

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Staff Specialist (Renal Medicine)
Position Number:	515761, 520397, 520502, 520851
Classification:	Specialist Medical Practitioner Level I-III
Award/Agreement:	Medical Practitioners (Public Sector) Award
Group/Section:	Hospitals South – Royal Hobart Hospital
Position Type:	Permanent, Full Time/Part Time
Location:	South
Reports to:	Head of Department
Effective Date:	August 2017
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	<p>Specialist or limited registration with the Medical Board of Australia in a relevant speciality</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>

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 senior medical role in Nephrology and related services, including acute and chronic kidney disease, dialysis and transplantation.

Provide in-patient care to public and private patients of the Royal Hobart Hospital (RHH) in all aspects of nephrology, including the RHH dialysis units both on and off site.

Be involved in undergraduate and postgraduate teaching, and to be actively involved in research.

Undertake quality improvement activities.

Duties:

1. Patient Care:

- Provide a Consultant Service to inpatients as part of a Ward consultant roster with associated on-call responsibilities.
- Participate in outpatient clinics in all aspects of renal medicine.
- Regular attendance at nephrology multidisciplinary clinic and meetings.
- Maintenance of hospital credentialing for renal biopsies.
- Participate in quality assurance programs for the Renal Department.
- Leadership role in craft groups within nephrology.

2. Teaching:

- Participate in undergraduate and postgraduate specialist trainee teaching.
- Liaise with the University of Tasmania (UTAS) Department of Medicine in respect to the teaching of undergraduates and Registrars.

3. Education and Research:

- Maintain an active involvement in research.
- Active participation in Nephrology ongoing education meetings and activities.

4. Management:

- Responsible to the Head of Department (HoD).
- Liaison with the UTAS' Department of Medicine on issues relating to undergraduate teaching and research.

5. Performance and Development Review:

- To be conducted with the HoD on an annual basis.

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:

- The position is responsible for the provision of inpatient and outpatient medicine services in the RHH in accordance with statutory guidelines and relevant Acts.
- Outpatient clinic allocation is to amount to 40% of clinical workload; or as negotiated with head of Department
- The provision of outpatient, and inpatient consultations and procedures as permitted by the RHH Credentialing Committee.
- Required to exercise reasonable care in the performance of duties consistent with the relevant Work Health & Safety (WH&S) legislation.
- 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.
- 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, 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. Significant experience of providing inpatient and outpatient Renal Services to the standard of a tertiary referral teaching hospital.
2. Significant experience of providing inpatient and outpatient care in dialysis and transplant medicine.
3. Significant experience and knowledge in the area of transplantation medicine, experience in transplantation research would be regarded as a significant advantage.
4. Sound knowledge of the national and state health policy framework impacting on health service delivery in Tasmania generally and on the Hospital as a tertiary provider in particular.
5. Demonstrated capacity to undertake undergraduate and postgraduate teaching.
6. Ability to undertake and manage research activities.
7. Ability to communicate effectively and maintain good interpersonal relationships.
8. Knowledge of contemporary practices and recent advances in relevant medical area.

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](#).