

DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Medical Intern
<b>Position Number:</b>	Generic
<b>Classification:</b>	Medical Practitioner Level I (Intern)
<b>Award/Agreement:</b>	Medical Practitioners (Public Sector) Award
<b>Group/Section:</b>	Hospitals South, Hospitals North and Hospitals North West
<b>Position Type:</b>	Permanent/Fixed-Term, Full Time/Part Time
<b>Location:</b>	South, North, North West (includes rural rotations)
<b>Reports to:</b>	Executive Director of Medical Services, or Delegate
<b>Effective Date:</b>	April 2023
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment
<b>Essential Requirements:</b>	<p>Conditional registration with the Medical Board of Australia and is eligible for employment in a position normally occupied by an Intern</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>	Current Driver's Licence (Burnie, Latrobe and Rural locations only)
<b>Position Features:</b>	<p>The position will require the occupant to work at one, or a combination of, locations Statewide including rural rotations</p> <p>The position will require the occupant to participate in after-hours work.</p> <p>Interns that rotate to a GP practice as part of their Rural rotation will work under the control and direction of the practice manager as must adhere to any additional practice policies and procedures</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:

While under supervision, responsible for strengthening the health outcomes of both inpatients and outpatients by managing their day-to-day care in partnership with the patient, their family, and other health professionals.

## Duties:

1. Admission of patients.
2. Care of patients in the wards including a daily ward round.
3. Attend Specialist and Registrar ward rounds and record all decisions made in the medical history.
4. Timely responses to calls by members of the patient's care team.
5. Ensure that consultations occur when requested.
6. Interact with families or carers of patients.
7. Accurate and timely recording of drugs and treatment.
8. Checking and signing of result sheets for investigations.
9. Undertake procedures as required.
10. Accurate, comprehensive and contemporaneous recording in the medical record including progress notes each day.
11. Discharge planning.
12. Under the direct supervision of the Registrar and/or Staff Specialist, assist with the preparation of appropriately detailed discharge summary and discharge medications before patient discharge.
13. Provide after-hours cover as directed and short-term relief in other areas as required by the employer.
14. Involvement in Quality Assurance activities.
15. Involvement in Hospital educational activities or evidence of further self-directed learning as per registration requirements.
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:

With direction and supervision provided by the Registrar of the Unit and Specialist Medical Staff, the Medical Intern is responsible for:

- Adherence to Hospital and professional protocols, policies, clinical pathways and standards.
- Demonstrating sound judgement and competence in accordance with their skills and knowledge when undertaking tasks.
- Ensuring work is carried out in accordance with relevant workplace 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.
- Actively participating in and contributing 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.

## Selection Criteria:

1. Demonstrated understanding of "Good Medical Practice – A Code of Conduct for Doctors in Australia".
2. Demonstrated commitment to medicine in Tasmania.
3. Demonstrated effective communication skills with patients, their family/carers, medical colleagues and other health professionals.
4. Ability to effectively manage time and workload demands, be punctual, prioritise workload and manage patient outcomes and health service functions.

## 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](#).