



## POSITION DESCRIPTION

*STARTTS is committed to Equal Employment Opportunity (EEO) and anti-discrimination policies.*

**Date reviewed/created:** May 2021

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**POSITION TITLE:** Visiting Medical Officer (VMO) in Psychiatry

**TEAM:** Clinical

**LOCATION:** Carramar

**CLASSIFICATION:** NSW Health Remuneration Rates for Sessional VMOs.

**PART TIME:** 1 day per week or two sessions per week

**CONTRACT PERIOD:** 5 Years

**PERIOD OF APPRAISAL:** Performance will be assessed within 6 months of commencement and a 6 month probationary/qualifying period will also apply.

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### Background to STARTTS

STARTTS is a state-wide service funded by the NSW Department of Health and Commonwealth Department of Health to provide high quality assessment, treatment and rehabilitation services to people living in NSW who have experienced organised violence or trauma associated with the refugee experience. STARTTS is an Affiliated Health Organisation (AHO), essentially a Non-Government Organisation whose services are deemed to be part of the NSW public health system.

STARTTS provides a broad range of services including assessment; counselling for all age groups; psychiatric assessment and interventions; family therapy; group interventions; bodywork such as massage, physiotherapy, acupuncture and pain management groups; assistance to overcome vocational and non-vocational barriers to employment; support groups; programs for children and youth; and various strategies to increase the capacity of support networks and refugee communities to sustain their members.

The focus of the STARTTS approach is on building capacity and empowering people and communities to take control over their own lives, using a strengths-based approach and building on individual, family, community and cultural strengths.

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### ORGANISATIONAL RELATIONSHIPS:

1. Responsible to: STARTTS Clinical Services and Research Coordinator.
  2. Responsible for: Supervision of Registrars in training.
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### QUALIFICATIONS AND EXPERIENCE:

#### Essential:

1. Current medical practitioner, registered, or eligible for registration, with the Medical Board of Australia and Fellow of FRANZCP.
2. Demonstrated current extensive clinical practice of a high standard and ability to adapt clinical practice in accordance with contemporary evidence based best practice with particular focus on traumatised population from culturally and linguistically diverse backgrounds.
3. Demonstrated commitment to quality improvement, patient safety, EEO, WHS and risk management
4. Demonstrated participation in teaching and training at undergraduate and/or post graduate level, including supervision of junior medical staff
5. Demonstrated commitment to continuing self-education and development, including evidence of participation in continuing medical education/ continuing professional development

6. Demonstrated ability to comply with the service objectives of a public health organisation, including the provision of services to the local community and effective utilisation of resources.
7. Evidence of ability to work cooperatively with other staff and practitioners and in a multidisciplinary and multicultural environment in a community setting.
8. High level written and verbal communication skills including high level of computer literacy.
9. Understanding of cultural influences in mental health and understanding of issues affecting refugee communities.
10. Demonstrated ability to work with interpreters in a clinical setting.

**Desirable:**

1. Experience in training and/or research.
2. Bi-lingual in a community language relevant to refugee communities living in NSW.
3. Experience in working with refugee communities.

\*This position is considered child-related employment and will require a Working with Children Background Check and a National Police Check.

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**BRIEF DESCRIPTION OF ROLE**

Provide clinical management and treatment of STARTTS client under the position's care. This care will be provided within the clinical privileges granted by the Chief Executive Officer on the advice of the SWSLHD Medical and Dental Appointments Advisory Committee. This position will also provide specialist expertise and consultancy to a multidisciplinary team working with refugee survivors of torture and trauma in a community setting as well as participate in registrar training and supervision of clinical practitioners, medical student education and quality improvement activities.

**KEY ACCOUNTABILITIES:**

1. Provide evidence based clinical management and treatment to achieve best client outcomes.
2. Undertake supervision and education within the clinical environment of Registrars in Training, undergraduate medical students and relevant staff to foster a safe clinical practice
3. Communicate with staff and clinicians to ensure quality and continuity of care
4. Actively participate in risk management and quality programs to improve organisational processes and own practices
5. Comply with relevant legislation and regulations, NSW Ministry of Health policies and STARTTS procedures
6. Undertake medical administrative duties as identified by STARTTS management to ensure legislative requirements are met. This includes medical records and use of internal electronic systems
7. To otherwise assist STARTTS management to achieve the objectives of the organization.

**1. Clinical Duties**

- 1.1 To provide clinical management and treatment of STARTTS clients. Care may be provided at STARTTS premises and at STARTTS outreach locations.
- 1.2 Ensure detailed client treatment plans are in place to support the timely management of clients.
- 1.3 Ensure a high standard of clinical record documentation is maintained. This includes the completion of the client's clinical records to reflect clinical decisions and keeping STARTTS electronic client record management system (CAREHR) up to date. Record keeping is to be consistent with relevant STARTTS and NSW Health Policies and Procedures.
- 1.4 Provide consultancy services as required to clinical staff at STARTS and external agencies, where relevant.
- 1.5 Adapt clinical practice in accordance with contemporary evidence based best practice.
- 1.6 Facilitate multidisciplinary input to the clinical care of all clients under their responsibility.
- 1.7 Liaise with STARTTS staff, other health professionals and relevant government and non-government agencies regarding clinical matters, as appropriate.

