

DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Registrar - Anatomical Pathology
<b>Position Number:</b>	524417, 524418
<b>Classification:</b>	Medical Practitioner Level 5-11
<b>Award/Agreement:</b>	Medical Practitioners (Public Sector) Award
<b>Group/Section:</b>	Hospitals North/North West – Launceston General Hospital
<b>Position Type:</b>	Permanent, Full Time/Part Time
<b>Location:</b>	North
<b>Reports to:</b>	Staff Specialist
<b>Effective Date:</b>	June 2020
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment
<b>Essential Requirements:</b>	<p>General or limited registration with the Medical Board of Australia</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>Position Features:</b>	May require rotation to the Royal Hobart Hospital or a Private Laboratory in Tasmania

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:

Participate and train in a diagnostic and clinical anatomical pathology service for inpatients and outpatients of the Launceston General Hospital (LGH).

Participate in undergraduate and post graduate teaching.

Participate in research and quality improvement activities.

## Duties:

1. Participate in the diagnostic histopathology, cytology and autopsy pathology services of the LGH at a level commensurate with experience.
2. Participate in the gross description and dissection of specimens referred to the Anatomical Pathology on a rotational basis.
3. Perform FNA biopsies on a rotational basis.
4. Participate in tissue review meetings and multidisciplinary meetings at a level commensurate with experience.
5. Maintain accurate and comprehensive records as required.
6. Involvement in Quality Assurance within the hospital.
7. Involvement in Hospital educational activities including undergraduate and postgraduate teaching.
8. Participate in research activities.
9. Supervision of Residents, Interns and Medical Students as required.
10. 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:

With direction and supervision provided by specialist medical staff, the Registrar - Anatomical Pathology 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.
- 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 participating in and contributing 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. Demonstrate a commitment to training in Anatomical Pathology.
2. Previous work experience relevant to the role.
3. Understanding of Infection Control principles.
4. Understanding of patient's rights and responsibilities.
5. Knowledge and commitment to the principles of Work Health and Safety.

## 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](#).