St Vincent’s Health Australia Code of Conduct.

**OUR MISSION**
As a Catholic health and aged care service provider, our mission is to bring God’s love to those in need through the healing ministry of Jesus. We are especially committed to people who are poor and vulnerable.

We draw on the talents of our people and collaborate with others who share our vision and values to continue the pioneering spirit of Mary Aikenhead and the Sisters of Charity. We are committed to providing compassionate and innovative care, enabling hope for those we serve.

**OUR VISION**
To lead transformation in health care inspired by the healing ministry of Jesus.

OUR VALUES
Our values, based on the Gospels, reflect the healing ministry of Jesus, and act as a point of reference for our decision making which is fundamental to our catholic identity. Our values provide direction as to the type of organisation we aspire to be and the kind of behaviours we regard as appropriate to help achieve our aspirations. Our values underpin all that we do and are demonstrated through our everyday actions, giving our mission and vision life.

Compassion: Caring for others with an openness that affirms life and healing
Justice: Acting with courage and fairness in pursuit of what is right and just
Integrity: Ensuring our actions and decisions are grounded in our values, reflecting both honesty and authenticity
Excellence: Demonstrating a passionate commitment to continuous improvement and innovation

OUR CARE
Our Care is:
- Provided in an environment underpinned by our mission and values
- Holistic and centred on the needs of each patient and resident
- High quality, safe, and continuously improved to ensure best practice
- Innovative and informed by current research using contemporary techniques and technology
- Delivered by a team of dedicated, appropriately qualified people who are supported in a continuing development of their skills and knowledge
- Committed to a respect for life in accordance with the Gospels

MISSION AND CATHOLIC IDENTITY
- Promote the mission, vision and values of St Vincent’s Health Australia, the St Vincent’s Health Australia Code of Conduct, and ensure these principles are effectively integrated in all areas of responsibility
- Actively contribute to the development of a positive organisational culture, aligned to the mission and values of St Vincent’s Health Australia.
- Participate in formation programs to ensure a clear understanding of the ministry and how the changing needs and environment of the Healthcare sector may impact on the delivery of the St Vincent’s Health Australia Mission.

POSITION DUTIES

LEADERSHIP ACCOUNTABILITIES

- Engage collaboratively with colleagues to maintain and improve the safety and quality of patient care;
- Contribute to discussions, policy development, clinical audits and decisions about improving the quality of services and outcomes;
- Raise and act on concerns about patient safety;
- Demonstrate effective team working and leadership;
- Promote a working environment free from unfair discrimination, bullying and harassment, bearing in mind that colleagues and patients come from diverse backgrounds;
- Treat all with dignity, respect and equality;
- Contribute to teaching and training doctors and other healthcare professionals;
- Use resources efficiently for the benefit of patients and the public;
- Create an environment in which individuals are encouraged to do and be the best they can;
- Lead, support and foster innovation to create a learning culture; and
- Build support among all clinicians within the work group to promote and achieve effective change.

GENERAL ACCOUNTABILITIES
- Fulfil the accountabilities of this role in accordance with Mission and Values of St Vincent’s Health Australia;
- Provide expert, high quality specialist services including assessment, treatment planning and oversight, follow-up, and ongoing evaluation including up to date documentation and transfer of care summaries;
- Provide leadership for clinical activities and initiate, encourage and participate in service improvement, evaluation and innovative treatment;
- Work within and respect organisational processes and clinical systems;
- Work as part of multi-disciplinary teams and other staff in a way that is responsive to and respectful of team members and/or the disciplines and services they represent;
- Maintain positive liaison with carers and community providers including general practitioners, NGOs and families in a way that enables them to be involved in patient care and recovery;
- Work with colleagues in a professional and support manner including attending Consultant and other meetings relevant to developing and maintaining a quality service;
- Foster the promotion of standards of excellence in the provision of clinical and public services;
- Implement and undertake major teaching and educational activities for clinical staff, especially Junior Medical Officers, specialty trainees and medical students;
- Promote College standards of practice;
- Ensure that College requirements for the experience and supervision of trainee specialists are met by providing clinical supervision to Registrars;
- Participate in the consultant on-call day and after hours roster;
- Participate in ongoing professional education and peer review;
- Attend to clinical consultations within a reasonable period;
- Use resources in an appropriate way and be accountable for utilisation (including that of junior medical staff under your supervision).

COMPLIANCE

KEY PERFORMANCE INDICATORS

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<th>Position Outcomes</th>
<th>Performance Indicators</th>
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| Standards of attendance to patients is met by the consultant medical practitioner | • Attendance to newly admitted Correctional Health patients is made in line with the service specification by consultant medical practitioners  
• Review referred or under your care in line with the priority waitlist and service specifications.  
• Regular reviews are undertaken, and at an appropriate time for the participation of nursing and medical staff by members of the Correctional Health service.  
• Consults are undertaken within benchmark times |
| Standards of supervision for registrars and junior medical staff (trainees) are met by the consultant medical practitioner | • Trainees are provided with information about escalation processes, pathways and numbers for contact after-hours and contact is both readily available.  
• Full active participation in the out of hours roster is undertaken that results in appropriate supervision of trainees both in and out of hours. |
| Performance benchmarks for service delivery are met by the consultant medical practitioner | • Completion of outcome measures, care planning, and transfer of care are met by the consultant medical practitioner.  
• Assessments and clinical decisions are made in a timely manner to support benchmarks. |
| The consultant medical practitioner demonstrates collaboration and teamwork | • Effective interpersonal relationships exist between the consultant and all team members in the provision of services to patients.  
• The consultant participates in multidisciplinary rounds, teaching and in the establishment of clinical protocols and care plans |
| Clinical governance accountabilities are promulgated | • Attendance at Morbidity and Mortality and Correctional Health Quality and Safety meetings is undertaken within specified requirements |
| Training and education | • The consultant participates in the training and education of trainees |
programs are at level commensurate for teaching hospital and other clinical staff within Correctional Health.

