

Statement of Duties

Position Title: Registrar - Retrieval	Position Number: Generic	Effective Date: May 2016
Group and Unit: Tasmanian Health Service (THS) – Launceston General Hospital		
Section: Medicine	Location: North	
Award: Salaried Medical Practitioners Interim Agreement 2015	Position Status: Permanent/Fixed-Term	
	Position Type: Full Time/Part Time	
Level: 5-11	Classification: Medical Practitioner	
Reports To: Director of Medicine and the Retrieval Clinical Coordinator		
Check Type: Annulled	Check Frequency: Pre-employment	

Focus of Duties:

The Retrieval Registrar is responsible for the retrieval and commencement of management of critically unwell patients and the provision of high quality care when transporting inpatient and outpatients between sites of service delivery in a partnership with the patient, their family and other health professionals.

Duties:

1. Actively participate in an in-hours and out-of-hours (24 hour) on-call aeromedical and/or ambulance retrieval roster and retrieval related activities as directed. A minimum 80 hour fortnight roster will include allocation to supported inpatient roles pending retrieval call-out.
2. Directly responsible to the Retrieval Clinical Coordinator, when on duty, for the management of patients.
3. Under the supervision of the relevant specialist consultant/s, responsible for the day-to-day clinical assessment and management of patients within their designated clinical unit when not involved in retrieval activities.
4. Accurate, comprehensive and contemporaneous recording in the medical record including daily handover sheets and data sheets.
5. Provide Discharge Summary compliant with THS policy (or the appropriate standards) to ensure safe clinical handover to community based care providers.
6. Appropriate to the level of training and in discussion with the relevant consultant, manage independently or semi-independently clinical procedures.
7. Involvement in Quality Assurance activities.
8. Supervision of Residents, Interns and Medical Students.

9. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.
10. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Scope of Work Performed:

- Responsible for adherence to Hospital and professional protocols, policies, clinical pathways and standards.
- Responsible for demonstrating sound judgement and competence in accordance with skills and knowledge when undertaking tasks.
- Responsible for ensuring work is carried out in accordance with relevant Work Health and Safety legislation and procedures.
- Direction and supervision provided by the Retrieval Clinical Coordinator and/or Specialist Medical Staff when allocated to a Clinical Unit.
- Responsible for resident medical staff and medical students attached to the Unit.
- Comply at all times with THS policy and protocol requirements, in particular those relating to mandatory education, training and assessment.

Essential Requirements:

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.

- General or limited registration with the Medical Board of Australia.
- The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:
 1. Conviction checks in the following areas:
 - a) crimes of violence
 - b) sex related offences
 - c) serious drug offences
 - d) crimes involving dishonesty
 2. Identification check
 3. Disciplinary action in previous employment check.

Desirable Requirements:

- At least 4 Full years of post-graduate experience.
- Achieved APLS (Advanced Paediatric Life Support) certification.

Selection Criteria:

1. Demonstrated understanding of “Good Medical Practice – A Code of Conduct for Doctors in Australia”.
2. Demonstrated commitment to medicine, including rural and regional medicine in Tasmania.
3. Demonstrated competency to be able to independently manage, but not limited to:
 - Difficult intubation and advanced mechanical ventilation.
 - Insertion and management of chest tubes.
 - Central Venous Catheter/Arterial line insertion and management.
 - Haemodynamically unstable patients including use of various inotropes and blood
4. Knowledge of recent advances in medicine including current drugs and technology.
5. Previous experience in relevant clinical discipline in an acute hospital setting and demonstrated ability (and willingness to upskill) to participate as a medical retrieval escort and in other retrieval-related tasks.
6. Demonstrated effective communication skills with patients, their family/carers, medical colleagues and other health professionals.
7. Demonstrated ability to work in a multi-disciplinary team of medical, nursing and allied health staff.

Working Environment:

- Non flying rostered hours will be allocated to an LGH area appropriate to the trainee’s background, such as Intensive Care, Anaesthesia or Emergency Medicine.

The Department of Health and Human Services (DHHS) and Tasmanian Health Service (THS) are committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health and human services system, and value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

State Service Principles and Code of Conduct: The minimum responsibilities required of officers and employees of the State Service are contained in the *State Service Act 2000*. The State Service Principles at Sections 7 and 8 outline both the way that employment is managed in the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Officers and employees who are found to have breached the Code of Conduct may have sanctions imposed.

The *State Service Act 2000* and the Employment Directions can be found on the State Service Management Office's website at <http://www.dpac.tas.gov.au/divisions/ssmo>

Fraud Management: The Department of Health and Human Services and Tasmanian Health Service have a zero tolerance to fraud. Officers and employees must be aware of, and comply with, their Agency's fraud prevention policy and procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager, the Director HR Management and Strategy or to the Manager Internal Audit. DHHS and THS are committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and are conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the *Public Interest Disclosure Act 2002*. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the *State Service Act 2000*.

Delegations: This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position. DHHS and the THS have a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of their Agency's fraud policy and reporting procedures.

Blood borne viruses and immunisation: Health Care Workers (as defined by DHHS and THS policy) with the Department of Health and Human Services and Tasmanian Health Service are expected to comply with their Agency's policies and procedures relating to blood borne viruses and immunisation, including against Hepatitis B. Depending on the level of risk associated with their duties, Health Care Workers may be required to demonstrate current immunity, previous seroconversion to Hepatitis B or immunity following vaccination.

Records and Confidentiality: Officers and employees of the Department of Health and Human Services and the Tasmanian Health Service are responsible and accountable for making proper records. Confidentiality must be maintained at all times and information must not be accessed or destroyed without proper authority.

Smoke-free: The Department of Health and Human Services and the Tasmanian Health Service are smoke-free work environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.