## **2. Clinical Governance and Quality Improvement**

- 2.1 Comply with STARTTS and SWSLHD health clinical governance policies and programs.
- 2.2 Participate in and encourage effective quality improvement and utilisation review activities within STARTTS.
- 2.3 Ensure effective clinical handover processes in accordance with STARTTS and SWSLHD guidelines.
- 2.4 Participate in STARTTS and / or SWSLHD clinical governance requirements for ongoing maintenance of professional competence and clinical performance.
- 2.5 Participation in peer review, M&M, and other personal development activities consistent with the relevant specialist medical college requirements to maintain professional standards.
- 2.6 Participate in activities to ensure STARTTS compliance with the National Safety and Quality Health Service Standards to support achievement of full accreditation status for STARTTS.

## **3. Education and Training**

- 3.1 Participate in teaching and training at all levels of undergraduate and postgraduate medical education where required by STARTTS Clinical Services and research Coordinator in accordance with the requirements of the NSW Health Education and Training Institute (HETI), SWSLHD and NSW Ministry of Health policies; and FRANZCP vocational training program. This includes supervision of Registrars in Training at STARTTS.
- 3.2 Contribute to the education and training of other clinical staff as required by STARTTS Clinical Services and Research Coordinator.
- 3.3 Participate in STARTTS training programs and any other training courses specified by STARTTS that will enhance personal development, skills and knowledge, and practice requirements.
- 3.4 Participate in developing and conducting training for external agencies and clinicians, as required.

## **4. Supervision**

- 4.1 Ensure supervision of junior medical staff in accordance with STARTTS, SWSLHD, HETI, NSW Ministry of Health and FRANZCP policies and guidelines.

## **5. Performance Management**

- 5.1 Participate in VMO Performance Review Arrangements program as per NSW Health Policy
- 5.2 Demonstrate clinical competency within the clinical privileges granted by the CEO on the advice SWSLHD Medical and Dental Appointments Advisory Committee.

## **6. Administration and Reporting**

- 6.1 Assist in the evaluation and effectiveness of the services provided.
- 6.2 Ensure the efficient recording of client and program records.
- 6.3 Provide bi-monthly reports of activities to STARTTS Clinical Services and Research Coordinator or delegate.
- 6.4 Provide statistical information and maintain records of interventions.

## **7. Personnel**

- 7.1 Attend and participate in relevant meetings
- 7.2 Work to ensure professional and co-operative working relationships within own team and with other departments across STARTTS.
- 7.3 Liaise with and seek senior advice as required.
- 7.4 Have commitment to Human Rights, EEO, WHS and Safe Work Practices.
- 7.5 Carry out the role and responsibilities in a manner that is consistent with delegations, policies, procedures and operations systems of STARTTS and in line with STARTTS Code of Conduct.
- 7.6 Maintain confidentiality and exercise discretion in relation to all STARTTS matters.

7.7 Project a professional image at all times and in all situations.

7.8 Undertake any other duties that may be required within the area of work.

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**Equal Employment Opportunity and Staff Relationships:**

- STARTTS is an Equal Employment Opportunity (EEO) employer and encompasses its philosophy and practice.
- STARTTS rejects racism and sexism in all its forms and is committed to the elimination of racial and gender discrimination including direct and indirect racism and sexism, racial vilification, and harassment.

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**STARTTS Workplace Policies**

You must observe and comply with the provisions set out in any and all written policy, practice or procedure of STARTTS. A breach of STARTTS' policies, practices and procedures may result in disciplinary action up to and including termination of your employment.

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**Work Health & Safety responsibilities:**

- Comply with STARTTS WHS policies and procedures.
- Work with due care and consideration to safeguard your own health and safety and the health and safety of others, and to report to your Supervisor any potential hazards, mishaps, incidents or injuries that may occur or become aware of during the course of work.

**Risk management responsibilities:** All staff have a responsibility to identify any risks (ie the chance of something happening that will have an impact on the objectives of the organisation) in the course of their work and to inform their supervisor, as per the *STARTTS Risk Management Policy and Program*.

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**Smoke-free Workplace**

STARTTS is completely smoke-free. This means that smoking is not allowed in any STARTTS' buildings, vehicles or grounds, there are no designated smoking areas. As an employee you are required to comply with the 'Non-smoking' Policy.

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I have read the **Visiting Medical Officer (VMO) in Psychiatry** Position Description, understand its contents and agree to work in accordance with the requirements of the position. I understand and accept that I must also comply with STARTTS' policies and procedures and can be required to work in any location under the jurisdiction of STARTTS.

I also agree to strictly observe STARTTS' policy on confidentiality of client information or such other sensitive or confidential information that I may come across in the course of my employment.

**Employee Name:** \_\_\_\_\_  
*Please print*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**CHIEF EXECUTIVE OFFICER: Jorge Aroche**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**The review for this Position Description is due May 2026**