



**The Royal
Melbourne
Hospital**

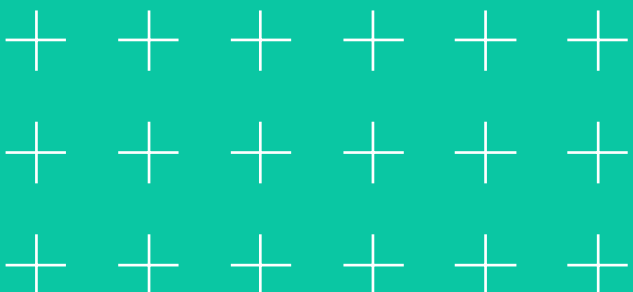
**Advancing
health
for everyone,
every day.**

**Join The Royal
Melbourne Hospital's
NorthWestern Mental
Health Service**



Position Description

**Team Leader - Perinatal Mental
Health Service**





About The Royal Melbourne Hospital

As one of Victoria’s largest public health services, the Royal Melbourne Hospital (RMH) provides a comprehensive range of specialist medical, surgical, and mental health services; as well as rehabilitation, aged care, outpatient and community programs. We are a designated state-wide provider for services including trauma, and we lead centres of excellence for tertiary services in several key specialties including neurosciences, nephrology, oncology, cardiology and virtual health.

We are surrounded by a Parkville Precinct of brilliant thinkers, and we are constantly collaborating to set new benchmarks in health excellence - benchmarks that impact across the globe. While the work we do takes us in inspiring new directions; caring for each other, our patients and consumers is as essential to who we are, as any scientific breakthrough we make.

Our people of more than 10,000 strong, embody who we are and what we stand for. We're here for when it matters most, and we'll continue to be the first to speak out for our diverse community's wellbeing and for delivering excellence together, always.

Our Vision

Advancing health for everyone, every day.

The Melbourne Way

At The RMH we’re inspired by our vision of Advancing health for everyone, every day. While we’re each going about our different roles, we’re united by a shared understanding of the way we do things around here. We call it The Melbourne Way. We put people first — leading with kindness and working together, we excel as one Royal Melbourne Hospital.

People First



People are at the heart of everything we do. We take the time to understand how we can make the most positive difference for them.

Lead with Kindness



Our care and compassion sets us apart. We lead the way with a respectful, inclusive spirit — embracing the things that make us all unique.

Excellence Together



True excellence is only possible when we work as one Royal Melbourne Hospital community. Through collaboration, we set the highest of standards and achieve our goals.

Our Priorities

The RMH Strategic Plan: **Towards 2025 Advancing health for everyone, every day** is our plan for the future — one which we are committed to achieving together.

This position contributes to the achievement of the five Strategic Goals, articulated in the plan:

1. Be a great place to work and a great place to receive care
2. Grow our Home First approach
3. Realise the potential of the Melbourne Biomedical Precinct
4. Become a digital health service
5. Strive for sustainability



Position Description

Position Title:	Team Leader - Perinatal Mental Health Service
Service:	Mid West Area Mental Health Service
Location:	Sunshine Hospital
Reports To:	Manager - WPARC, Perinatal Mental Health, Child and Adolescent Psychiatry Service
Enterprise Agreement:	Victorian Public Mental Health Services Enterprise Agreement 2016–2020 / Victorian Public Health Sector (Medical Scientists, Pharmacists and Psychologists) Single Interest Enterprise Agreement 2017–2021
Classification:	RPN 4, SW3, OT3, P3
Immunisation Risk Category:	Category A
Date of Review:	July 2022

Position Purpose

As the Team Leader of the Perinatal Mental Health Service, you will be part of the leadership group for this service. You will provide direction and leadership to the multidisciplinary team as well as supporting the manager to achieve strategic goals.

- With the support of the Manager you will be responsible for providing operational leadership to the team. As a part of this, you will actively lead the team processes to maintain service delivery to consumers and carers including overseeing day-to-day clinical and operational procedures and practices, leave management, etc. – under the direction of the Manager
- Develop relationship with internal and external stakeholders to ensure seamless care delivery
- Delivery of focused, evidence based comprehensive mental health assessments and therapeutic interventions in inpatient and outpatient settings
- Provide clinical expertise to other mental health clinicians in delivery of mental health care to women in the perinatal periods and their support network
- Provision of specialist secondary consultation to partner service providers
- Provision of operational supervision to team members
- Undertake administrative work to manage team

Department Description

Midwest Area Mental Health Service (MWAMHS) provides public adult mental health services to the local government area in Brimbank, Melton and part of Hume.

