

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Staff Specialist – Trauma Services
Position Number:	522705
Classification:	Specialist Medical Practitioner Level I-II
Award/Agreement:	Medical Practitioners (Public Sector) Award
Group/Section:	Hospitals South – Royal Hobart Hospital
Position Type:	Permanent, Part Time
Location:	South
Reports to:	Clinical Director - Surgical Services and Perioperative Services
Effective Date:	April 2020
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	<p>Specialist or limited registration with the Medical Board of Australia in a relevant specialty*</p> <p><i>*An Australian qualification in a specialty relevant to major trauma care recognised by the Australian Medical Council is an Essential Qualification required for this position. These specialties include FRACS, FACEM, FANZCA, and FCICM.</i></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>
Desirable Requirements:	<p>Management qualifications or substantial managerial experience at senior manager or executive level</p> <p>Significant clinical and operational experience as a practicing clinician in major trauma services</p> <p>Experience in related fields including, but not limited to, retrieval medicine, major burns care, medical education (including simulation) and research</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:

The Head of Trauma will provide leadership and strategic direction regarding the establishment, implementation and sustainment of the Trauma Service and will have strategic and operational responsibilities within the Royal Hobart Hospital (RHH). The Head of Trauma will be:

- Responsible for maintaining and developing the Tasmanian Trauma Registry in collaboration with the Clinical Nurse Consultant - Statewide Trauma (CNC - Statewide Trauma).
- Responsible for the governance and coordination of trauma care and will provide expert advice to executive staff on trauma related matters.
- Demonstrate clinical knowledge, expertise, experience and currency of practice in major trauma and burns services, and related service areas at specialist level.
- Demonstrate high level organisational knowledge and skills relating to the Tasmanian health system reforms and will have a vision for an inclusive state-wide trauma system.
- Contribute to high-level ministerial and system policy and will develop briefings and meeting papers in collaboration with the CNC - Statewide Trauma.

Duties:

1. Lead the establishment of the Trauma Service, in order to provide consistent, safe, effective, evidence-based and patient-centred policy and practice.
2. Provide specialist consultant services in trauma.
3. Identify and implement trauma work practice reforms to achieve integrated patient care across the continuum and utilise consumer input to improve services to patients.
4. Administer, oversee and support the governance and operations of the Trauma Service.
5. Maintain highly developed collaborative relationships with key stakeholders across public hospitals, at state and national levels, and providing senior clinical representation on behalf of the RHH on matters relating to major trauma.
6. Manage patient safety and clinical quality initiatives, with attention to innovative service delivery models and alignment of services to community needs.
7. Develop arrangements with interstate providers for major trauma services and care outside the Tasmanian Clinical Services Profile.
8. Assist in the development of business plans to achieve strategic operational reforms consistent with the Tasmanian Role Delineation Framework and Clinical Services Profile in collaboration with the CNC – Statewide Trauma.
9. Facilitate the provision of clinical services and the development of clinical protocols and guidelines for efficient and appropriate trauma patient care.
10. Establish, implement and administer the Trauma Registry in collaboration with the CNC – Statewide Trauma.
11. 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.
12. 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 Head of Trauma, reports to the Clinical Director - Surgical Services and Perioperative Services at the RHH.
- All RHH clinical staff, including medical officers, hold a professional reporting line with the Trauma Service on matters pertaining to care for major trauma.
- The Head of Trauma:
 - Holds significant discretion and is responsible for key interactions with health and community interests within the Trauma Service and for ensuring appropriate systems are in place to manage day to day operational decision making, resource and budget allocations.
 - Plays a major role in effecting structural and functional reform of trauma services through the deployment of financial, staffing and industrial programs and initiatives to meet government and community service delivery expectations and meet identified strategies.
 - Leads programmes and projects that improve business performance and will exercise extensive human resource, operational and financial authorities to enable timely decision-making on all aspects of trauma service operations.
 - Leads tendering processes, including development, implementation and evaluation, and monitoring of tenders. Consistent with this function, this position leads the financial administration and operational reporting of awarded contracts ensuring that services delivered by providers meet project and business requirements in compliance with best practice and government policy.
 - Has a key role in managing the hospital's immediate and ongoing emergency response to a major incident.
 - Oversees the review and case coordination and management of all admitted multi-system trauma patients in consultation with the Departments of Emergency Medicine, Surgery, Anaesthesia, the Operating Theatre, Surgical Specialties, Medical Services, Intensive Care and Rehabilitation Services.
 - Works in close collaboration with personnel across the hospital involved with treating and managing trauma patients to monitor and facilitate all operational issues involved in a multidisciplinary approach to quality care of the trauma patient from prehospital to rehabilitation.
 - Oversees and supports the role of the CNC – Statewide Trauma and others within the organisation.
 - Provides regular reports on hospital trauma caseload, undertakes regular trauma audit of cases of concern as identified by trauma nurse activity, and reviews these through appropriate morbidity and mortality and quality assurance forums.
 - Provides leadership in relevant undergraduate and postgraduate training as appropriate for a teaching hospital and trauma service and assists in the professional development of junior staff.
 - Works as part of the clinical team of their area of specialisation, including participating in oncall rosters as required.
 - Encourages and develops clinical trauma research opportunities.
- Accountable for the implementation and support of a positive workplace culture and is responsible for identifying and addressing inappropriate workplace behaviours. The occupant will be a role model of appropriate behaviours in the workplace.
- Perform the duties allocated consistent with organisational values and will promote, role model and support those values in the workplace.

- 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.

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. Ability to identify, develop and drive strategies for the flexible delivery and design of education programs and the use of new and emerging technologies to support reforms in a complex business environment.
2. Demonstrated capacity to lead multidisciplinary teams and work effectively at the senior executive level across health, educational and emergency service sectors.
3. Highly developed written communication, research, project management and consulting skills, including interpersonal, presentation and negotiation skills, with proven experience and effectiveness in capability development and managing change.
4. Good knowledge of continuous improvement principles and techniques and how they integrate with organisational reform and a sound understanding of educational principles, research, patient safety, clinical services redesign, project management and governance principles.
5. Strong skills and extensive experience in the review and development of clinical direction, vocational education and training policies, programs and curriculum to meet operational requirements.
6. Demonstrated people management skills, including providing staff support, staff development, performance management and conflict resolution.
7. Experience and/or capacity to plan and manage large and complex budgets at a senior level.
8. Outstanding conceptual and analytical skills with a demonstrated capacity to manage competing priorities and complex negotiations.

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](#).