

DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Staff Specialist - General Medicine
<b>Position Number:</b>	515768, 527608
<b>Classification:</b>	Specialist Medical Practitioner Level I-II
<b>Award/Agreement:</b>	Medical Practitioners (Public Sector) Award
<b>Group/Section:</b>	Hospitals South – Medical and Cancer Services
<b>Position Type:</b>	Permanent/Fixed-Term, Full Time/Part Time
<b>Location:</b>	South
<b>Reports to:</b>	Head of Department
<b>Effective Date:</b>	August 2015
<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><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>
<b>Position Features:</b>	Participate in an After Hours Consultants Oncall Roster for General Internal Medicine

NB. 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 a consultant role in General Medicine.

Provide inpatient and outpatient care to public and private patients of the Royal Hobart Hospital (RHH) in General Medicine.

Be involved in undergraduate and postgraduate teaching, and to be actively involved in research.

Undertake quality improvement activities.

## Duties:

1. Patient Care:
  - Provide Consultant Service to inpatients and admit patients under their care.
  - Conduct or direct outpatient clinics in General Medicine.
  - Participate in quality assurance programs within Department of General Medicine.
2. Teaching:
  - Participate in undergraduate and postgraduate specialist trainee teaching.
  - Liaise with the University of Tasmania, Department of Medicine and the RACP in respect to the teaching of undergraduates and Registrars.
3. Research:
  - Have an understanding of medical research.
4. Management:
  - Responsible to the Head of General Medicine Department.
  - Liaison with the University of Tasmania's Department of Medicine on issues relating to undergraduate teaching and research.
5. 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, safeguarding practices for vulnerable people, and related training.
6. 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:

- Provide a high quality service under the direction of the relevant clinical service head to patients of RHH by:
  - providing appropriate clinical care to patients.
  - coordinating the follow up care of patients.
  - attending inpatients rounds and consulting clinics as scheduled.
  - contributing to an after-hours on-call service in accordance with a roster.
  - ensuring effective communication with care providers, especially General Practitioners, to promote continuity of patient care.

- Demonstrate a commitment to continuous service improvement by:
  - participating in the development of clinical guidelines and protocols.
  - attending and participating in clinical and departmental meetings.
  - participating in departmental peer review and audit activities.
  - continuously reviewing existing practices and promoting change where required.
  - participating in quality improvement programs undertaken by the Royal Hobart Hospital.
  - participating in college-based programs directed towards maintaining the highest standards of professional care.
  - participating in personal performance appraisal.
- Demonstrate a commitment to personal and professional development by:
  - attending conferences to maintain and enhance knowledge.
  - participating in programs designed to provide personal growth and development.
- Demonstrate a commitment to the provision of a multidisciplinary approach to clinical care by:
  - working harmoniously with all members of the clinical team.
  - being responsive to the expectations and needs of both clinical and non-clinical colleagues.
- Engender a consumer focus in service delivery by:
  - ensuring consumers are able to exercise their rights and responsibilities.
  - ensuring that patients and families are given adequate information upon which to base treatment decisions and follow up.
  - being responsive to complaints from patients and their relatives.
  - demonstrating empathy for patients and their families.
- Provide appropriate support, direction and training to trainee medical officers, nurses and medical students by:
  - providing appropriate direction and supervision to Registrars, Resident Medical Officers and Nurses.
  - acting as a role model and mentor for trainee medical staff, nurses and medical students.
  - participating in the education of trainee medical staff, nurses and medical students.
- Promote and contribute to the maintenance of a safe working environment by:
  - complying with work health and safety and welfare policies and other written arrangements for work health and safety and welfare at work.
  - participating in relevant work health and safety and welfare programs.
  - complying with any reasonable instruction and following safe-work practices in relation to work health, safety and welfare at work.
  - participating in training programs and on-the-job training programs for work health and safety and welfare.
  - reporting all incidents, accidents and observed hazards to their supervisor or manager as soon as possible and assisting in the investigation process.

- supporting the role of the health and safety representatives by keeping them informed of any issues relating to work health and safety and welfare in the workplaces.
- ensuring that you are not, by the consumption of alcohol or a drug, in such a state as to endanger their own health, safety at work or the health and safety or any other person.
- participating in appraisals to evaluate work health and safety performance.
- Champion a child safe culture that upholds the National Principles for Child Safe Organisations. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.
- 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
  - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

## Selection Criteria:

1. Sound knowledge of current specialty practice in General Internal Medicine.
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. Demonstrated effective administrative skills in the health-care environment.
7. Knowledge of continuous quality improvement activities relevant to practice within the clinical discipline.

## 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 of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

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 | Tasmanian Department of Health](#).