



**Mayo Private  
Hospital**

*Committed to excellence in healthcare*

[www.mayo.net.au](http://www.mayo.net.au)

# Mayo Private Hospital

A member of Manning Valley Senior Citizens Homes Ltd

ABN 56 857 928 614

Potoroo Drive, Taree NSW 2430

P O Box 480, Taree NSW 2430

Telephone: (02) 6539 3600

Facsimile: (02) 6552 0059

Email: [admin@mayo.net.au](mailto:admin@mayo.net.au)

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## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	: Staff Specialist Psychiatrist
<b>REPORTS TO</b>	: Director of Acute and Allied Care Services – Mayo Private Hospital
<b>AWARD</b>	: N/A
<b>LOCATION</b>	: Taree
<b>HOURS OF WORK</b>	: <b>Consulting as required</b> , plus on-call requirements

### MAIN PURPOSE OF POSITION

Deliver high quality psychiatric care to the patients of the Mayo Private Hospital, on the Mid North Coast.

### POSITION REQUIREMENTS

#### 1. Qualifications

##### Essential:

- Basic medical degree acceptable to the NSW Medical Board.
- Postgraduate training and experience in the speciality of Psychiatry appropriate to the below listed clinical role.

##### Desirable:

- Registered as a Specialist Psychiatrist in NSW.
- Fellow of the Royal Australian and New Zealand College of Psychiatrists or equivalent.

#### 2. Clinical

##### Mayo Private Hospital:

- The Staff Specialist Psychiatrist will participate in an on-call roster with the other Psychiatrist(s) to provide high quality care for the psychiatric patients of the Mayo Private Hospital. This includes patients:
  - i) In the Mayo Mental Health Unit, either by telephone advice to the ED staff or by personal attendance as appropriate
  - ii) In the Outpatient Clinics
  - iii) On the wards
  - iv) Elsewhere as appropriate.
- A ward round will be conducted at least daily, or more often as appropriate, to review the progress of all inpatients under the care of the psychiatric service.
- Outpatient and inpatient care of psychogeriatric/general adult patients.
- Participation in development of psychogeriatric services including Memory Clinic, Day Hospital and Outpatient based depression/anxiety programmes.
- Perform Electro-Convulsive Therapy in Day Surgery facility.
- Conduct Forensic assessments of patients for the Department of Veterans' Affairs.
- Consultation to psychiatric patients on the medical/surgical wards.

- Attend team meetings, case conferences and ward rounds.
- Participation in hospital's Quality Assurance and Accreditation activities.
- Provide clinical supervision to junior medical and allied health staff.
- Provide tuition to visiting medical students/allied health students.
- Liaise with area Family Physicians and participate in C.M.E. activities.
- Attend Peer-review groups.
- Participation in research activities.

**A ward round will be conducted base on patients requirements to review the progress of all psychiatric inpatients under the care of the Visiting Medical Officer service**

### 3. **Research and Teaching**

There are no specific requirements for research in this position. It is expected that the position will contribute to the teaching of the Resident Medical Officer at Mayo and general practitioners.

### 4. **Supervision**

Clinical supervision of the junior medical officers is a part of this position

### 5. **Other responsibilities**

In addition to the core competency standards, the doctor is expected to comply with legislative, policy/protocol requirements as appropriate:

- Follow defined Occupational Health, Safety and Rehabilitation requirements and injury management policies and procedures related to the work being undertaken, in order to ensure their own safety and the safety of others in the workplace.  
Specifically:
  - To take reasonable care for the safety of others in the workplace who may be affected by their acts or omissions
  - To cooperate with management in efforts to comply with any requirements of the OH&S Act and other legislation with regard to health, safety and welfare in the workplace
  - Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in compliance with the OH&S Act or other legislation
  - To report to their supervisor all accidents or incidents which could foreseeably have resulted in injury to others in the workplace or damage to property
  - To report to their supervisor all hazards or potential hazards
  - To follow safe work instructions, notifying their supervisor of any differences between such instructions and the way that the task is actually performed
  - To be familiar with emergency and evacuation procedures and to participate in regular training in safety procedures
  - To provide input into regular safety inspections for their department.
- **Safety Responsibilities:** It is the employee's responsibility to:
  - Attend orientation and fire drill training on commencement.
  - Report accidents, incidents and potential hazards immediately to their supervisor.
  - Be familiar with emergency and evacuation procedures.
  - Comply with occupational health & safety requirements.
  - Take reasonable care of the health and safety of others.
- **Performance Review:** A review of performance will be conducted three months after commencing and annually thereafter.
- Contribute to the education program of hospitals.

- Maintain the high standard of morale amongst the other staff of the department by such other duties around the hospital as may be determined from time to time by the Director of Acute and Allied Health Services (Mayo Hospital).
- It is the responsibility of each staff member to:
  - i) Satisfactorily complete an annual CPR program;
  - ii) Attend an annual back care program;
  - iii) Attend an annual infection control program;
  - iv) Attend fire drill annually.
- **Continuous Quality Improvement:** It is the responsibility of each staff member to be aware of the contents of the Policy and Procedures Manual(s) for their Department and to work within the principles contained therein. Each staff member is expected to exhibit a commitment to quality service and to participate in activities to enhance continuous quality improvement.
- Smoking is prohibited in all Health Service facilities and grounds.

