

Position Description

Position Summary	
Position Title	Senior Medical Officer
Program	Medically Supervised Injecting Room
Enterprise Agreement / Award	Medical Practitioners Award 2020
Classification	Community Medical Practitioner
Reports To	Medical Director MSIR
Ordinary Location	23 Lennox Street, Richmond, VIC
Immunisation Requirements	Current and compliant with Victorian Department of Health requirements

Organisation Profile
<p>North Richmond Community Health (NRCH) is committed to making healthcare more accessible and culturally relevant. It works with community members to support social justice principles which afford all people the right to dignity, respect, and the highest quality of care. With the recent addition of Victoria's first Medically Supervised Injecting Room, NRCH is dedicated to combating stigma and discrimination experienced by people who use drugs, and improving their quality of life.</p> <p>NRCH provides a range of medical, allied health, dental and community services to clients from all backgrounds. We also provide specialist health services in other parts of Victoria, and work with health, government and community services around the country.</p> <p>Website Information: www.nrch.com.au</p>

Program Description
<p>The Medically Supervised Injecting Room is an anonymous service that provides a setting for supervised injecting, on-site clinical services as well as access to a range of health and social support services. As a service, the Medically Supervised Injecting Room reduces overdose deaths and non-fatal overdose-related harms, reduces ambulance attendances and emergency department presentations related to overdose, assists in reducing the spread of blood-borne diseases including HIV and hepatitis C, and also provides a gateway to health services including mental health and drug treatment services.</p>

Position Purpose
<p>This position supports the Medical Director MSIR in clinical governance of the Medically Supervised Injecting Room (MSIR) and its on-site health services. It also includes the provision of client services including overdose management, overdose prevention (including supply of take-home naloxone), BBV screening and HCV treatment, opioid pharmacotherapy, identification and referral of acute illness, and others health services in accordance with skills and experience.</p>

Key Responsibilities
<p>Operational Management:</p> <ul style="list-style-type: none"> Clinical governance and leadership of the health services provided in the MSIR consulting zone, in collaboration with the Medical Director, and Team Leaders. Support the delivery of clinical care in accordance with regulations issued by DHHS, conditions of the MSIR license, Internal Management Protocols and relevant sections

of the *Drugs, Poisons and Controlled Substances Amendment (Medically Supervised Injecting Centre) Act 2017* and NRCH Policies and Procedures

- Assist the maintenance of an up-to-date risk register for the MSIR activities identifying mitigation strategies and prioritisation of concerns
- Support the services in the MSIR in accordance with the MSIR's Internal Management Protocols
- Support clinical and service data collection and reporting
- Support the conduct of clinical research
- Contribute to the provision of supervision, training, instruction, information and equipment necessary for MSIR staff to perform duties in a safe, effective and efficient manner
- Support the Medical Director in the governance of the MSIR as needed

Client / Stakeholder Management:

- Seek, record and consider feedback to improve the quality and effectiveness of service delivery
- Understand and maintain positive relationships with key stakeholders, in particular key clinical service partnerships
- In collaboration with the Medical Director, ensure that engagement with external clinical service providers at MSIR ensures a high standard of care for MSIR clients and that the appropriate clinical governance is in place
- Maintain a high standard of conduct and work performance to promote our reputation with key internal and external stakeholders
- Nurture collaborative relationships based on NRCH values across the organisation and across other local community groups and provider organisations

People Management:

- Ensure staff at the MSIR receive appropriate clinical advice during operating hours
- Positively model the Code of Conduct and Ethical Behaviour for NRCH
- Engage in professional development and set and fulfill development goals for yourself and your team
- Complies with and promotes the NRCH Code of Conduct.

Financial management:

- Ensure that all activities and operations within the scope of responsibility are performed in accordance with the allocated budget and policy guidelines

Quality Improvement and Accreditation

- Support the development and implementation of a Quality Improvement Plan for the MSIR
- Support the MSIR processes required to ensure that the operations of the MSIR meet all requisite accreditation standards

KEY SELECTION CRITERIA

Qualifications

Essential	<ul style="list-style-type: none"> Valid Police Check or willingness to undertake is mandatory Working with Children check Registered Medical Practitioner with the Australian Health Practitioner Regulation Agency (AHPRA)
Desired	<ul style="list-style-type: none"> Relevant post-graduate qualifications in Addiction Medicine, Internal Medicine, Psychiatry or General Practice

