

DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Orthopaedic Surgical Fellow
<b>Position Number:</b>	521985
<b>Classification:</b>	Medical Practitioner Level 11-13 (Fellow)
<b>Award/Agreement:</b>	Medical Practitioners (Public Sector) Award
<b>Group/Section:</b>	Hospitals North/North West - Launceston General Hospital Department of Surgery
<b>Position Type:</b>	Fixed-Term, Full Time
<b>Location:</b>	North
<b>Reports to:</b>	Director of Surgery
<b>Effective Date:</b>	February 2016
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment
<b>Essential Requirements:</b>	General or limited registration with the Medical Board of Australia.  <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>
<b>Desirable Requirements:</b>	Recently gained Fellowship of Royal Australasian College of Surgeons (FRACS) or completion of training for FRACS and waiting to be awarded Fellowship.

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:

This position has been established to fulfil a number of targeted activities to improve the delivery of general surgical services to patients at the Launceston General Hospital, Northern Region and to assist in the coordination and training of Surgical Registrars and Resident Medical Officers (RMOs).

The role will involve a mix of the following objectives:

- The undertaking of approved Orthopaedic Surgical outpatient and inpatient services
- Participation in the afterhours Registrar/Consultant on-call rosters
- Provision of leadership and mentoring for Surgical Registrars and RMOs in training
- Assisting with quality improvement, audit and service improvement in the Department of Surgery. Also, dependent upon qualifications and interests of the incumbent, there may be the opportunity to be involved with other teaching and research activities
- Within the four broad position objectives described above, the incumbent will be responsible for the day to day management of private and public inpatients and outpatients within the hospital. There may also be a need to periodically participate in the afterhours cover at the hospital as determined by the Director of Surgery.

## Duties:

### 1. Undertake approved surgical outpatient and inpatient services:

- Under the direction of the Director of Surgery, the incumbent will be allocated inpatient and outpatient clinical cases commensurate with training and experience, to provide increased operative case throughput, designed in coordination with consultant lists to reduce longest wait patients, particularly those targeted by additional Commonwealth funds.
- This will be achieved by filling in vacated operating lists, occasional additional operating lists and taking on routine cases, thus freeing up consultants to address speciality, complex or urgent cases, and utilising emergency operating lists to stop the impact of adding emergency cases to elective lists. If funding approval is given to open additional operating theatres, the incumbent will be expected to participate in additional operating lists.

### 2. Participate in Registrars Rosters:

- The incumbent will be expected to provide support to the rostered Surgical Registrar/s and will be required to occasionally undertake Registrar operating lists during periods of Registrar leave and to support Junior Registrars during their regular operating lists. There will also be times when the Fellow will need to cover duties of other Registrars to allow greater flexibility and attend acute surgical cases presenting to the Emergency Department/Operating Room Suite when required.

### 3. Provide leadership and mentoring for Registrars in Training and Junior Surgical RMOs:

- The incumbent will be required to assist with the development and mentoring of Surgical Registrars and RMOs. This includes being a good professional role model and assisting with training to help improve the quality of care that is offered to patients. There will also be periodic participation in the training of medical students who are rostered to surgical units.

**4. Assist with quality improvement, audit and service improvement within the Department of Surgery:**

- The Department of Surgery is working to improve the quantity and quality of services delivered within THS–Northern Region. There is a need to develop audit tools and programs that will help better understand how surgical services should be planned and delivered, with a special focus on the new National Safety and Quality Health Care Standards. To this end, the incumbent will assist with tasks to achieve better delivery of surgical services.

**5. Be responsible for the day-to-day management of private and public inpatients and outpatients within the hospital:**

The duties of this day-to-day management include:

- a) Admission and care of patients in the wards, including daily ward rounds and liaison with Consultants regarding patients
  - b) Attending Consultant ward rounds and recording all decisions made in the medical history
  - c) Responding to emergency calls by hospital clinical staff as soon as possible
  - d) Ensuring that consultations occur when requested
  - e) Accurate and timely recording of drugs and treatment
  - f) Undertaking procedures as required
  - g) Ensuring accurate and comprehensive recording in medical records including progress notes each day
  - h) Ensuring the completion of interim or full discharge summaries on inpatients are completed as required
  - i) Discharge planning
  - j) Involvement in routine Quality Assurance activities and audit processes within the hospital
  - k) Involvement in hospital educational activities and provide evidence of further self-directed learning
  - l) Supervision of surgical Registrars, Residents, Interns and Medical Students.
- 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, safeguarding practices for vulnerable people, 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:**

- Responsible for adherence to hospital and professional protocols, policies, clinical pathways and standards.
- Responsible for demonstrating sound judgement and competence in accordance with skills and knowledge when undertaking tasks.
- Responsible for ensuring work is carried out in accordance with relevant occupation health and safety legislation and procedures.
- Direction and supervision provided by Consultant staff and the Director of Surgery.

- Champion a child safe culture that upholds the National Principles for Child Safe Organisations. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.
- 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 current specialist practice.
2. Demonstrated ability to provide specialist services as defined by allocated clinical privileges.
3. Recent experience in an acute hospital setting.
4. Demonstrated ability to work with a multidisciplinary team of medical, nursing and allied health staff.
5. Demonstrated effective communication skills in dealing with patients, their relatives and professional colleagues.
6. Knowledge of continuous quality improvement activities relevant to practice within the clinical discipline.
7. Evidence of ongoing participation and commitment to continuing your own medical and surgical 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 of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

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](#).