

<b>Position Title:</b>	Addiction Medicine Registrar
<b>Operationally reports to:</b>	Program Manager Goulburn Valley Alcohol and Drug Service
<b>Professionally reports to:</b>	Chief Medical Officer
<b>Department:</b>	Goulburn Valley Alcohol & Drug Service
<b>Directorate:</b>	Community Care & Mental Health
<b>Cost centre:</b>	M0755
<b>Code &amp; classification:</b>	Hospital Registrar, Year 1 – 6+ (HM25 – HM30) Upon completion of probationary and qualifying period and annually or as requested
<b>Performance review:</b>	Doctors in Training (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single interest Employers) Enterprise Agreement 2022-2026 and its successors, and GV Health Policies and Procedures (and as varied from time to time)
<b>Employment Conditions:</b>	Doctors in Training (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single interest Employers) Enterprise Agreement 2022-2026 and its successors, and GV Health Policies and Procedures (and as varied from time to time)

Goulburn Valley (GV) Health is a Regional Public Health Service in the Hume Region of Victoria, with campuses located at Shepparton, Tatura and Rushworth. The main campus in Shepparton is the major acute referral hospital for the sub-region. Additional sites are also located in Shepparton, Seymour, Benalla, Cobram, Echuca and Wodonga. GV Health provides a range of acute, subacute, mental health, aged, primary health and community services across the Goulburn Sub-Region within the Hume Region.

The *Goulburn Valley Health Strategic Plan 2024-26* provides the direction for GV Health with key elements summarised below.

GV Health is committed to ensuring that all staff are fully immunised against COVID-19, therefore employment within GV Health is conditional upon evidence of having been vaccinated.

## OUR PURPOSE

Improving community wellbeing through high quality health services, outstanding care and learning.

## OUR VALUES AND BEHAVIOURS

Our culture is made up of our CREATE values and behaviours, through which we commit to delivering ongoing quality healthcare for our community. Our CREATE values and behaviours are the foundations for our strategic pillars, and for achieving our goals.

### Compassion

- We treat others with kindness and respect;
- Our deep connection to the community enhances our care for patients;
- We support the whole patient journey;
- We are understanding of each other.

### Respect

- We respect the patient's voice and their choices;
- We celebrate diversity and are proud of multiculturalism;
- We respect differences of opinions;
- We respect the input of different disciplines and areas of expertise.

### Excellence

- We are encouraged to grow professionally and personally;
- We are leaders in what we do;
- We invite feedback and are always striving to do better;
- We connect patients to further care and information.

### Accountability

- We are responsible for our actions;
- We are courageous in our decision making and grow from our mistakes;
- We deliver what we promise;
- We don't compromise on our standards.

### Teamwork

- We are a multi-skilled workforce and we pool our resources together;
- We mentor and support one another;
- We take a collaborative approach to care;
- We are approachable.

### Ethical behaviour

- We hold ourselves to high standards;
- We rigorously uphold professional boundaries in our regional setting where patients may be friends or family too;
- We value and respect our patient's privacy and trust;
- We stand up against unsafe practice.

### **CREATE Outstanding**

CREATE Outstanding encompasses foundation elements of the *Goulburn Valley Health Strategic Plan 2024-26* to link GV Health's purpose, values and our Culture of Care with fundamental organisational systems and processes. GV Health is striving to achieve CREATE Outstanding in every interaction with the people services are provided for as well as how staff work with each other.

### **ROLE STATEMENT:**

The Goulburn Valley Alcohol & Drug Service (GVADS), is based in the West Hume region of Victoria, and provides a range of range of services to support consumers and their families who are affected by drugs and alcohol. GVADS prides itself on delivering client-centred care and aims to enhance the patient experience through improved service access, meeting growth in demand, implementing innovative service models and ensuring workforce flexibility.

The service is delivered by an integrated team from three consortium partners; Goulburn Valley (GV) Health, Odyssey House Victoria and The Salvation Army Australia. Programs offered include assessment, counselling and care & recovery, therapeutic day rehabilitation and withdrawal and addiction medicine services. These programs are divided into two streams: Health and Community. These services operate in partnership with a range of other community service organisations to best meet the needs of vulnerable people and families needing support.

The Addiction Medicine Registrar is a member of the GVADS multidisciplinary team that focusses on embedding contemporary models and approaches in the drug and alcohol field that underpin a recovery-orientated service model. The Registrar has a key and central role within community based AOD services and the addiction medicine team. The Registrar provides comprehensive specialist care for patients with a wide range of substance related disorders and associated complex comorbidity across community AOD services and admitted care within GV Health.

The Registrar is responsible for providing high quality, evidenced based and effective AOD services including assessment, interventions, care planning and follow-up for GVADS clients. The Registrar works in coordination with all AOD service streams and with related sectors, to facilitate seamless and integrated treatment pathways for complex clients. In addition, they will provide clinical expertise and support to the broader GVADSAOD counselling team.

