

DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Director Rural Generalist Training and Development
<b>Position Number:</b>	526230
<b>Classification:</b>	Specialist Medical Practitioner Level 1-11
<b>Award/Agreement:</b>	Medical Practitioners (Public Sector) Award
<b>Group/Section:</b>	Hospitals North/North West
<b>Position Type:</b>	Permanent, Full Time
<b>Location:</b>	North West
<b>Reports to:</b>	Executive Director of Medical Services
<b>Effective Date:</b>	July 2021
<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 speciality</p> <p>Current Driver's Licence</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>Desirable Requirements:</b>	<p>Fellowship of the Australian College of Rural and Remote Medicine (FACRRM) or Fellowship of Advanced Rural General Practice with the Royal Australian College of General Practitioners (FARGP)</p> <p>Ability to be credentialed as a Rural Generalist with an additional advanced rural skill in one or more of the following disciplines. Emergency Medicine, Anaesthetics, Obstetrics, Paediatrics, Mental Health, Palliative Care or other recognised advanced rural skill</p>

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 regional leadership and management of the North West Rural Generalist (RG) workforce in alignment with the strategic direction of the Tasmanian Rural Generalist pathway collaborative.

Develop the North West arm of the program enabling a clear pathway for undergraduate and junior medical officers to progress through accredited RG training through to registrar and consultant positions across the North West.

Be involved in quality improvement activities and undergraduate, post-graduate and other teaching at the North West Regional Hospital (NWRH) and the Mersey Community Hospital (MCH).

Work collaboratively with key state and national stakeholders in implementing the program with an initial focus on developing the workforce model at the MCH hub.

Develop and support the Rural Generalist model of care throughout the broader North West region, actively engaging with clinicians working in primary care, district hospitals and community general practice.

## Duties:

1. Work collaboratively with all relevant stakeholders to develop the Rural Generalist model of care for the North West.
2. Establish a framework for Rural Generalist medical training in the North West of Tasmania and participate in recruitment and retention of consultant, registrar and resident medical staff.
3. Supervise and teach junior medical staff and medical students attached to the clinical unit, working collaboratively with the North West Prevocational Medical Workforce Consultant and Deputy Executive Director Medical Services.
4. Participate in the undergraduate and post graduate teaching programs of the hospital.
5. Provide clinical care to North West patients as a Rural Generalist.
6. Ensure that clinical records maintained on patients of the unit are timely, accurate and comprehensive.
7. Ensure good communication regarding patient care with referring units and community practitioners.
8. Participate in such hospital committees and administrative matters as directed by the Executive Director of Medical Services or delegate.
9. Observe all hospital by-laws and statutory regulations.
10. 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.
11. 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:

- Accountable to the Executive Director of Medical Services, and responsible for Rural Generalist medical staff training and development – postgraduate and undergraduate.
- 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
  - e. serious traffic offences
2. Identification check
3. Disciplinary action in previous employment check.

## Selection Criteria:

1. Sound knowledge and recency of current specialty practice in Rural Generalist Medicine.
2. Recent experience in a rural primary and secondary care setting.
3. Demonstrated experience and commitment to medical education, training and program development.
4. Demonstrated ability to work with a multidisciplinary 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.

## 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](#).