Experience

Essential	<ul style="list-style-type: none"> Experience working with people who inject drugs Demonstrated clinical governance experience Applied knowledge of the current harm reduction policies and practices, relevant Victorian Government AOD policy, National Drug Strategy and National HIV Strategy frameworks and implications at a state and local level A demonstrated interest and commitment to addressing health inequalities and creating an organisation of influence for the most disadvantaged
Desired	<ul style="list-style-type: none"> Experience with the management of opioid dependence, and the common issues affecting people who use drugs Knowledge of relevant health and community services for people who use drugs, or demonstrated ability to acquire this knowledge rapidly

Attributes, Qualities and Skills

Essential	<ul style="list-style-type: none"> Operate with personal integrity and a values base that aligns with NRCH's values An effective and flexible clinician in a complex and changing environment An exceptional team player
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Required Competencies, Core Values and Behaviours

Communication:

- The ability to present information clearly and persuasively and seek out the ideas and views of others.
- The capacity to communicate appropriately in a variety of settings, while being consistently professional, concise and engaging.
- The ability to present well-constructed written communication.

Problem solving:

- The ability to coordinate information from a variety of sources; identify, define, and analyse operational problems and situations and anticipate potential roadblocks.
- Solutions focussed approach to problem solving.

Teamwork:

- The ability to collaborate with colleagues to seek solutions that are beneficial to all groups as well as forge successful teams among individuals with diverse perspectives and skills.
- Actively participates in team activities.
- Performs own roles and responsibilities efficiently to contribute to the program and organisation's objectives
- Seeks feedback to ensure work is consistent with expectations.
- Identifies opportunities to do things better, develops ideas with others and assists with the implementation of routine changes.

Interpersonal Relations:

- Understand the importance of fostering positive relationships with co-workers and relevant external organizations.
- Treat all stakeholders with dignity, respect and fairness.
- Deal with differences of opinion fairly before they escalate into conflict and seek common ground among individuals when opinions differ.

Community Focus:

- Is sensitive to communities' heritage, traditions and identity.
- Develops the knowledge and skills needed to provide quality client care.
- Maintains basic awareness of current community issues.

Personal:

- At all times, maintain a standard of conduct, reflective of the NRCH Code of Conduct, and those of relevant professional codes.
- Set annual goals for themselves in conjunction with the line manager and participates in their own annual Performance Management.
- Maintain an effective personal professional development plan.

All NRCH appointments must:

- Conduct themselves in a manner consistent with organisation's Code of Conduct, Scope of Practice, Employment Contract, Cultural Competency standards and all other policies and procedures.
- Behave in a manner consistent with organisation's values of Innovation, Embracing Diversity, Equity of Access, Organisational Learning, Respect for Others, Openness and Connectedness with our Community
- Create and provide a child-safe environment and to the participation and empowerment of children. NRCH has zero tolerance of all forms of child abuse and all allegations and safety concerns will be treated very seriously. All NRCH staff and volunteers are required to contact authorities when they are worried about a child's safety. If you believe a child is at immediate risk of abuse contact 000.

- Participate in the NRCH risk management and quality improvement systems by being aware of responsibilities to identify, minimise and manage risks and identify opportunities for continuous improvement in the workplace through communication and consultation with managers and colleagues.
- Contribute positively to a safe workplace by reporting hazards and incidents immediately to an OHS representative, committee member or manager. Employees must behave in a manner that fosters safe working practices.
- Adhere to NRCH infection control policies and procedures.
- Present for work on time, and follow notification guidelines when ill or late for work or applying for leave.
- Be subject to a six-month probationary period, wherein performance will be reviewed prior to the expiry of the probationary period and an ongoing employment decision will be communicated.
- Participate in annual performance reviews where all staff will have responsibility for an individually tailored work plan. All position descriptions are open to periodic review by management in consultation with staff.
- Participate in NRCH Accreditation processes as required;
- Work in the guidelines of the NRCH smoke-free environment, including within vehicles.
- Be willing to perform other duties as directed, in accordance with training, skills and experience.

Further Information

For enquiries relating to this position, contact:

Nico Clark | Medical Director, MSIR | nicoc@nrch.com.au

Job Demands Checklist

North Richmond Community Health endeavours to provide a safe working environment for all staff. The table below describes the demands and risk factors associated with this job. Applicants must review this information to ensure they can comply with these requirements. Successful applicants will be required to sign the acknowledgment at the end of the position description to confirm their ability to perform the job demands of this position.

