

DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Staff Specialist - Palliative Care
<b>Position Number:</b>	516540
<b>Classification:</b>	Specialist Medical Practitioner Level 1-11
<b>Award/Agreement:</b>	Medical Practitioners (Public Sector) Award
<b>Group/Section:</b>	Hospitals North/North West – Primary Health Services Palliative Care
<b>Position Type:</b>	Permanent, Full Time
<b>Location:</b>	North
<b>Reports to:</b>	Nurse Unit Manager - Palliative Care and Director of Medical Services
<b>Effective Date:</b>	September 2019
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment
<b>Essential Requirements:</b>	<p>Specialist or limited registration with the Medical Board of Australia in a 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>
<b>Desirable Requirements:</b>	Fellow with the Australasian Chapter of Palliative Medicine (AChPM) or a Specialist Medical Practitioner with extensive experience in Palliative Medicine

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 the highest possible standard of specialist palliative care medical services, consultancy and advice to clients and families.

Facilitate the development and delivery of best practice specialist palliative care medical services in Tasmania.

Provision of teaching in palliative care for undergraduate and post graduate students, general practitioners and primary and specialist health professionals.

Promote and participate in palliative care research to improve evidence based practice.

Work collaboratively with primary health service providers and specialist health service providers across the range of settings for effective continuity of care.

Actively pursue improved outcomes for clients in need of palliative care by participating in postgraduate teaching, clinical audits and evaluation.

## Duties:

### 1. Clinical Role:

- Be responsible for direct specialist medical treatment and care to palliative care clients of inpatient and community based settings.
- Provide specialist palliative care medical support and advice to medical practitioners (specialist and general), palliative care team members and where necessary, provide direct patient care to referred clients.
- Provide consultancy service within the Specialist Palliative Care Service, the Launceston General Hospital, the Melwood Unit of Calvary Health Care, District Hospitals, primary care providers, and facilitate a seamless service for clients across a range of inpatient and community based settings.

### 2. Service Role:

- Participate in conjunction with other members of the multidisciplinary team in continually designing, evaluating and improving the standard and outcomes of the clinical palliative care services provided.
- Provide expert clinical consultancy, review, advice and support to other members of the multidisciplinary team.
- Ensure complaints are recorded and investigated in accordance with Departmental guidelines.
- Be involved in peer review and quality improvement activities.
- Ensure ethical and medico-legal considerations and reporting are observed in all aspects of client management.

### 3. Teaching

- Participate in teaching programs of medical, nursing and health professional undergraduate and postgraduate students in palliative care.
- Participate in teaching programs of, and aid in the support of, rural and urban generalist medical practitioners.
- Maintain an active role in supervision and coordination of a program of clinical research activities appropriate to the specialty of palliative care throughout the North.

4. Leadership and Innovation:
  - Provide leadership in palliative care education and service development to meet the challenge of changing health care systems including care coordination and increased use of information technology.
  - Provide active leadership, mentoring and supervision to medical colleagues.
  - Provide linkages between the various health settings.
5. Travel across the North to provide services as required.
6. 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.
7. 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:

Provide a high quality service in collaboration with Palliative Care Medical Specialist colleagues:

- Providing appropriate clinical care to clients.
- Coordinating the follow-up care of clients.
- Attending consulting clinics as scheduled and participate in inpatient rounds when required.
- Ensuring effective communication with care providers, especially medical practitioners (specialist and general), to promote continuity of care.

Demonstrate a commitment to continuous service improvement by:

- Participating in the development of clinical guidelines and protocols.
- Attending and participating in clinical and departmental meetings.
- Participating in departmental peer review and audit activities.
- Continuously reviewing existing practices and promoting change where required.
- Participating in quality improvement programs undertaken by Palliative Care Services.
- Participating in College based programs directed towards maintaining the highest standards of professional care.
- Participating in personal performance appraisal.

Demonstrate a commitment to personal and professional development by:

- Attending conferences to maintain and enhance knowledge.
- Participating in programs designed to provide personal growth and development.

Demonstrate a commitment to the provision of multidisciplinary approach to clinical care by:

- Working harmoniously with all members of the clinical team.
- Being responsive to the expectations and needs of both clinical and non-clinical colleagues.

Engender a consumer focus in service delivery by:

- Ensuring consumers are able to exercise their rights and responsibilities.
- Ensuring clients and families are given adequate information upon which to base treatment decisions and follow up.
- Being responsive to complaints from clients and their families/carers.
- Demonstrating empathy for clients and their families/carers.

Provide appropriate support, direction and training to trainee medical officers, nurses, allied health and medical students by:

- Providing appropriate direction and supervision to Registrars, Resident Medical Officers, Nurses and Allied Health Professionals.
- Acting as a role model and mentor for trainee medical staff, nurses, allied health and medical students.
- Participating in the education of trainee medical staff, nurses, allied health professionals and medical students.

Participate in and contribute to the academic life of the Department by:

- Conducting research.
- Participating actively in postgraduate educational activities.
- Contributing to the supervision of postgraduate students.

Promote and contribute to the maintenance of a safe working environment by:

- Complying with Work Health and Safety (WH&S) and welfare policies and other written arrangements for WH&S and welfare at work.
- Participating in relevant WH&S and welfare programs.
- Complying with any reasonable instruction and following safe-work practices in relation to WH&S and welfare at work.
- Participating in training programs and on the job training programs for WH&S and welfare.
- Reporting all incidents, accidents and observed hazards to their supervisor or manager as soon as possible and assisting in the investigations process.
- Supporting the role of the health and safety representatives by keeping them informed of any issues relating to WH&S and welfare in the workplace.
- Ensuring that you are not, by the consumption of alcohol or a drug, in such a state as to endanger their own health and safety at work or the health and safety of any other person.
- Participating in appraisals to evaluate WH&S performance.
- 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. Sound knowledge of the philosophy, principles and contemporary specialty practice of palliative care with a demonstrated ability to provide ongoing support, consultancy, advice and education to specialist practitioners.
2. Demonstrated extensive and recent experience and high degree of professional judgement in the assessment and management of terminally ill clients in hospital, hospice and community based settings.
3. Demonstrated ability to communicate effectively and maintain good interpersonal relationships.
4. Demonstrated experience and capacity in the provision of palliative care education programs at an undergraduate and post-graduate level and participation in research relating to evidence based practice in palliative care.
5. Demonstrated ability to work effectively and collaboratively in a multidisciplinary team, and participation in professional development, peer review, evaluation and quality improvement activities within a multidisciplinary team.

## 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](#).