

## Position Description

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<b>Position title:</b>	Consultant Addiction Medicine The Women's Alcohol and Drug Service- Long Servic Leave cover
<b>Department:</b>	The Women's Alcohol and Drug Service
<b>Classification:</b>	as per Award
<b>Agreement:</b>	AMA Victoria – Victorian Public Health Sector Medical Specialists Enterprise Agreement 2022-2025
<b>Reporting to:</b>	Clinical Director- Maternity

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### About us

Located in Melbourne on the traditional lands of the Wurundjeri people of the Kulin Nation, the Royal Women's Hospital is Australia's first and leading specialist hospital for women and newborns. We offer expertise in maternity services, neonatal care, gynaecology, assisted reproduction, women's health and cancer services. We advocate for women's health in areas that have long been overlooked or stigmatised, including abortion, endometriosis, family violence, female genital mutilation, menopause, women's mental health, sexual assault and substance use in pregnancy.

### Our vision, values and declaration

The Women's vision, values and declaration reflect our promise to our patients and consumers, and articulate our culture and commitment to our community and each other.

Our vision is '**Creating healthier futures for women and babies**'. Our values are:



Courage



Passion



Discovery



Respect

The Women's declaration reflects the principles and philosophies fundamental to our hospital, our people and our culture.

- **We are committed to the social model of health**
- **We care for women from all walks of life**
- **We recognise that sex and gender affect health and healthcare**
- **We are a voice for women's health**
- **We seek to achieve health equity**

### Our commitment to inclusion

The Women's is committed to creating and maintaining a diverse and inclusive environment which enhances staff and consumer wellbeing, and nurtures a sense of belonging. We strongly encourage anyone identifying as Aboriginal and/or Torres Strait Islander to join us. We offer a range of programs and services to support First Nations employees. We invite people with disability to work with us, and we welcome anyone who identifies as linguistically, culturally and/or gender diverse, people from the LGBTQIA+ community and people of any age.

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## About the division/department/unit

The Social Model of Health Division at the Women's has responsibility for ensuring the hospital's clinical and social support services are coordinated, aligned and leveraged to provide wrap around care for the women who need it most. In particular, the division has a focus on ensuring a woman's social, economic, cultural, environmental, geographic, and other factors are taken into account in her care plan with the overall aim of reducing health inequalities and addressing systemic inadequacies that affect health access and outcomes.

Informed by a strong evidence base, the Social Model of Health Division works to ensure the Women's can offer a continuum of care approach depending on the complexity of each woman's clinical presentation and social circumstance. The division plays a key role in guiding and supporting a number of specialist services as well as providing state-wide leadership and advocacy on a number of issues in this space.

This division bringing together a number of established and critical clinical and social services including:

- Women's Mental Health Service
- Social Work
- Badjurr-Bulok Wilam our Aboriginal Health Liaison Service
- Spiritual Care
- Women's Alcohol and Drug Service
- FARREP – Fertility and Reproductive Rights Education Program
- A range of highly specialised services focused on violence *against women*, including the Strengthening Hospital Response to Family Violence program, the Centre Against Sexual Assault service and the Sexual Assault Crisis Line
- The Cornelia Project, a new multi-agency service focused on providing residential care to homeless mothers and babies.

The Women's Alcohol and Drug Service (WADS) is the only state-wide drug and other alcohol (AOD) service providing specialist clinical services and professional support in the care of pregnant women with complex substance use and experiences of complex trauma. We provide comprehensive support from a multidisciplinary team to advance their health and well-being and the medical needs of their infants.

Our philosophy values a social model of health, gender sensitivity and acknowledges the diversity in women's lives. We acknowledge that women are disproportionately affected by interpersonal trauma including childhood trauma, sexual violence and family violence. WADS has a leadership role in improving outcomes for pregnant women affected by AOD. This includes an advocacy role in policy development and research.

## Position purpose

The Addiction Medicine Consultant will participate in the clinical care of women at the Royal Women's Hospital.

The main role for the Addiction Medicine Consultant is to provide ambulatory care in the WADS clinic and on call when rostered.

This position is responsible in collaboration with the Clinical Directors and Heads of Unit/ Team Leaders for:

- Providing high quality outpatient and in-patient addiction medicine clinical services

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- Participation in the provision of on call addiction medicine services to patients admitted under WADS
- Playing an active role in training registrars and resident medical officers and participate in the teaching of medical students and other health care trainees attached to the Women's Services.
- Actively initiating, leading, facilitating and participating in addiction medicine research activities
- Assisting the heads of Units with some administrative responsibilities

## Key responsibilities

### Specific Responsibilities

#### 1. Direct clinical care

- Provide oversight and leadership of addiction care for women requiring care provision at the Royal Women Hospital.
- To ensure that consultations, treatment plans and other aspects of care delivered are rigorously documented to support ongoing care and communication and to meet medico-legal requirements
- To ensure that the care of all patients is handed over or other suitable arrangements for follow up, including follow up of results, are in place whenever leaving the Hospital or going "off call"
- Provide leadership in working in a multidisciplinary team which includes other senior and junior medical staff, nursing staff, ward clerks, allied health staff, ward secretaries and patient services assistants.
- Leadership in communication and cooperation with the referring general practitioners, obstetricians, pediatricians and referring hospitals.
- Participate in the on call and recall service of Maternity Services in line with the agreed Scope of Practice.
- Participate in other clinical duties as agreed with the Director of Maternity Services and in line with the agreed Scope of Practice.

