

Functional Statement

Function: Head of Department – General Medicine	Effective Date: May 2024
Group: Tasmanian Health Service – Hospitals South	Organisational Unit: Medical Services
Section: General Medicine	Location: South
Award: Tasmanian Visiting Medical Practitioners (Public Service) Agreement or Medical Practitioners (Tasmanian State Service) Agreement 2022	Classification: Visiting Medical Specialist or Specialist Medical Practitioner
Length of Appointment: 3 Year Term at 0.5 FTE and 10% management allowance (opportunity to undertake clinical FTE)	Reports to: Clinical Director – Medical and Cancer Services (EDMS)

Preamble:

The opportunity to undertake the function of Head of Department – General Medicine is available to Specialist Medical Practitioners/Visiting Medical Specialists. Open to external applications, not just internal.

Function Objectives:

Responsible to the Clinical Director – Medical and Cancer Services for the efficient and effective operation of THS Hospitals South General Medicine including the maintenance of appropriate clinical and professional standards and the efficient use of resources within the THS-South’s budget.

Works in conjunction with the Clinical Director – Medical and Cancer Services to manage the operational and strategic directions of the General Medicine Service.

To work collaboratively with the other Heads of Departments for Medical and Cancer Services in relation to service delivery and strategic planning.

Works in conjunction with the with Nursing and Allied Health colleagues to build constructive relationships and facilitate a true multidisciplinary approach to patient care.

Provide broad supervision and assist those units that fall under the broad supervision of General Medicine to ensure the units can function efficiently.

Provides high level strategic leadership and direction regarding the provision of General Medicine services, including clinical governance, professional matters, network development and service integration.

The Head of Department, where appropriate to the department, will undertake a clinical ad that reasonably ensures the effective functioning of General Medicine. It is expected that the Head of Department’s work for General Medicine is equivalent to 0.25 FTE Clinical

Primary Tasks Associated with Function:

Provide clinical leadership, incorporating principles of best practice, to ensure the provision of highest standard of care for general medical patients of the THS- Hospitals South and to meet the agreed goals and targets.

Identify key factors influencing the current demand and throughput for directed services within the THS-Hospitals South and provide estimates of future level of demand.

Provide recommendations on service delivery models including infrastructure and workforce requirements for estimated future demand.

Represent the views of the Department of General Medicine within management forums and other wider agency meetings in relation to General Medicine issues and service requirements.

Support and implement decisions made at Head of Department stream Meetings.

Take overall responsibility for coverage to ensure continuous service delivery for planned and unplanned absences of medical staff.

Establish and oversee activities to review resource utilisation and develop appropriate strategies, plans and procedures to improve patient outcomes.

Identify and manage resources within allocated annual budget and achieve cost effective patient care.

Ensure unit participation in teaching programs for medical, nursing, and allied health professionals and for under-graduate, and post graduate students in these disciplines.

Ensure relevant Work, Health and Safety (WH&S) practices and standards are implemented and maintained by the Department of General Medicine

Ensure the implementation and maintenance of performance management and development systems which support the ongoing development of individual and team performance and skills for medical staff.

Ensure a system of continuous quality improvement that systematically evaluates patient care, identifies opportunities for improvement and implements strategies to meet patient needs and increase patient safety.

Maintain an active role in promotion, coordination and supervision of clinical research activities appropriate to General Medicine within the resources available.

Actively participate in and contribute to the organisation's Quality and Safety and Work, Health and Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.

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 jobs at this classification level.

Scope of Work Performed:

The Head of Department is the delegated authority to manage the Department of General Medicine in accordance with hospital bylaws, THS-South policy and administrative instructions as varied from time to time.

Works unsupervised, but liaise closely with, professional colleagues including the the Clinical Director, Medical and Cancer Services and Executive Director of Medical Services (EDMS).

In managing the Service, the Head of Department will have due regard for the professional expertise and special knowledge of clinical staff members and will extend to them professional autonomy as is consistent with the effective management of the THS-South.

Be overall responsible for junior medical staff and medical students attached to the Department of General Medicine, to ensure active training in General Medicine including medical ethics and behaviour.

The occupant will be required to work under the broad direction of the Clinical Director, Medical and Cancer Services and EDMS.

The occupant will be required to work collaboratively with the Head of Department Emergency Department, Head of Department – Critical Care Medicine, Head of Department – Head of Departments for all Medical Sub-Specialties and Cancer/Blood Services. Nurse Unit Managers, Allied Health representatives and with all other hospital, community and clinical services throughout Tasmania as required to promote safe and effective patient care.

Selection Criteria:

1. Demonstration of high level strategic, conceptual, analytical, and creative skills, with the ability to understand the political, social and organisational environment impacting on the Agency.
2. A sound knowledge of the philosophy, principles, and contemporary specialty practice of General Internal Medicine Services with a demonstrated ability to provide ongoing support, consultancy, advice and education to specialist practitioners and other services within the THS-South.
3. Highly developed communication, collaboration, negotiation and conflict resolution skills, consultation, and interpersonal skills with the ability to liaise with external and internal organisations.
4. Ability to work collaboratively as part of a management team including the ability to be adaptable and flexible in a complex environment, and the ability to accept and act on professional advice.
5. Demonstrated ability to work effectively and collaboratively in a multidisciplinary team, and participate in professional development, peer review, evaluation and quality improvement activities and risk management.
6. Demonstrated extensive and recent experience and high degree of professional judgment in the assessment and management of Acute General Medical patients in an inpatient setting.
7. Demonstrated experience and capacity in the provision of General Medicine education programs at an undergraduate and post-graduate level, and participation in research relating to evidence based practice in General Medicine, including the ability to plan and manage research programs.
8. Knowledge and understanding of contemporary human resource management principles, financial planning and budgeting skills including Employment Equity and WH&S principles.

Working Environment:

The Department of Health and Tasmanian Health Service are committed to providing the highest levels of healthcare and services, and values equity, diversity, initiative, flexibility, creativity, teamwork, conduct, occupational health and safety and the capacity to make a difference.

The minimum responsibilities required of officers and employees of the State Service are contained in sections 7(1), 8 and 9 of the State Service Act 2000.

The State Service Act 2000 and Employment Directions can be found on the State Service Management Office's website at <http://www.dpac.tas.gov.au/divisions/ssmo>

This job may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary of the Department. The relevant Unit Manager can provide details to the occupant of delegations applicable to this job.

The Department of Health and the Tasmanian Health Service are smoke-free work environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.

Health Care Workers with the Department of Health and Tasmanian Health Services are expected to comply with the Agencies' Hepatitis B Policy and the Tasmanian Code of Practice for Health Care Workers.

The Agencies' policy classifies the levels of risk to employees, who have a risk of exposure to Hepatitis B higher than the normal population, as either:

Category 2

Employees whose employment arrangements and duties place them at a higher than normal population risk of exposure to blood or body fluids.

Category 3

Employees who are, or potentially will be, directly involved in the conduct of exposure prone procedures.

For employees who occupy jobs classified as Category 2 level of risk it is strongly recommended that the occupant either demonstrate current immunity or previous seroconversion to Hepatitis B or demonstrate immunity following vaccination.

For employees who occupy jobs classified as Category 3 level of risk the occupant will be required to either demonstrate immunity or previous seroconversion to Hepatitis B or demonstrate immunity following vaccination.