### **Mayo Private Hospital**

Mayo is a 52 bed facility currently undertaking expansion to a 64 bed facility. The Mayo Private Hospital is owned by local shareholders and is a for-profit organisation. The facility is accredited with the Australian Council of health standards.

Facilities available in the hospital include:

- Medical Imaging. There is a 24 hour a day availability for general X-ray, with reporting by radiologists and interventional radiology. Nuclear Medicine is available locally by contract.
- Pathology. There is a 24 hour availability for pathology services, with Symbion Pathology being on campus.
- Hospital consultants' fields of expertise include;
  - General Medicine, with special expertise in respiratory medicine, gastroenterology, cardiology, infectious diseases and intensive care.
  - General Surgery
  - Orthopaedic surgery
  - Urology
  - Anaesthetics, with special interest in intensive care medicine
  - Paediatrics
  - Psychiatry. The Area Health Service Mental Health Inpatient Unit is on campus.
  - Ophthalmology
  - Pathology.
  - Obstetrics and Gynaecology
  - Ear nose and throat
  - Sleep disorders
  - Dermatology
  - Cardiac echo
  - Psychiatry
  - Home Nursing services

### **6. Key Internal and External Relationships**

The Staff Specialist Psychiatrist must coexist peacefully with the other medical staff, nursing staff and general hospital staff. There will be a requirement to represent the medical service at various hospital committees as appropriate, including the General Clinical Training Committee at Mayo Private Hospital.

## SUPERVISION ARRANGEMENTS OF THE SPECIALIST / HOSPITAL NON-SPECIALIST

The specialist psychiatric will be required to operate independently. Peer review is available in office hours and emergency assistance can usually be obtained either in person or by telephone from the other Psychiatrists or the Director of Mental Health, however, it is expected that this will not be required.

Supervision will be organised at both facilities with Dr Pollock and Dr Robertson as the supervising officer. Both Supervisors are members of the College of Psychiatrists.

## CHALLENGES/PROBLEM SOLVING

1. **Workload.** On week days the Psychiatrist will be required to manage approximately 5-10 new admissions per week, as well as pre-existing inpatients.
2. **Psychiatric emergencies.** The Physician will be required to manage psychiatric emergencies when designated to be available.
3. **Competing priorities.** The Psychiatrist will be required on a regular basis to manage and prioritise ward work and Outpatient Department consultations in a way that is best for the respective patients.

## DECISION MAKING

The Psychiatrist should be capable of managing all patients admitted under his or her care without supervision. Advice can be obtained from other specialists within the hospital, or by telephone from other hospitals, but this does not take the form of direct supervision.

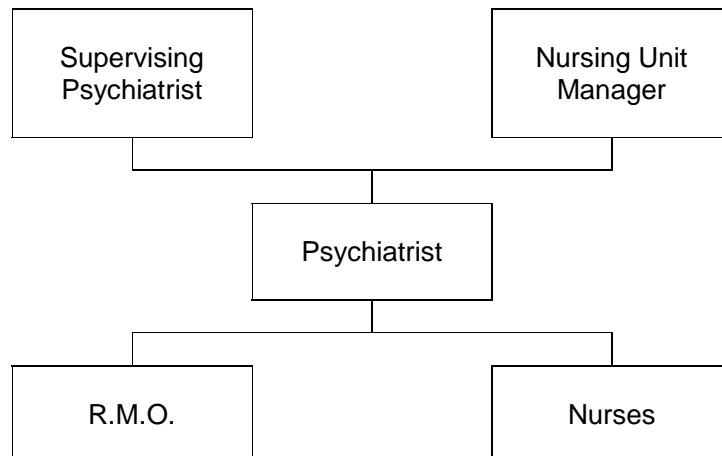
## PERFORMANCE MONITORING

The Psychiatrist is responsible for:

- Participating in ongoing review of their clinical practice as per conditional registration guidelines;
- Participating in continuing medical education and professional development as covered by the supervision arrangements stipulated by the Medical Board; and
- Maintaining his/her professional competence.

Reports on the doctor's performance will be supplied by the current head of the Department of Medicine, currently Dr Peter Braude.

## ORGANISATION CHART



**VERIFICATION**

This section verifies that the doctor and supervisor have read the above position description and are satisfied that it accurately describes the position.

The position holder agrees to work in accordance with the requirements of the position and accepts to comply with policies and procedures of the Area Health Service.

**POSITION HOLDER**

Signature: .....

Date: .....

**DIRECTOR OF ACUTE AND ALLIED HEALTH SERVICES – MAYO PRIVATE HOSPITAL**

Signature: .....

Date: .....