

## Position Description

Position Title	Chair — Medical Advisory Committee
Business Unit	Governance Committees
Industrial Instrument	Individual employment Agreement
Level	N/A
Remuneration Range	Medical Executive level salary on offer by negotiation
Location	<input type="checkbox"/> THC Office: Rokeby, Hobart. <input type="checkbox"/> THC Mind Hub: Collins Street, Hobart. <input checked="" type="checkbox"/> Work From Home office.
Hours per fortnight	<input type="checkbox"/> Full Time: 1.0 FTE (76 hours per fortnight) <input checked="" type="checkbox"/> Part Time: by negotiation
Reports To (Line Manager)	Chair – Clinical Governance Committee
Delegations Level	As Per The Hobart Clinic Delegation Policy

## About The Hobart Clinic

The Hobart Clinic Association Limited (trading as The Hobart Clinic [THC]) is a Not-For-Profit Company Limited by Guarantee, registered with the Australian Charities and Not-for-profits Commission (ACNC) which is the national regulator of charities. We acknowledge people with lived experience, as well as their carers. We recognise their strength, courage, and unique perspective as a vital contribution to our service; to learn, grow and achieve better outcomes together.

Our Purpose is to provide mental health and wellbeing services for individuals, families and the community in recognition that mental health and wellbeing (like physical health and wellbeing) is something that affects us all.

Our Vision is focused on providing *Life Changing Care*.

At the heart of The Hobart Clinic are our Values which drive everything we do.

### **INSPIRED**

We're passionate about inspiring the best in everyone we connect with.

### **TEAMWORK**

We build open, honest and purposeful relationships.

### **GROWTH MINDSET**

We collaborate with the intent to learn, develop and enable the learning journey for all.

### **BRAVE**

We commit to finding solution for our clients and colleagues regardless of the difficulty.

Building on these values is our brand promise of a commitment to promote hope, wellbeing and autonomy in recovery. Together, our values, purpose and brand promise form the basis of our success as a leader in the provision of mental health and wellbeing services.

## Primary Purpose of the Role

The primary purpose of the Chair — Medical Advisory Committee (MAC) role is to lead the smooth operation of The Hobart Clinic's Medical Advisory Committee.

## Key Responsibilities of the Role

The Chair — Medical Advisory Committee has the following key areas of work:

1. **Ensure the MAC fulfils its statutory responsibilities under the Tasmanian Health Service Establishment Act (2006) and The Health Service Establishment Regulations (2021).**
2. **Ensure the smooth operational functioning of the Committee:**
  - Meeting planning; Work with the Committee secretariat to inform the meeting agenda;
  - Meeting facilitation in compliance with the Terms of Reference;
  - Meeting documentation: Formal sign-off on meeting minutes after they have been tabled to and ratified by the Committee;
  - Meeting review: performance and conduct;
  - Annual review of MAC Terms of Reference;
  - Other committee operational tasks as required from time to time.
3. **Provide clinical supervision to The Hobart Clinic's employed and Visiting Medical practitioners:**
  - Facilitate regular monthly group clinical supervision;
  - Facilitate individual clinical supervision on an ad hoc basis as required;
  - Adhere to mandatory reporting requirements regarding professional standards.
  - Report to The Hobart Clinic Clinical Governance Committee on matters of concern regarding medical practitioner clinical practices.
4. **Contribute to research and training at The Hobart Clinic:**
  - Liaise with the Royal Australian and New Zealand College of Psychiatry to support The Hobart Clinic's participation in the Speciality Training Program;
  - Support The Hobart Clinic's psychiatry research initiatives.
5. **Other:**
  - Work closely with the CEO to implement relevant parts of The Hobart Clinic Strategic Plan.
  - Prepare, and present reports for The Hobart Clinic Board as relevant.
  - Contribute annually to the Hobart Clinic Annual Review document.
  - Other duties as required and by negotiation.

## Key Working Relationships

This role has no direct line management responsibilities.

The role works closely with the following positions:

- Medical Advisory Committee secretariat;
- All Hobart Clinic employed and contracted medical practitioners;

- Chair - Clinical Governance Committee;
- Chief Executive Officer;
- External Stakeholders: RANZCP; RANZMA, University Ethics committees, etc.

## Selection Criteria

### Essential Qualifications and Experience

- Tertiary qualifications in a relevant field or equivalent work experience.
- Current registration with APHRA and relevant mental health professional body.
- Previous experience as a member of a Medical Advisory Committees.

### Essential Skills, Knowledge and Capability

- Knowledge of clinical and corporate governance.
- Strong alignment with The Hobart Clinic's approach to providing evidence-based, trauma-informed, client-centred mental health and wellbeing services.
- High-level written and verbal communication skills.
- High-level emotional intelligence and capability to work with a range of stakeholders and personalities.
- High-level capability with Information Communication Technology, including Microsoft365 software applications and video conferencing applications.
- Demonstrated capability to work remotely.
- Demonstrated capability with regard to meeting facilitation skills.

### Desirable

- Previous experience in a relevant similar role, such as Chair – Medical Advisory Committee or Director of Medical Services.
- The Royal Australasian College of Medical Administrators RANZMA
- Previous experience working with governance committees and Board.
- Experience working in the Not-For-Profit sector.

## Other Requirements of Working at The Hobart Clinic

- Be eligible to work in Australia (Australian Citizen; permanent resident, or relevant visa holder).
- Current National Criminal History Record Check (National Police Check).
- Current Tasmanian Working with Vulnerable People Card.
- Commitment to and compliance with The Hobart Clinic Policies and Procedures.
- Demonstrated understanding of cultural safety and ability to work with Aboriginal People, and people from culturally and linguistically diverse communities.
- Demonstrated understanding of harm minimisation principles and empathy for vulnerable people.
- Maintain confidentiality and adhere to the Australian Privacy Principles (Privacy Act 1988) and the Tasmanian Personal Information Protection Act 2004 in relation to all client-related information that you may come into contact with whilst working with The Hobart Clinic.
- Willing to participate in performance planning, performance reviews and professional development.
- Willing to participate in whole of organisations activities (Working Groups, etc.).

## Code of Conduct

The Hobart Clinic is committed to providing a positive workplace environment and culture in which team members can realise their full potential.

Governance Committee members are expected to role model the behaviours expected across the organisation and are responsible for the day-to-day culture within the relevant committee that they are members.

## Work Health and Safety

All team members are required to take reasonable care of their own health and safety, and that of others in the workplace, and ensure that their actions or omissions do not affect the health and safety of themselves or others in the work environment, and comply with all health and safety legislative requirements, policies and procedures as amended from time-to-time.

Governance Committee members are expected to role model safe work practices and are responsible to ensure committees comply with work health safety requirements.

## Document Acceptance

No position description can fully capture all the requirements of a role, and therefore some flexibility is required to fully understand the role which may require other tasks not described in this document from time to time. Position Descriptions can also evolve and change over time, The Hobart Clinic will revise and amend position descriptions as required.

I have read and understand the information contained in this Position Description document.

I acknowledge this document is not intended to constitute a complete list of my duties and understand that I may be required to carry out other duties consistent with the primary purpose of this role and other tasks as reasonably instructed by management.

Employee Name (Please Print)

Employee Signature

Date (DD/MM/YYYY)

Witness (Please Print)

Witness Signature

Date (DD/MM/YYYY)

Version	Author	Amendments	Approved By	Name of Approver	Date
V1.0	CEO	Initial draft of PD informed by Health Service Establishment Regulations and in-line with THC approved template.	CEO	Kath Skinner	11/01/2024