

## Statement of Duties

<b>Position Title:</b> Staff Specialist (Anaesthetics)	<b>Position Number:</b> Generic	<b>Effective Date:</b> March 2021
<b>Group:</b> Hospitals North/North West – Launceston General Hospital (LGH)		
<b>Section:</b> Anaesthetic Services	<b>Location:</b> North	
<b>Award:</b> Salaried Medical Practitioners (Tasmanian State Service) Agreement	<b>Position Status:</b> Permanent	
	<b>Position Type:</b> Full Time	
<b>Level:</b> I-II	<b>Classification:</b> Specialist Medical Practitioner	
<b>Reports To:</b> Director of Anaesthesia		
<b>Check Type:</b> Annulled	<b>Check Frequency:</b> Pre-employment	

### Focus of Duties:

Provide quality specialist anaesthetic services to the Launceston General Hospital (LGH) within the limits of specified clinical privileges.

### Duties:

1. Provide clinical care to public and private inpatients and outpatients of the LGH in accordance with hospital policies.
2. Participation in all activities performed by the Department of Anaesthesia, including but not limited to:
  - Patient pre-anaesthetic assessment in the Pre-operative Assessment Unit.
  - Clinical anaesthesia care in the Operating Room Suite, Day Procedure Unit, Medical Imaging, Holman Clinic, Angiography Suite and Birthing Suite.
  - Involvement in the provision of services delivered by the Acute Pain Service.
3. Participate in an out of hours on call roster with other specialist anaesthetists as required.
4. Liaise with medical colleagues for the coordinated care of hospital patients and provide a consultative service to other specialist units.
5. Assist in the arrangement of the onward referral of patients for medical services not available locally.
6. Participate in the undergraduate and post graduate teaching programs of the LGH and the University of Tasmania Clinical School.

7. Supervise and teach junior medical staff and medical students attached to the Department of Anaesthesia.
8. Follow recommended practices according to the Australian and New Zealand College of Anesthetists (ANZCA) guidelines and standards, hospital guidelines and Department of Anaesthesia guidelines, policies and protocols.
9. Ensure the accurate and comprehensive clinical records maintained for patients managed.
10. Participate in department administrative matters and hospital committees as required by the Director of Anaesthesia, Director of Medical Services or the Chief Executive.
11. Participate in clinical research approved by the Agency's Research Governance Office.
12. Participate in mandatory training modules as required under the terms of employment for the Agency.
13. Upon appointment the incumbent may also 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.
14. 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.
15. 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:**

- The occupant is responsible to the Director of Anaesthesia for the provision of specialist medical services to public and private patients of the LGH.
- Responsible for junior medical staff and medical students attached to the Department of Anaesthesia.
- Required to operate independently, acting within hospital by-laws and statutory regulations and clinical privileges as defined.
- Work unsupervised, but liaises closely with professional colleagues, the Director of Anaesthesia, the Director of Surgery and the Director of Medical Services.
- Comply 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.*

- Specialist or limited registration with the Medical Board of Australia in a relevant specialty.
- 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.

## **Selection Criteria:**

1. Demonstrates extensive experience in the provision of anaesthesia for a full range of surgical procedures at a tertiary referral teaching hospital standard.
2. Sound knowledge of current speciality practice in anaesthesia and recent experience in an acute hospital setting.
3. Recent experience in obstetric anaesthesia at a tertiary referral hospital standard.
4. Demonstrates the ability to work within a multidisciplinary team of medical, nursing and allied health professional staff.
5. Demonstrates effective communication skills in dealing with patients, their relatives and professional colleagues.
6. Demonstrates commitment to quality patient care by participation in peer review and quality improvement activities or programs.
7. Ability to undertake research activities.
8. Demonstrates the capacity for effective undergraduate and post graduate teaching in the field of anaesthesia and pain medicine.

## **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.