| Research is at level commensurate for teaching hospital | Evidence of translation of research into clinical practice  
| Evidence of participation in clinical research |

- Ensure compliance across all relevant standards of accreditation and legislative requirements within areas of responsibility or as delegated by the CEO, St Vincent’s Health Network Sydney.
- Ensure facilities operate at all times in compliance with the Catholic Health Australia Code of Ethical Standards for Catholic Health and Aged Care Services in Australia and relevant legislation.
- Ensure compliance with relevant legislation, standards and industrial instruments.
- Operate within the delegated responsibilities and authorities as set by St Vincent’s Health Australia.
- Ensure relevant personal qualification, registrations and memberships are maintained at the required level.
- Ensure that employees are compliant with mandatory training requirements.
- Current immunity status that complies with the Assessment, Screening & Vaccination against Specified Infectious Diseases - Policy Directive Immunisation history complies with NSW Health Policy Directive PD2018_009

**INCUMBENT CAPABILITY REQUIREMENTS**

The incumbent shall possess and demonstrate the following core capabilities:

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<tr>
<th>CAPABILITY</th>
<th>DEMONSTRATED BEHAVIOUR</th>
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<tr>
<td><strong>PERSONAL</strong></td>
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<tr>
<td>Personal Effectiveness</td>
<td>Executes Results – Sets and measures team goals, driving pursuit of higher standards of practice</td>
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<td>Learning Agility</td>
<td>Flexibility – Responds to new and complex situations by adjusting behaviour appropriately</td>
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<td><strong>OUTCOMES</strong></td>
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<td>Patient/ Resident Centered</td>
<td>Patient Excellence – Monitors satisfaction levels and proactively addresses issues</td>
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<td>Innovation and Improvement</td>
<td>Continuous Improvement – Anticipates problems and continuously improves systems and processes</td>
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<td><strong>STRATEGY</strong></td>
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<tr>
<td>Driving Results</td>
<td>Drives For Results – Takes ownership for performance of team results</td>
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<td>Organisational Acumen</td>
<td>Short Term Planning – Uses information and organisational knowledge to make decisions and achieve results</td>
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<td><strong>PEOPLE</strong></td>
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<tr>
<td>Working With and Managing Others</td>
<td>Leads Others – Shares responsibilities, providing support and effective communication</td>
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<tr>
<td>Collaboration</td>
<td>Operates Cross Functionally – Develops constructive relationships across the organisation</td>
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**SELECTION CRITERIA**

- Personal integrity and demonstrated commitment to the Philosophy, Mission and Values of Mary Aikenhead Ministries and St Vincent’s Health Australia.
- Possess, or be eligible to possess, specialist registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Possess Fellowship of the Australasian Chapter of Addiction Medicine (RACP) or equivalent as provided for in the Staff Specialist’s State Award;
- Demonstrated knowledge, skills and high standards of clinical practice in addiction medicine commensurate to experience which is appropriate to the requirements of the position;
- Demonstrated commitment to teaching at specialty registrar, junior medical officer and undergraduate levels;
- Demonstrated management ability in clinical service planning and the provision of a patient focused, comprehensive, high quality and cost effective clinical service with knowledge and commitment to the implementation of best practice and clinical service innovation;
- Demonstrated ability to provide high quality compassionate medical care as evidenced by recent practice experience in working congenially and collaboratively as both a leader and member of a multidisciplinary team, and as a provider of services that engender high levels of patient satisfaction and experience;
- Demonstrated ongoing contribution to the development, dissemination, and translation of new knowledge and practices commensurate with work in an academic teaching hospital environment;

**EMPLOYEE DECLARATION**

- I have read this position description, I understand the position requirements and position demands checklist (attached) and agree that I can fulfill these requirements to the standards outlined.
- I am not aware of any reason, which might interfere with my ability to perform the inherent position requirements and position demands of this position.
- I am aware that my ongoing appointment will be subject to my continued compliance with the relevant NSW health policy directive/s concerning Immunisation Compliance, Occupational Assessment, Screening & Vaccination against Specified Infectious Diseases. I am aware that I must ensure that myself and those staff reporting to me are made aware of, and comply with the requirements of, this/these policy directive/s.
- I am aware that any false or misleading statements may threaten my appointment or continued appointment with St Vincent’s Hospital Sydney.
- I agree to comply with the policies of NSW Ministry of Health, St Vincent’s Health Australia, St Vincent’s Health Network Sydney and St Vincent’s Hospital Sydney.
- I also agree to strictly observe the policy on confidentiality of staff and patient information or such other sensitive or confidential information that I many come across in the course of my appointment.
- I have read and understood the SVHA Code of Conduct.
- I am aware that during the course of my appointment, regular criminal record checks may be conducted with my knowledge to ensure my ongoing suitability for appointment.

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<thead>
<tr>
<th>Employee Name</th>
<th>Employee Signature</th>
<th>Date</th>
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<table>
<thead>
<tr>
<th>Manager’s Name</th>
<th>Department</th>
<th>Date</th>
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