#### 2. Practice improvement, research and service development

- To promote and maintain exemplary standards of clinical addiction medicine practice to ensure the provision of high-quality services to patients.
- To participate in the development, implementation and revision of treatment protocols and clinical guidelines to promote and ensure best practice standards.
- To participate in service planning as requested by the Service Directors; the development and setting of targets, resource requirements and improvement priorities for the service agreement.
- To work collaboratively with other team members and the director to facilitate clinical service improvement through clinical audit and research.
- Participate in multicentre research programs as agreed by Maternity Services.
- To ensure that consumer input is welcomed and encouraged.

#### 3. Education, Training and Professional Development

- To ensure awareness of clinical experience and proficiency of junior medical staff delegated to deliver care and provide direct supervision as necessary.
- To participate in clinical teaching of junior medical staff and medical students, midwifery and nursing staff and students, including involving students in clinical care, subject to consent of patients concerned.

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- To assist in the instruction and professional development of post graduate and undergraduate students of all health professions and disciplines.
- To participate as agreed in mentoring a specific member of junior medical staff.
- To maintain personal qualifications in accordance with continuing certification requirements of relevant medical college or other body.
- To participate in hospital provided professional development activities and keep up to date with relevant developments in clinical and hospital practice
- Participate in the ward education activities.

#### **4. Administrative responsibilities**

- Assist the Manager in the administration of the service, as delegated
- Attend Department meetings, as required.
- To participate in meetings as delegated and reasonably required by the Service Directors to facilitate appropriate service management and development in the Hospital
- To ensure that up to date contact details are notified to the designated staff member responsible for maintaining medical contact information. Some staff information will only be provided electronically.
- To take annual or conference leave only after application and approval, which must occur with sufficient lead time to allow for arrangement of cover or cancellation of clinical work, usually at least six weeks in advance.
- To take annual leave within 18 months of its accrual, except where other arrangements are negotiated; this would usually mean no more than six weeks annual leave should be accrued.

#### **5. Quality and accreditation**

- Participate in areas of quality improvement
- Ensure that medical records and data from patients under his/her care are accurate and timely

#### **Other Responsibilities**

- Be aware of and work in accordance with RWH policies and procedures, including Occupational Health and Safety, Equal Employment Opportunity and Confidentiality and ensuring staff under direct supervision are working within these guidelines.
- Other duties as directed consistent with the employee's skill level and classification.

#### **Key Performance Indicators (KPI's)**

KPI's are how you will be measured as meeting the responsibilities of the position. These will be set with you as part of your Performance Development Plan within the first six months of your appointment to the position.

#### **Key selection criteria**

The role requires:

- A Medical practitioner who is eligible for specialist registration with the Medical Board of Australia
- Fellowship of the Royal Australian and New Zealand College of Physicians
- Proven clinical skills and experience

#### **Essential Criteria**

- Be proficient at commonly-performed procedures required in addiction medicine

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- Provide advice for junior medical staff directly involved in the care of women and babies within the service
- Knowledge of women's health issues in relation to the target population of RWH

### Attributes

- Demonstrate leadership of junior medical staff in supervising clinical care, and in providing education and training opportunities.
- Demonstrate an ability to work in a multidisciplinary team that encourages respect, involvement, and cooperation from all disciplines and at all levels.
- Demonstrate initiative in conduct of research studies.
- Demonstrate willingness and the ability to participate in administrative duties as negotiated.
- Demonstrate ability and experience with Information Technology.
- Demonstrate an ability to participate in Quality and Accreditation activities and data collection and audit, as required.
- Excellent interpersonal skills and the ability to work in a team are essential requirements for the position.

### Organisational relationships

- Women and their families using the services of The Royal Women's Hospital
- Clinical Director of Maternity Services
- Department Heads, Team Leaders and Unit Managers
- Medical, Nursing and Allied Health staff

### Inherent requirements

Inherent requirements are the essential tasks and activities that must be carried out in order to perform this role, including with adjustments. The Women's is committed to providing workplace adjustments that support all people to work with us. We welcome you to discuss any adjustments with the manager of this role during the recruitment process or at any time during your employment, as we acknowledge and understand circumstances can change. You can also request a copy of our workplace adjustments procedure for more information.

