

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Registrar
Position Number:	Generic
Classification:	Medical Practitioner, Level 5-11
Award/Agreement:	Medical Practitioners (Public Sector) Award
Group/Section:	Hospitals North/North West
Position Type:	Permanent/Fixed-Term/Casual, Full Time/Part Time/Casual
Location:	North, North West
Reports to:	Overall supervision by Specialist Medical Staff
Effective Date:	February 2009
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	General or limited registration with the Medical Board of Australia.
Position Features:	This position will require the occupant to participate in after hours, on call and shift work.

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:

Responsible for the day to day management of private and public inpatients and outpatients within the Hospital.
Provide after hours emergency cover at the hospital as determined by the Medical Staffing Unit.

Duties:

1. Admission and care of patients in the wards including a daily ward round and liaison with Consultants regarding patients.

2. Attend Specialist Medical Officer ward rounds and record all decisions made in the medical history.
3. Respond to calls by Registered Nurses on the wards as soon as possible.
4. Ensure that consultations occur when requested.
5. Interviewing of relatives.
6. Accurate and timely recording of drugs and treatment.
7. Undertake procedures as required.
8. Accurate and comprehensive recording in medical records including progress notes each day.
9. The completion of interim or full discharge summaries on inpatients as required.
10. Discharge planning.
11. Provide after hours cover and an after hours emergency service as rostered or as directed by Medical Staffing Unit.
12. Involvement in Quality Assurance within the hospital.
13. Involvement in Hospital educational activities or evidence of further self-directed learning.
14. Supervision of Residents, Interns and Medical Students.
15. 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.
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 positions at this classification level.

Key Accountabilities and Responsibilities:

The Registrar works under the direction and supervision of Specialist Medical Staff, and is responsible for:

- Adherence to professional protocols, policies, clinical pathways and standards.
- Demonstrating sound judgement and competence in accordance with skills and knowledge when undertaking tasks.
- Ensuring work is carried out in accordance with relevant Work Health and Safety legislation and procedures.
- Championing 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, exercising 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.
- Complying 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. Knowledge of recent advances in medicine.
2. Understanding of current drugs and technology.
3. Understanding of Infection Control principles.
4. Understanding of patient's rights and responsibilities.
5. Knowledge of, and commitment to, the principles of Work, Health and Safety.

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](#).