

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Registrar - General Practitioner (Community Palliative Care)
Position Number:	521935
Classification:	Medical Practitioner Level 5-11 (Registrar)
Award/Agreement:	Medical Practitioners (Public Sector) Award
Group/Section:	Hospitals North/North West Palliative Care
Position Type:	Fixed-Term/Full Time
Location:	North West
Reports to:	Overall supervision by Specialist Medical Staff
Effective Date:	July 2021
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	General or limited registration with the Medical Board of Australia Enrolled in the relevant speciality training program <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>
Desirable Requirements:	Participant of current General Practitioner training or current Trainee of the Australasian College of Emergency Medicine or a current General Practitioner. Has successfully completed all fellowship examinations relevant to their training program and employment and is within 1 year of obtaining specialist fellowship. Current Driver's Licence
Position Features:	May require participation in after hours, on call and shift work

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:

Responsible for the day to day management of:

- Public inpatients and outpatients within the Hospital and Community.
- Liaising and collaborating with treating doctors in both the Hospital and Community.

Duties:

1. Admission and care of patients to the Palliative Care service including a daily Palliative Care case conference, ward round (as required) and liaison with Consultants regarding patients.
2. Attend Specialist Medical Officer ward rounds and case conferences and record all decisions made in the medical history.
3. Respond to calls by Registered Nurses in the community and on the wards as soon as possible.
4. Ensure that consultations occur when requested.
5. Interviewing of relatives.
6. Accurate and timely recording of drugs and treatment.
7. Undertake procedures as required.
8. Accurate and comprehensive recording in medical records including progress notes each day.
9. Contribute to the completion of interim or full discharge summaries on inpatients as required by the treating team. Write timely letters for community consultations and outpatient visits.
10. Discharge planning.
11. Contribute to the review of clients at the Specialist Palliative Care outpatient clinic and the timely correspondence with Primary Health Care providers.
12. Involvement in Quality Assurance within the Hospital and Community Health Service.
13. Involvement in community and hospital educational activities or evidence of further self-directed learning.
14. Contribute to the supervision of Residents, Interns and Medical Students.
15. 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.
16. 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 - General Practitioner (Community Palliative Care) is responsible for:

- Adherence to community and 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, 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.
- Complying 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. Knowledge of recent advances in medicine.
2. Understanding of current drugs and technology.
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](#).