

**DUTY STATEMENT – HEAD OF UNIT (SMALL UNIT)
Medical Officer Managerial Allowance
Emergency Department – Southern Fleurieu Health Service
Barossa Hills Fleurieu Local Health Network**

The duties and responsibilities detailed in this Duty Statement are performed over and above the clinical role of a Consultant.

An employee undertaking these additional responsibilities will do so while maintaining an active clinical role and will be required to contribute to the achievement of Barossa Hills Fleurieu Local Health Network's: values of patient centeredness, teamwork, respect and professionalism; operational objectives including safety, quality, access, economic goals; and strategic objectives including leadership and direction setting required for the future of the program/service.

Key Duties and Responsibilities

Provides clinical leadership and clinical governance of team functions and services.

In collaboration with the ensures the effective and efficient operation of the team.

Supports and reports to the Director Medical Services - Southern for the clinical outcomes of the unit, service strategies and initiatives, and coordinates audit activities and evaluation of practice and quality improvement.

In collaboration with the Director Medical Services - Southern, operationally leads the team and is responsible for the management of the operational requirements of the program/service.

Develops plans and policies for the team in collaboration with the Director Medical Services - Southern.

In collaboration with the Director Medical Services - Southern, team leaders and professional seniors, contributes to the management of change and development of the program/service.

Ensures that each consumer's care has a direct line of responsibility to a Consultant (in their relevant specialty).

Clinically co-supervises the multidisciplinary team members with the Director Medical Services - Southern.

Responsible for direct care planning when diagnostic ambiguity and conflicting clinical opinions are affecting ongoing consumer care.

Responsible for maintaining standard of clinical care.

Contributes to the development of systems for quality improvement activities – including, examination of key performance indicators and clinical audits.

Responsible, with the Director Medical Services - Southern for maintaining and improving linkages with other services and agencies to ensure consumers receive an integrated and coordinated service.

Responsible, with the Director Medical Services - Southern for reviewing critical incidents/adverse events, complaints, allegations and other sources of feedback about service quality and the propagation of recommendations if required.

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Oversees and facilitates the care of complex consumers including chairing of multi-agency care planning and priority in conducting second opinions.

Manages the medical/clinical budget line/s with the assistance of the Director Medical Services - Southern and contributes to budget preparation, management of allocated funds and preparation of capital works proposals in collaboration with the Director Medical Services - Southern.

Manages research activities and will be responsible for the coordination of research within the team.

Responsible, with the college supervisor, for ensuring Trainee Medical Officers are supported in their training obligations and provided with the required training.

In partnership with the Director Medical Services - Southern coordinates the clinical teaching and supervision of undergraduate students, trainees, and other junior staff.

In collaboration with the Director Medical Services - Southern facilitates the coordination of professional development for all team members at an adequate level to allow competent completion of clinical tasks. The discipline seniors maintain key responsibility for competency assessment, professional supervision and professional development.

Ensures that Medical Officers are appropriately credentialed and registered, and in conjunction with the Director Medical Services - Southern and discipline seniors as relevant, is responsible for ensuring staff in professions that require registration maintain the required registration.

Responsible for clinical supervision and line management of medical staff allocated to the team.

Ensuring as part of line management responsibilities the timely submission of accurately completed timesheets and that any claim for hours worked, and additional payments are consistent with the duties and hours rostered and/or required and are claimable under the appropriate Enterprise Agreement and Award.

Responsible for developing and implementing medical staff planning – including, strategic planning, succession planning and rostering.

In collaboration with the Director Medical Services - Southern responsible for the recruitment and appointment for all positions to the Emergency Department, Southern Fleurieu Health Service.

Actively contributes to the recruitment of junior medical staff and all staff specialist positions.

Responsible for ensuring Work Health and Safety compliance, with the Director Medical Services - Southern for the team.

Role Acceptance

The acceptance occurs electronically by you selecting 'accept' acknowledging that you have read and understood the duties and responsibilities associated with this Duty Statement.

Employee:

Period of Appointment: