

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Registrar - Retrieval
Position Number:	Generic
Classification:	Medical Practitioner Level 5-11
Award/Agreement:	Medical Practitioners (Public Sector) Award
Group/Section:	Hospitals North/North West - Launceston General Hospital
Position Type:	Permanent/Fixed-Term, Full Time/Part Time
Location:	North
Reports to:	Director - Department of Medicine and/or Director - Aero-medical and Medical Retrieval
Effective Date:	May 2018
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	General or limited registration with the Medical Board of Australia Enrolled in the relevant speciality training program <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>
Desirable Requirements:	At least 4 Full years of postgraduate experience Achieved APLS (Advanced Paediatric Life Support) certification Has successfully completed all fellowship examinations relevant to their training program and employment and is within 1 year of obtaining specialist fellowship

- Position Features:** Non-flying rostered hours will be allocated to an LGH area appropriate to the trainee's background, such as Intensive Care, Anaesthesia or Emergency Medicine
- Actively participate in an in-hours and out-of-hours (24 hour) on-call aeromedical and/or ambulance retrieval roster and retrieval related activities as directed. A minimum 80-hour fortnight roster will include allocation to supported inpatient roles pending retrieval call-out.

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:

The Retrieval Registrar is responsible for the retrieval and commencement of management of critically unwell patients and the provision of high-quality care when transporting inpatient and outpatients between sites of service delivery in a partnership with the patient, their family and other health professionals.

Duties:

1. Directly responsible to the Retrieval Consultant, when on duty, for the management of patients.
2. Under the supervision of the relevant specialist consultant/s, responsible for the day-to-day clinical assessment and management of patients within their designated clinical unit when not involved in retrieval activities.
3. Accurate, comprehensive and contemporaneous recording in the medical record including daily handover sheets and data sheets.
4. Provide Discharge Summary compliant with Agency policy (or the appropriate standards) to ensure safe clinical handover to community-based care providers.
5. Appropriate to the level of training and in discussion with the relevant consultant, manage independently or semi-independently clinical procedures.
6. Involvement in Quality Assurance activities.
7. Supervision of Residents, Interns and Medical Students.
8. 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:

Direction and supervision provided by the Retrieval Consultant and/or Specialist Medical Staff when allocated to a Clinical Unit. The Registrar - Retrieval is responsible for:

- Adherence to Hospital and 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.
- Resident medical staff and medical students attached to the Unit.

- 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 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. Demonstrated understanding of "Good Medical Practice - A Code of Conduct for Doctors in Australia".
2. Demonstrated commitment to medicine, including rural and regional medicine in Tasmania.
3. Demonstrated competency to be able to independently manage, but not limited to:
 - Difficult intubation and advanced mechanical ventilation.
 - Insertion and management of chest tubes.
 - Central Venous Catheter/Arterial line insertion and management.
 - Haemodynamically unstable patients including use of various inotropes and blood.
4. Knowledge of recent advances in medicine including current drugs and technology.
5. Previous experience in relevant clinical discipline in an acute hospital setting and demonstrated ability (and willingness to upskill) to participate as a medical retrieval escort and in other retrieval-related tasks.
6. Demonstrated effective communication skills with patients, their family/carers, medical colleagues and other health professionals.
7. Demonstrated ability to work in a multi-disciplinary team of medical, nursing and allied health staff.

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](#).