Frequency definitions:	
I = Infrequent	Activity may be required very infrequently
O = Occasional	Activity required occasionally, not necessarily all shifts
F = Frequent	Activity required most shifts, up to 50% of the time
C = Constant	Activity that exists for the majority of each shift and may involve repetitive movement for prolonged periods
N/A = Not Applicable	Activity not performed

Aspects of Normal Workplace		Frequency				
Demands	Description	I	O	F	C	N/A
Physical Demands						
Sitting	Remain seated to perform tasks				x	

Aspects of Normal Workplace		Frequency				
Demands	Description	I	O	F	C	N/A
Standing	Remain standing to perform tasks				x	
Walking	Periods of walking required to perform tasks				x	
Bending	Forward bending from waist to perform tasks		x			
Kneeling	Remaining in a kneeling position to perform tasks	x				
Lifting/Carrying	Light lifting and carrying		x			
	Moderate lifting and carrying		x			
	Assisted lifting (mechanical, equipment, person assist)	x				
Climbing, Working at Heights	Ascending and descending ladders, steps, scaffolding					x
Pushing/ Pulling	Moving objects e.g. trolleys, beds, wheelchairs	x				
Reaching	Arms fully extended forward or raised above shoulder	x				
Crouching	Adopting a crouching posture to perform tasks					x
Foot Movement	Use of leg and/or foot to operate machinery					x
Head Postures	Holding head in a position other than neutral (facing forward)	x				
Fingers/Hand/ Arm Movement	Repetitive movements of fingers, hands and arms e.g. computer keyboarding				x	
Grasping/Fine Manipulation	Gripping, holding, clasping with fingers or hands	x				
Driving	Operating a motor vehicle e.g. Use of hospital cars, deliveries, visiting clients, tractor, ride on mower, forklift, bus etc.		x			
Using role specific tools/equipment	Floor Polishing Machines, Floor Scrubbing Machines and Vacuums					x

Aspects of Normal Workplace		Frequency				
Demands	Description	I	O	F	C	N/A
Psychosocial Demands						
Distressed People	Highly emotional people crying, upset, unhappy, depressed. Eg. Emergency or grief situations			x		
Aggressive/ Unpredictable People	Raised voices, yelling, swearing, arguing. Eg. Drug/alcohol, dementia, mental illness			x		
Exposure to Distressing Situations	Eg. Child abuse, delivering bad news, viewing extreme injuries, viewing deceased		x			
Environmental Demands						

Aspects of Normal Workplace		Frequency				
Demands	Description	I	O	F	C	N/A
Security Concerns	Concerns about safety and security of self, accessing and leaving work, performing duties		x			
Noise	Environmental/background noise necessitates people raising their voice to be heard		x			
Confined Spaces	An enclosed or partially enclosed space that is not designed or intended primarily to be occupied by a person					x
Biological Hazards	Eg. Exposure to body fluids, bacteria, infection diseases requiring PPE	x				

Mandatory Employment Requirements

- **Police Checks:** It is a requirement of the role that the incumbent provide a satisfactory National Criminal History Check prior to employment, as well as periodic checks every three years as outlined in the NRCH Recruitment, Selection and Induction Policy. International Police Checks will be required where the incumbent has lived overseas within the past 10 years.
- **Mandatory Immunisation:** North Richmond Community Health is required to manage the risk of transmission of vaccine preventable diseases as legislated by Health Services Amendment (Mandatory Vaccination of Healthcare Workers) Bill 2020 (Vic). Consistent with this, all staff are required to demonstrate evidence of mandatory immunisations/vaccinations prior to commencement of employment, as well as participation in on-going required immunisation programs. Refer to the NRCH Staff Immunisation Program Procedure document for further details.
- **Working with children check:** Employees who are engaged in child-related work (and aren't otherwise exempt under the *Worker Screening Act 2020*) are required to provide a satisfactory Working with Children Check prior to employment, as well as periodic checks every five years' as mandated.

I understand and have read the above Position Requirements and hereby declare that I am: Suitably qualified and experienced to undertake these duties described herein; and physically able to undertake the duties herein described without modification.

SIGNATURE: _____ **DATE:** _____

EMPLOYEE NAME: _____