

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Staff Specialist - Clinical and Laboratory Haematology
Position Number:	515818
Classification:	Specialist Medical Practitioner Level I-II
Award/Agreement:	Medical Practitioners (Public Sector) Award
Group/Section:	Hospitals North/North West – Launceston General Hospital Medicine
Position Type:	Permanent/Fixed-Term, Full Time/Part Time
Location:	North
Reports to:	Director Northern Cancer Service
Effective Date:	April 2016
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>*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>Fellowship of Royal College of Pathologists of Australasia or equivalent</p> <p>Fellowship of the Royal Australasian College of Physicians or equivalent</p>
Position Features:	Expected to work in all areas on the Northern Cancer Service as required

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 a diagnostic and consultative service for inpatients and outpatients in adult and paediatric haematology at the Northern Cancer Service.

Contribute to undergraduate teaching and post graduate teaching.

Undertake quality improvement and research activities.

Duties:

1. Patient Care:
 - Participate in the laboratory in the diagnostic Haematology services of the Launceston General Hospital.
 - Conduct diagnostic review meetings and participate in academic activities.
 - Provide consultation services in General Haematology, Malignant Haematology, Transfusion and Coagulation and other subspecialties of Haematology as required.
 - Represent the specialty on hospital and other relevant statewide committees.
 - Provide consultation and coordination and other services as required for management of haemophilia and other coagulation disorders in Tasmania.
2. Teaching:
 - Provide undergraduate teaching to students of the University of Tasmania's School of Medicine.
 - Provide supervision and training of postgraduate specialist trainees.
 - Provide workplace teaching to Pathology and Northern Cancer Service staff.
 - Provide postgraduate teaching to other groups of hospital staff.
3. Quality Improvement and Research:
 - Regular participation in quality meetings, including identification and implementation of Improvement activities.
 - Maintain involvement in research activities, including supervision of research students.
 - Monitor the effectiveness of the laboratory operations and clinical haematology services with a particular focus on providing patient-centered care.
4. Administration:
 - Provide administrative and supervisory functions to the unit as required.
 - Work collaboratively with laboratory staff and other health professionals.
 - Participate in an After Hours On-Call Roster.
5. 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.
6. 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:

- Responsible for the above functions and tasks.
- Required to operate independently with limited reporting, acting within clinical privileges as defined.
- Responsible to the Director Northern Cancer Service for clinical responsibilities and undergraduate teaching and research.
- The occupant receives limited direction and supervision from the relevant Head of Department.
- 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. Demonstrated experience and ability to provide clinical haematology and diagnostic laboratory services at a tertiary referral teaching hospital standard, including reporting of specialised haematology diagnostic testing.
2. Demonstrated capacity for undergraduate and postgraduate teaching.
3. Demonstrated high level of interpersonal skills, and ability to communicate, consult and negotiate effectively.
4. Ability to undertake and manage Quality Improvement and research activities.
5. Relevant postgraduate qualifications to practice in a medical sub specialty.
6. Knowledge of recent advances in relevant medical area.
7. Evidence of a 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](#).