



## Statement of Duties

<b>Position Title:</b> Registrar (Non Accredited) Surgical	<b>Position Number:</b> 512809, 512810	<b>Effective Date:</b> April 2019
<b>Group and Unit:</b> Hospitals North/North West – Launceston General Hospital (LGH)		
<b>Section:</b> Acute and Subacute Services	<b>Location:</b> North	
<b>Award:</b> Salaried Medical Practitioners (Tasmanian State Service) Agreement	<b>Position Status:</b> Permanent/Fixed-Term	
	<b>Position Type:</b> Full Time/Part Time	
<b>Level:</b> 5-11	<b>Classification:</b> Medical Practitioner	
<b>Reports To:</b> Director of Surgery		
<b>Check Type:</b> Annulled	<b>Check Frequency:</b> Pre-employment	

### Focus of Duties:

Daily management of the Surgical Unit's patients and clinical activities within the limits specified with your clinical privileges.

### Duties:

1. Allocation to a Surgical Unit/Intensive Care Unit as directed by the Director of Surgery.
2. Clinical assessment of all elective and emergency patients admitted to the Unit, both at their admission and at least daily thereafter. This includes assisting the Intern with patients in the Pre-Admission Clinic.
3. To ensure that all clinical, assessments, theatre records, management plans and any subsequent alterations are written regularly in the patients' medical records. The frequency of the recording in the notes should be relative to the illness of the patient, i.e. at least daily for ill and post-operative patients, and at least every 2/7 for long stay non-acute patients.
4. Participate in theatre sessions and outpatient clinics, as rostered or in consultation with the Unit Consultant/Director of Surgery.
5. Assessment of those patients referred by other Units for the Unit Consultant's opinion.
6. Close liaison with other health staff involved in patient care.
7. Efficient and effective discharge planning including writing discharge summaries.
8. Participate in all Unit ward rounds that take place during the daily rostered hours and at other times after agreement with the Unit Consultant/Director of Surgery.
9. Participate in Unit clinical trials and research.
10. Undertaking and/or supervision of data collection for quality assurance and research purposes, as required by the Unit Consultant or Director of Surgery. Presentation of this data at the Morbidity and Mortality meetings.
11. Close supervision of residents with regard to clinical procedures and management and to act as an administrative resource.

12. To ensure the efficient completion of administrative duties, such as theatre lists, whether done personally or by the Resident.
13. Attendance at all designated Unit/Department meetings and post-graduate teaching sessions, especially Clinical Meetings.
14. Participate in the Surgical On-Call Roster and Surgical Registrar Night Shifts.
15. 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.
16. 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:**

- This job is directly responsible to the Consultant, Head of Unit and Director of Surgery.
- Adherence to hospital and professional protocols and standards.
- Responsible for daily management of each patient in the Unit.
- Close supervision of junior staff.
- Consultant and/or Senior Registrar supervision when required or requested.
- To operate unsupervised only after consultation with the surgeon responsible for the definitive care and outcome of the patient.
- 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.*

- 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.

### **Selection Criteria:**

1. Over 2 years post-graduate clinical experience in related fields.

2. Study for, possession of, the relevant post-graduate qualifications.
3. The desire to specialise in a related specialty.

### **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.