Physical demands	Frequency
<b>Shift work</b> – rotation of shifts – day, afternoon and night	Frequent
<b>Sitting</b> – remaining in a seated position to complete tasks	Occasional
<b>Standing</b> - remaining standing without moving about to perform tasks	Rare
<b>Walking</b> – floor type even, vinyl, carpet,	Occasional
<b>Lean forward/forward flexion from waist</b> to complete tasks	Occasional
<b>Trunk twisting</b> – turning from the waist to complete tasks	Occasional
<b>Kneeling</b> – remaining in a kneeling position to complete tasks	Rare
<b>Squatting/crouching</b> – adopting these postures to complete tasks	Occasional
<b>Leg/foot movement</b> to operate equipment	Rare
<b>Climbing stairs/ladders</b> – ascending and descending stairs, ladders, steps	Rare
<b>Lifting/carrying</b> – light lifting and carrying less than 5 kilos	Occasional
– Moderate lifting and carrying 5 – 10 kilos	Occasional
– Heavy lifting and carrying – 10 – 20 kilos.	Rare
<b>Push/pull of equipment/furniture</b> – light push/pull forces less than 10 kg	Occasional
– moderate push / pull forces 10 – 20 kg	Occasional
– heavy push / pull forces over 20 kg	Occasional
<b>Reaching</b> – arm fully extended forward or raised above shoulder	Occasional
<b>Head/neck postures</b> – holding head in a position other than neutral (facing forward)	Rare
<b>Sequential repetitive actions in short period of time</b>	
– Repetitive flexion and extension of hands wrists and arms	Occasional

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– Gripping, holding, twisting, clasping with fingers/hands	Frequent
<b>Driving</b> – operating any motor-powered vehicle with a valid Victorian driver’s license.	N/A
<b>Sensory demands</b>	<b>Frequency</b>
<b>Sight</b> – use of sight is integral to most tasks completed each shift	Constant
<b>Hearing</b> – use of hearing is an integral part of work performance	Constant
<b>Touch</b> – use of touch is integral to most tasks completed each shift	Constant
<b>Psychosocial demands</b>	<b>Frequency</b>
<b>Observation skills</b> – assessing/reviewing patients in/outpatients	Constant
<b>Problem solving</b> issues associated with clinical and non-clinical care	Constant
<b>Attention to Detail</b>	Constant
<b>Working with distressed people and families</b>	Constant
<b>Dealing with aggressive and uncooperative people</b>	Frequent
<b>Dealing with unpredictable behaviour</b>	Frequent
<b>Job demands</b> – high workload, tight deadlines, and competing priorities	Constant
<b>Exposure to traumatic or distressing content or situations</b> – including handling sensitive information arising from patient records, patient care activities, incident reports, adverse events, or investigations of adverse events.	Constant
<b>Role specific considerations</b> Support is available for staff exposed to psychological risks. Any adjustments that may be required can be discussed with your manager.	Not Applicable

### Definitions used to quantify frequency of tasks/demands as above

<b>Prolonged/constant</b>	70 – 100 % of time in the position
<b>Frequent</b>	31 – 69 % of time in the position
<b>Occasional</b>	16 – 30% of time in the position
<b>Rare</b>	1 – 15% of time in the position
<b>Not applicable</b>	0% of time in the position

### Employee awareness and responsibilities

- Employees are required to be aware of, and work in accordance with, hospital policies and procedures
- Employees are required to identify and report incidents, potential for error and near misses, to improve knowledge systems and processes and create a safe environment for staff and patients.
- Employees agree to provide evidence of a valid employment Working with Children Check and provide complete details for the Women’s to undertake a Nationally Coordinated Criminal History Check (NCCHC)
- Our vision is a future free from violence and discrimination in which healthy, respectful relationships are the norm. The Women’s expects all staff to contribute to a culture that promotes and supports diversity, equity, respect and inclusion.
- The Women’s provides pregnancy termination services as part of its public health responsibility to provide safe health care to women.

### Vaccination requirements

As this role has direct physical contact with patients and clinical environments, employees are required to be vaccinated against or demonstrate immunity to influenza, COVID-19, whooping cough (pertussis), hepatitis B, chicken pox, MMR (measles, mumps, rubella) and may include hepatitis A, and complete screening for tuberculosis.

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Employment with the Women's is conditional upon the provision of satisfactory evidence of vaccination and/or screening, and we may withdraw an offer of employment if the required evidence is not provided at least five business days prior to the intended start date.

### **Declaration**

**By accepting this position description electronically I confirm I have read, understood and agreed to abide by the responsibilities and accountabilities outlined.**

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**Developed date:** May 2026

**Developed by:** Medical Head of WADS & Manager of WADS & Manager of Medical Workforce Unit

**Date of next review:** May 2027

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