The Addiction Medicine Registrar is operationally responsible to the Goulburn Valley Alcohol & Drugs Program Manager. Day to day management and clinical supervision will be provided by the Addiction Medicine Specialist. The Addiction Medicine Specialist will provide direction on daily clinical duties including clinical in-reach, clinic attendance and client allocation.

The Registrar will establish linkages with a broad range of regional services, including community mental health services, other drug and alcohol services (including residential and non-residential services), Youth Justice, Corrections Victoria (Community Corrections), and housing/accommodation services.

The Addiction Medicine Registrar is responsible for promoting Goulburn Valley Health as a quality regional health service provider thus ensuring GV Health's strategic plan, mission and values are upheld.

**EXTERNAL RELATIONSHIPS:**

Liases with:

- Other drug and alcohol services
- Community mental health services
- Youth Justice
- Corrections Victoria
- Community Services including housing and accommodation services

**INTERNAL RELATIONSHIPS:**

- GV Health Mental Health Service
- GV Health Emergency Department and inpatient services
- Service Access Unit
- Others clinical services as required

**Positions reporting to this role:**

- None

**KEY RESPONSIBILITIES, ACTIVITIES AND DUTIES:**

- Work under the supervision of the Addiction Medicine Specialist to develop clinical and decision-making skills and participate in on-going assessment of competencies
- Maintain satisfactory progress in advanced training as set out in the college curriculum of the Chapter of Addiction Medicine
- Management of a community client caseload as directed by the Addiction Medicine Specialist, in collaboration with GVADS team members
- Manage residential and non-residential withdrawals
- Provide clinical liaison services to the emergency department and inpatient services including
  - Provision of clinical advice on the assessment and treatment of patient with substance misuse disorders or addictions
  - Participate in the development of discharge plans that reflects the needs of patients and their significant others and demonstrates understanding of the role of community providers.
  - Provide clinical handovers to relevant colleagues
- Attend and participate in multi-disciplinary team clinical and operational meetings
- Provide clinical support and guidance to other staff within GVADS including discipline specific input to integrated assessments and individual client programs.
- Coordinate and participate in the teaching of junior doctors, medical students and other health professionals
- Ensure own health and well-being and seek assistance if impairment in physical or mental health is impacting on job performance

**1. Quality and safe clinical care for consumers**

- Ensure consumers, families/representatives or carers are provided with timely information and are involved in decision making about their care planning and treatment.
- Support provision of services to consumers from a recovery oriented approach, with a focus on self-management, informed decision making and empowerment.
- Demonstrate a caring and empathetic approach towards patients at all times
- Accept accountability for own actions and seek guidance when a situation exceeds experience and/or knowledge.
- Uphold and protect consumer rights, maintain strict confidentiality and continually practice to the principles of open disclosure.

- Liaise and maintain open communication with the interdisciplinary team, administration support and broader services regarding consumer care needs.
- Comply with best practice healthcare standards, legislation, and GV Health's Clinical Governance Framework and clinical practice guidelines
- Consumer feedback and complaints are responded to appropriately to ensure that issues are resolved and quality and safe clinical care is provided
- Maintain accurate and current clinical records ensuring documentation meets professional and legal standards
- Promptly report vital consumer observations that are outside the normal range as per clinical guidelines
- Ensure team has in place effective processes for the discharge or transition between services, that reflects the needs of the consumer
- Provide services which are accessible, responsive and support the needs of diverse communities.

## **2. Develop and maintain collaborative relationships with all disciplines**

- Build and maintain effective working relationships with internal and external services.
- Collaborate and openly communicate with all members of the health care team and other health care or community providers to achieve desired consumer and program outcomes.
- Respect the decisions and actions of others.
- Actively contribute to interdisciplinary team meetings to and professional education sessions to facilitate consumer care goals and program objectives.
- Provide GVADS Manager and Addiction Medicine Specialist with regular feedback regarding clinical practice and standards of care, in line with GV Health performance management processes and professional reporting.
- Promote clinical leadership to facilitate development of the GVADS model of care and raise awareness of the GVADS programs across both internal and external community agencies.

## **3. Support and participate in evidence-based programs to evaluate and improve the quality of consumer care and outcomes**

- Maintain current knowledge of clinical practice
- Maintain and further develop knowledge of best practice in the provision of community based AOD care.
- Actively participate in identifying where improvements can be made to the quality of consumer care and provide innovative solutions to complex issues.
- Participate in clinical audits, research, process redesign and accreditation against health care standards to ensure ongoing clinical practice improvement and the quality of consumer care.
- Ensure GVADSs operates in line with relevant guidelines, eligibility criteria, objectives, quality standards, organisational policy and legislative requirements.
- Support and assist with approved research programs as required.

