

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Staff Specialist - General Medicine/Acute Care Services
Position Number:	523120
Classification:	Specialist Medical Practitioner
Award/Agreement:	Medical Practitioners (Public Sector) Award
Group/Section:	Hospitals North/North West – Launceston General Hospital (LGH)
Position Type:	Permanent, Full Time/Part Time
Location:	North
Reports to:	Director - Department of Medicine
Effective Date:	March 2017
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	Specialist or limited registration with the Medical Board of Australia in a relevant specialty. <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>

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 specialist medical care to patients attending the Launceston General Hospital (LGH).

Be involved in research and quality improvement activities, undergraduate and post graduate teaching at the LGH.

Provide specialist advice to inpatient units as required.

Duties:

1. Provide specialist treatment and care for public patients of the LGH in General Medicine and Acute Care Services.
2. Undertake procedures as required in the Department of Medicine.
3. Manage and coordinate Department of Medicine morning handover meetings and participate, along with other staff specialists, in multidisciplinary meetings.
4. Attend Department of Medicine mortality and morbidity review.
5. Assist in collating clinical indicators.
6. Arrange onward referral of patients for medical services not available locally, ensuring good communication with referring units and community practitioners.
7. Liaise with specialist colleagues as necessary for the care of hospital patients.
8. Provide a consultative service to other specialist units.
9. Participate in General Medicine and Acute Care Services, after hours and on call rosters as determined by Director - Department of Medicine.
10. Participate in the undergraduate and postgraduate teaching programs of the hospital.
11. Ensure active discharge planning.
12. Participate in such hospital committees and administrative matters, such as continuous quality improvement activities as required by the Group Director of Clinical Services or Director - Department of Medicine.
13. Participate in clinical research approved by the hospital research committee.
14. Observe all hospital by laws and statutory regulations.
15. 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:

- Responsible for the observation of all hospital by laws and statutory regulations.
- Required to operate independently with limited reporting, acting within clinical privileges as defined.
- Responsible to the Director - Department of Medicine for clinical responsibilities and undergraduate teaching and research.
- 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.

Selection Criteria:

1. Sound knowledge of current specialty practice in General Medicine and Acute Care Services.
2. Demonstrated ability to provide specialty services as defined by allocated clinical privileges.
3. Recent experience in an acute hospital setting.
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.
7. Evidence of ongoing participation and commitment to continuing medical education.

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](#).