- An Adult Psychiatric Inpatient Unit and Secured Extended Care Unit at Sunshine Hospital
- Two community teams based at Sunshine and Melton, Community Care Unit
- Perinatal Mental Health Service and Child and Adolescent Mental Health Service
- In 2022, MWAMHS will be opening a new Women's PARC facility based at Sunshine Hospital which can accommodate Children
- In 2023, there will be two new 26-bed inpatient units on the Sunshine Hospital site



Key Accountabilities – Position Specific

Accountabilities

- In collaboration with the Manager and Area Manager, support the management of the workforce through the application of effective recruitment, induction, professional development, performance review, development and management processes.
- Provide clinical leadership in the form of role modelling, mentoring to clinical staff, working with consumers who have a more complex lived experience of mental ill health; providing support and strategies to other clinicians around how to support these consumers.
- Possesses current, advanced, specialist mental health knowledge and skills and applies these skills to lead the clinical role within the service.
- Ensure referrals and assessments of new consumers are coordinated, ensuring referrers and consumers are informed of outcomes of referrals while managing PMHS workloads.
- Provide leadership to and contribute to clinical review meetings that guide implementation and evaluation of consumer treatment objectives provided by the team.
- Effectively identify and mediate potential and actual conflict between groups to build a cohesive and respectful workplace. Model and actively promote workplace behaviour that reflects the Melbourne Health Values
- Evaluate and adjust policy to enhance professional practice and service delivery. Operate within the legal frameworks e.g. Mental Health Act and Privacy Act.
- With the support of the Manager and Area Manager to develop and maintain collaborative relationships and networks to support seamless service delivery.
- Develop and maintain a safe work environment for staff, review and improve processes where risks may be identified
- Support MWMHS Management in the process of organisational change, evaluate the outcome and adjust direction.
- Effectively use a broad range of skills to communicate in a person centred manner with key stakeholders to ensure the provision of high quality services. Coordinate planning across a range of services.
- Manage resources through: Planning and monitoring service performance against service targets and KPI's; utilising of staffing profiles to allocate resources and achieve optimal provision of service outcomes.
- Be accountable for their own, and their staff's, professional practice, critical reflection, professional development and performance assessment and review
- Promote, develop and support the peer support workforce across programs

2. Quality Improvement

- Foster quality improvement, research activities and program evaluation that inform the delivery of services; enhance the utilisation and sharing of best practice knowledge and skills across the team.
- Develop an environment which promotes continuous improvement in practice
- Contribute to research and evaluation activities within MWAMHS and across NWMH as appropriate
- Evaluate and adjust practice to ensure client centred approach to service delivery that improves user experience and outcomes
- Promote a culture of continuous improvement

3. Contribution to Service and Systems

- Support MWAMHS Management in developing guidelines, protocols, procedures, standards and systems of work set by the organisation.
- Undertake administrative tasks according to the protocols established for the team and required for reporting on the minimum data set reporting framework.
- Contribute to the application of information systems to improve clinical practice and inform clinical decision making



5. Professional Development

- Demonstrate strong ongoing commitment to own professional development and the ability to support and develop knowledge and skills in others.
- Provide support in clinical supervision and to support undergraduate and post-graduate students

Key Relationships

Internal

- MWAMHS
- NWMH
- Western Health
- Consumers, carers and support networks

External

- Family and children services
- Victoria Police
- Area mental health services
- Department of Health

Selection Criteria

Formal Qualification(s) & Required Registration(s):

- Registered Psychiatric Nurses:
 - Registration as a registered nurse under the Australian Health Practitioner Regulation National Law Act (2009) with the Nursing and Midwifery Board of Australia.
 - Bachelor Degree in Psychiatric/Mental Health Nursing or equivalent, or, Bachelor Degree in Nursing plus a Postgraduate qualification in Psychiatric/Mental Health Nursing.
- Occupational Therapists:
 - Registration under the Australian Health Practitioner Regulation National Law Act (2009) with the Occupational Therapy Board of Australia.
 - An approved Degree from a recognised school of Occupational Therapy or other qualifications approved for eligibility for membership of the Australian Association of Occupational Therapy (Vic.).
- Psychologists:
 - Registration as a Psychologist under the Australian Health Practitioner Regulation National Law Act (2009) with practice endorsement as a Clinical, Forensic or Clinical Neuro Psychologist with the Psychology Board of Australia.
 - Board approved supervisor with eligibility to supervise psychologists undertaking the registrar program for clinical endorsement (or working towards).
- Social Workers:
 - An approved degree in Social Work and eligibility for membership of the Australian Association of Social Workers.

