

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Specialist Medical Practitioner - Correctional Primary Health
Position Number:	522973
Classification:	Specialist Medical Practitioner Level I-II
Award/Agreement:	Medical Practitioners (Public Sector) Award
Group/Section:	Community, Mental Health and Wellbeing – Correctional Primary Health Services Risdon Prison Hospital
Position Type:	Permanent, Full Time
Location:	South
Reports to:	Statewide Speciality Director - Correctional Primary Health Services
Effective Date:	March 2019
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	Specialist or limited registration with the Medical Board of Australia in a relevant speciality

Current Tasmanian Working with Children Registration

**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.*

Desirable Requirements: Experience in a custodial environment

Position Features: The job is located within a maximum-security prison and will work within site locations across the state of Tasmania. The occupant will have regular daily contact with prisoners in an environment which requires all staff to be alert to any matter concerning the security and safety of the prison, prisoners/detainees and staff

Some Interstate and Intrastate travel may be required

This position involves regular on call work which is divided equally between the medical workforce including the Statewide Specialty Director

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:

Support the Statewide Specialty Director and the Assistant Director of Nursing in the development and provision of primary clinical health services.

Assist the Statewide Specialty Director in the provision of clinical leadership and direction for Correctional Primary Health Services in the area of primary health care.

Clinical governance and legislative requirements determine clinical direction and are the responsibility of the medical profession in provision of the standard and quality of care.

Duties:

1. Work within a multidisciplinary health team to provide direct clinical services to patients within the correctional health setting across all sites.
2. Assist the Statewide Specialty Director and staff to develop health screening, health promotion and health education programs.
3. Assist the Statewide Specialty Director and the Assistant Director of Nursing in defining, collecting and evaluating data to aid the further development and operation of Correctional Primary Health Services.
4. Undertake inspections of Tasmanian Prison Services required to meet legal requirements.
5. Maintain current professional knowledge and skills by participating in continuing education programs.
6. Function as part of a multidisciplinary team to protect and maintain the primary health of the target patient group.
7. Assist the Statewide Specialty Director and the Assistant Director of Nursing in the development of Correctional Primary Health Services in accordance with broad state and national policy direction and performance standards and objectives.
8. Assist the Statewide Specialty Director and the Assistant Director of Nursing in the development, implementation and evaluation of policy, service development and strategic initiatives for Correctional Primary Health Services.
9. Provide clinical training to medical students, medical practitioners, nursing staff, other health professionals, custodial staff and other health professional and non-professional groups within the prison environment.
10. Assist the Statewide Specialty Director in the implementation of clinical risk reduction programs including clinical review processes.
11. Represent Correctional Primary Health Services on working parties, interdepartmental committees, national committees and other groups as required.
12. 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:

- Clinical and professional accountability is to the Statewide Specialty Director or delegate.
- Work in partnership with the Statewide Specialty Director.
- Provide direct medical services to patients with a high level of clinical responsibility and autonomy across the practice setting.
- Support nursing staff in the provision of care by providing clinical information and best practice initiatives.
- Have a broad role in the prison setting, including but not limited to, training, standards and all statutory requirements for medical staff in the prison setting.
- Assist the Statewide Specialty Director in working cooperatively with the Tasmania Prison Service. This will include prisoner adequacy both as individuals and community; community health programs; consideration of relevant security issues and working on joint projects as needed.
- Maintain high levels of professional standards of behaviour, ethics and professional development.
- 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.
- 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.

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.

A person nominated for this position must also satisfy criminal history check in accordance with the Director of Prison's Standing Orders established under the Corrections Act 1997.

Standing Order – Identification (ID) Cards and Visitor Passes 5.02 and

Standard Operating Procedure -Tasmanian Prison Service Identification (ID) Cards MH5.02.1.

A nominated person cannot be employed within Correctional Primary Health Services if excluded from entry to Tasmanian Prison Service under the *Corrections Act 1997*.

Selection Criteria:

1. Substantial experience in the provision of community based medical services. Whilst previous experience in prison work is useful it is not mandatory.
2. Demonstrated ability to provide expert advice on the provision of health services.
3. Demonstrated ability to provide clinical leadership, supervision, teaching and direction to patients and workers within the prison setting.
4. Demonstrated interpersonal, communication, collaboration, negotiation and conflict resolution skills, including the ability to liaise with both internal and external organisations.
5. Demonstrated understanding of the role of research and data collection in development of health services within the clinical environment.

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](#).