

Statement of Duties

Position Title: Rural Medical Practitioner (Employment Register)	Position Number: Generic	Effective Date: March 2020
Group: Department of Health (DoH)		
Section: Various	Location: North, North West, South	
Award: Rural Medical Practitioners (Tasmanian State Service) Agreement	Position Status: Casual	
	Position Type: Casual	
Level: I	Classification: Rural Medical Practitioner	
Reports To: Site Manager or Director of Nursing (dependent upon area)		
Check Type: Annulled	Check Frequency: Pre-Employment	

Focus of Duties:

Responsible for the provision of primary, comprehensive and continuing total patient care to individuals, families and those with whom they interact, within a Primary Health Rural Hospital, Community Health Centre or Multi-Purpose site.

Duties:

1. Admit public patients to designated beds at the relevant facility/site, consistent with the clinical privileges granted of the relevant facility/site and provide them with ongoing high-quality medical care.
2. Arrange onward referral, and emergency transportation where required, for patients whose clinical condition is not able to be treated locally.
3. Participate in an out-of-hours on-call or availability roster for inpatients, if required by the employer.
4. Work cooperatively with other specialist practitioners/disciplines at the relevant facility/site for the care of patients.
5. Provide first line emergency response for the relevant facility/site which may include support from GP Assist.
6. Ensure that the clinical records maintained on all public patients are timely, accurate and comprehensive, including the completion of clinical documentation on the approved medical and pharmaceutical record:
 - At the time of admission detailing all relevant information including the history of the presenting problem, clinical examination, tests performed, provisional and/or confirmed diagnosis, and the management plan initiated.
 - At the time of every subsequent visit briefly noting progress and any specific findings, tests, procedures performed, changes in management plan etc.

- At the time of discharge detailing the confirmed diagnosis, clinical outcome and future management plans.
7. Maintain effective communication regarding patient care with hospital staff and other general practitioners.
 8. Participate in Quality and Safety processes which includes incident reporting, and analysis, morbidity and mortality reviews with adherence to the relevant guidelines and policies.
 9. Cooperate with the DoH in meeting Tasmania's obligations under the Australian Healthcare Agreement. These obligations include:
 - Implementation of a strategic plan to enhance quality improvement.
 - Development of performance indicators on efficiency, quality, appropriateness, accessibility and equity of health services.
 - Implementation of a Public Patients' Hospital Charter.
 - Development and implementation of a non-admitted patient morbidity data set.
 - Implementation of Case mix reporting for all admitted patient episodes of care.
 10. 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.
 11. 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 jobs at this classification level.

Scope of Work Performed:

For issues involving clinical management, the Rural Medical Practitioner is responsible to the Primary Health Senior Medical Advisor, the equivalent Medical Officer within the THS, the Site Manager, or Director of Nursing (as appropriate). The occupant of this role is responsible for:

- Maintaining a high level of medical competency.
- Complying at all times with 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.
- Current Tasmanian Working with Children Registration (where applicable and as determined by individual position requirements).

- 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:

- Fellowship of the Royal Australian College of General Practice (RACGP) or Australian College of Rural and Remote Medicine (ACRRM) or working towards Fellowship of the RACGP or ACRRM.

Selection Criteria:

1. Able to satisfy the requirements of the Primary Health “Credentials and Clinical Privileges” Committee for the granting of Clinical Privileges at one or more Primary Health sites.
2. Proficient in the skills of a competent general practitioner as defined by the Royal Australian College of General Practitioners or the Australian College of Rural and Remote Medicine.
3. Knowledge and understanding of Primary Health Care and provision of medical services in a Rural Hospital, Community Health Centre or Multi-Purpose site.
4. Well-developed communication skills appropriate to the position.
5. Demonstrated skills in health promotion.
6. Demonstrated ability to work in a multi-disciplinary team.

Working Environment:

The Department of Health (DoH) 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, safe and people-focussed health system. Alongside this, staff are expected to act with integrity, be accountable for their actions, and work collegially with colleagues and others to provide better outcomes for Tasmanians.

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 has 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 Chief People Officer or to the Manager Internal Audit. The DoH 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. The DoH and 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 DoH and THS policy) within DoH and THS 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 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: DoH and THS workplaces are smoke-free environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.