Essential:

- Minimum 5 years working in similar role or as a Senior clinician in Perinatal Mental Health Services
- Skills in workplace coaching, mentoring and supervision
- Demonstrated ability to identify and harness opportunities for innovation and collaboration on improving service delivery resulting in demonstrable outcomes.
- Demonstrated ability to effectively communicate and engage across disciplines and at all management and staff levels
- Demonstrated experience in implementing successful strategies to deliver service outcomes and KPIs within resource allocation.
- Demonstrated understanding and participation in the implementation of organisational change, risk management, work health and safety and quality improvement in the workplace.
- Demonstrated evidence of the use of critical thinking and problem solving skills including the ability to develop timely and constructive practice solutions.



- Comply with all legal requirements pertaining to the position including responsibility for maintaining current registration as required by your professional organisation or other applicable Acts.
- Demonstrated supervision and consultation skills, and experience in developing professional competencies.
- Demonstrated ability to consult, liaise and negotiate sensitively with clients, treating teams, their family or carers and members of other community services.
- Hold a current driver's licence and capacity to use in this role.
- Be familiar with and adhere to relevant professional codes of ethics, the values of Melbourne Health, and relevant legislation, in particular: the Mental Health Act (1986), the Guardianship & Administration Act (1986), Victorian Charter of Human Rights and Responsibilities Act 2006 and clinicians' responsibilities under s141 Health Services Act with regard to the sharing of health information.
- Comply with all legal requirements pertaining to the position including responsibility for maintaining current registration as required by your professional organisation or other applicable Acts
- Ability to navigate IT systems and have proficiency in MS Office

Desirable:

- Experience in Consultation - Liaison role
- Experience in clinical management

Required Capabilities

The Capability Development Framework applies to all The RMH employees and describes the capabilities that are needed to meet our strategic goals.

Below is a list of capabilities and the attainment level required in this position.

<i>Capability Name</i>	<i>Attainment Level</i>
Organisational savvy	Mastery
Communicating effectively	Mastery
Building relationships	Mastery
Patient and consumer care	Mastery
Working safely	Mastery
Utilising resources effectively	Consolidation
Innovation, continuous improvement and patient safety	Consolidation
Adaptability and resilience	Mastery
Integrity and ethics	Mastery
Delivering results	Consolidation
Analysis and judgement	Mastery
Developing and managing skills and knowledge	Consolidation

Health, Safety and Wellbeing

The RMH aims to provide a working environment that is safe and without risk to the health, safety and wellbeing of all employees, patients and consumers, and visitors to the RMH.

RMH employees have a responsibility to:



- Maintain an understanding of individual responsibility for patient safety, quality and risk and contribute to organisational quality and safety initiatives;
- Take reasonable care for their own safety and wellbeing and that of anyone else that could be affected by their actions;
- Speak up for the safety and wellbeing of patients, consumers, colleagues and visitors and escalate any concerns that have or could impact safety;
- Accept responsibility for ensuring the implementation of health and safety policies and procedures and cooperate with the RMH in any action it considers necessary to maintain a safe working environment which is safe and without risk.

RMH Employees in supervisory/management roles have, in addition to the above, responsibility to:

- Ensure all health, safety and wellbeing procedures are in place and maintained in their work areas;
- Ensure risk management activities are undertaken and effective risk controls are in place;
- Make sure that training needs for all employees are identified and undertaken as required;
- Ensure incidents are recorded, investigated and corrective actions implemented as far as is reasonably practical.

The RMH Key Performance Indicators

RMH employees are measured through successful:

- Demonstration of RMH values and behaviours, being a role model for living the values;
- Completion of mandatory training activities including training related to the National Standards;
- Participation in the RMH and Division/Service specific business planning process (if required);
- Achievement of RMH and portfolio specific KPI targets as they apply to areas of responsibility;
- Participation in and satisfactory feedback through the annual performance review process; and, where applicable, ensure direct reports have individual development plans including an annual review;
- Ability to provide a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;
- Ability to operate within allocated budget (if required).

Clinical Governance Framework

RMH employees have a responsibility to deliver Safe, Timely, Effective, Person-Centred Care (STEP) by:

- Fulfilling roles and responsibilities as outlined in the Clinical Governance Framework;
- Acting in accordance with all safety, quality and improvement policies and procedures;
- Identifying and reporting risks in a proactive way in order to minimise and mitigate risk across the organisation;
- Working in partnership with consumers and patients and where applicable their carers and families;
- Complying with all relevant standards and legislative requirements;
- Complying with all clinical and/or competency standards and requirements and ensuring you operate within your scope of practice and seek help when needed.

Equal Opportunity Employer

The RMH is an equal opportunity employer. We are proud to be a workplace that champions diversity; we are committed to creating an inclusive environment for all people. Our goal is for our people to feel safe, included and supported so that they can be at their best every single day.



Acceptance

I acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment in the position. I understand that The RMH reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

Employee Signature

Employee Name (please PRINT IN CAPITALS)

Date (day/month/year)