

DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Staff Specialist - Obstetrics & Gynaecology
<b>Position Number:</b>	Generic
<b>Classification:</b>	Specialist Medical Practitioner Level I-I I
<b>Award/Agreement:</b>	Medical Practitioners (Public Sector) Award
<b>Group/Section:</b>	Hospitals North/North West
<b>Position Type:</b>	Permanent, Full Time/Part Time
<b>Location:</b>	North
<b>Reports to:</b>	Head of Department / Clinical Director
<b>Effective Date:</b>	September 2020
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment
<b>Essential Requirements:</b>	<p>Specialist or limited registration with the Medical Board of Australia in a relevant specialty.</p> <p>Current Tasmanian Working with Children Registration.</p> <p><i>*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 if a registration/licence is revoked, cancelled or has its conditions altered.</i></p>

*Note: The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.*

## Primary Purpose:

- Provide specialist care to public and private patients.
- Be involved in research and quality improvement activities, undergraduate and postgraduate teaching.
- Provide specialist advice to inpatient units as required.

## Duties:

1. Provide specialist diagnosis, treatment and care for inpatients and outpatients. Has prime medico-legal responsibility for care provided to allocated patients.
2. Arrange onward referral of patients for medical services not available locally and to liaise with specialist colleagues as necessary for the care of hospital patients.
3. Participate in an out-of-hours on call roster with other specialists if required and provide consultative services to other specialist units.
4. Supervise and teach junior medical staff and medical students attached to the clinical unit and participate in the undergraduate and postgraduate teaching programs of the hospital.
5. Ensure that clinical records maintained on patients of the unit are timely, accurate and comprehensive and ensure good communication regarding patient care with referring units and community practitioners.
6. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives and related training.
7. 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.

## Key Accountabilities and Responsibilities:

The Staff Specialist works under limited direction and supervision from the Head of Department/Clinical Director and is responsible for:

- Performing the duties as described above.
- Operating independently with limited reporting, acting within clinical privileges as defined.
- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

## Pre-employment Conditions:

*It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.*

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
2. Identification check
3. Disciplinary action in previous employment check.

## Selection Criteria:

1. Sound knowledge of current specialty practice in Obstetrics & Gynaecology.
2. Demonstrated ability to provide specialty services as defined by allocated clinical privileges.
3. Recent experience in an acute hospital setting.
4. Demonstrated ability to work with a multi-disciplinary team of medical, nursing and allied health staff.
5. Demonstrated effective communication skills in dealing with patients, their relatives and professional colleagues.
6. Knowledge of continuous quality improvement activities relevant to practice within the clinical discipline.
7. Evidence of ongoing participation and commitment to continuing medical education.

## Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles and Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).