## **4. Commit to ongoing professional development of self, other employees and the profession**

- Maintain and demonstrate clinical skills and competencies by undertaking professional development and completing mandatory training.
- Undertake credentialing and review of scope of practice and work within these.
- Improve performance through supervision, reflective practice and by seeking feedback, setting goals and participating in annual performance reviews.
- Support the development of others by acting as a resource to colleagues and participating in orientation and preceptoring of new employees and supervising students.
- Provision of appropriate clinical supervision to ensure client care is appropriately supported to achieve identified goals and care outcomes

- Participate in committees and professional groups and disseminate relevant information to other health care professionals.
- Participate in service reviews, team meetings and planning sessions.
- Identify employee education and development needs, recognise competencies of employees and ensure employees complete compulsory competencies.

#### **QUALITY, SAFETY, RISK and IMPROVEMENT**

- Ensure compliance and application of responsibilities as outlined in the GV Health Risk Management framework
- Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines
- Maintain a safe working environment for yourself, your colleagues and members of the public
- Investigate, evaluate, report and manage risk through appropriate systems and ensure actions are taken to prevent and minimise harm to consumers and the healthcare workforce
- Contribute to organisational quality and safety initiatives
- Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public
- Comply with requirements of the National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements.

#### **OTHER REQUIREMENTS FOR ALL CLINICAL EMPLOYEES:**

- Where relevant collaborate with consumers and the community in the development, implementation and review of health service planning, policies and quality improvement activities
- Demonstrate sensitivity, empathy and respect for the customs, values and spiritual beliefs of others at all times
- Understand and act in accordance with the GV Health Code of Conduct, values and relevant policies, procedures and guidelines
- Comply with the principles of Patient and Family Centred Care
- Promote GV Health as a quality regional health care provider

#### **Other Position Requirements**

Statements included in this position description are intended to reflect in general the duties and responsibilities of the position. It is not intended to be an exhaustive list of responsibilities, duties and skills required.

GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

**KEY PERFORMANCE INDICATORS:**

- Deliver clinical services in line with established GVADS program guidelines and processes.
- Actively participate in GVADS quality improvement activities including completion of service development plans, procedures and quality reports.
- Completion of audits, accreditation and compliance requirements and other evaluation/reports as required within agreed timeframes.
- Evaluate clinical service to ensure best practice.
- 100% compliance with core competencies and training as outlined in the GV Health Education Framework and GVADS training and education requirements.
- Participation in the Performance and Development review process
- Attend and participate in all departmental meetings, working groups and meetings
- Registration is maintained and working within scope of practice

**KEY SELECTION CRITERIA:**

**Mandatory**

- Commitment to the GV Health Values of *Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour.*
- Current registration with the Australian Health Practitioners Registration Agency (AHPRA) as a Medical Practitioner.
- Qualification at a fellowship level with a relevant medical college or working towards completion of fellowship training
- Demonstrated clinical expertise and experience, with a high level of motivation towards working with people with drug and alcohol dependency.
- Highly effective communication and interpersonal skills, including the ability to relate positively with and appropriately with patients and others including diverse and marginalised groups
- Professional collegiality towards peers and the wider health care team
- Evidence of full immunisation against COVID-19 and influenza
- Satisfactory National History Criminal Check prior to commencement of employment
- Satisfactory Victorian 'Employee' Working with Children Check prior to commencement of employment
- Completion of a Commonwealth of Australia Statutory Declaration prior to commencement of employment.
- Current Victorian Driver's licence

**Inherent Requirements**

GV Health has a duty of care to all employees. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or the safety of others.

The role may require the following tasks among other things:

<b>Consumer Care Role</b>	
<ul style="list-style-type: none"> <li>▪ manual handling ( pushing, pulling equipment)</li> <li>▪ general consumer handling and clinical duties</li> <li>▪ sitting, standing, bending, reaching, holding</li> <li>▪ pushing pulling trolleys and equipment</li> <li>▪ working alone</li> <li>▪ general clerical, administration work, computer work</li> <li>▪ use of personal protective equipment and handling</li> <li>▪ operating equipment</li> <li>▪ handling general and infectious waste</li> <li>▪ participating in shift work and on-call</li> </ul>	<ul style="list-style-type: none"> <li>▪ Exposure to substances and hazardous materials</li> <li>▪ working at other locations may be required</li> <li>▪ dealing with anxious or upset consumers or members of the public</li> <li>▪ driving a motor vehicle</li> </ul>

<b>Reviewed by</b>	<b>Divisional Director Primary Care</b>
<b>Issued</b>	<b>March 2024</b>
<b>Review</b>	<b>March 2025</b>

I acknowledge:

- That I will observe child safe principles and expectations for appropriate behaviour toward and in the company of children.
- That GV Health has a zero tolerances of child abuse and all allegations and safety concerns will be treated very seriously. For more information refer to GV Health’s Child Safety Standards procedure.
- That I have read and fully understand the Position Description and Inherent Physical Requirements of the position.
- I agree that I have the physical ability to fulfil the inherent physical requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.
- I understand that the information provided is a general outline and may not encompass every aspect of the position.
- GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- I understand that this is separate to the Employment Agreement that I will sign, outlining the terms and conditions of my employment.

Accepted by: \_\_\_\_\_ / / \_\_\_\_\_

\_\_\_\_\_  
(Print Name)