

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Staff Specialist (Medicine/Subspecialty)
Position Number:	Generic
Classification:	Specialist Medical Practitioner I-I I
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
Effective Date:	August 2021
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	<p>Specialist registration with the Medical Board of Australia in the relevant specialty</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>
Position Features:	<p>Participate in an afterhours and oncall roster, as determined by the Director – Department of Medicine.</p> <p>Staff employed against this Statement of Duties as a Visiting Medical Practitioner will be employed in accordance with the Tasmanian Visiting Medical Practitioners (Public Sector) Agreement and will be remunerated accordingly.</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 quality specialist services to the Launceston General Hospital (LGH) within the limits of specified clinical privileges.

Duties:

1. In accordance with hospital policies, provide specialist clinical care to public and private inpatients and outpatients of the LGH.
2. Undertake procedures as required in the specialty of practice.
3. Participate in an out of hours on call roster with other specialists as required.
4. Participate in multidisciplinary team meetings for the coordinated care of hospital patients and provide a consultative service to other specialist units.
5. Attend the Department of Medicine mortality and morbidity reviews.
6. Arrange onward referrals of patients for medical services not available locally, ensuring good communication with referring units and community practitioners.
7. Participate in the undergraduate and post graduate teaching programs of the hospital and the University of Tasmania Clinical School.
8. Manage and maintain accurate and comprehensive patient clinical records and ensure active discharge planning.
9. Participate in the department's administrative requirements, and hospital committees and activities as requested by the unit Head, Director - Department of Medicine or Director of Medical Services.
10. Participate in clinical research approved by the Agency's Research Governance Office.
11. Observe all hospital by laws and statutory regulations
12. 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.
13. 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:

- The occupant is responsible to the Director - Department of Medicine for the provision of specialist medical services to public and private patients of the LGH.
- Required to operate independently, acting within hospital by-laws and statutory regulations and clinical privileges as defined.
- Work unsupervised, but liaises closely with professional colleagues, the Unit Head, Director – Department of Medicine and the Director of Medical Services.
- The occupant is responsible to the Director - Department of Medicine for clinical responsibilities and undergraduate and post graduate teaching and research.
- 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
2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

1. Sound knowledge of current specialty practice in General Medicine/Subspecialty.
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 collaboratively with a multidisciplinary team of medical, nursing and allied health professionals.
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](#).