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**DUTY STATEMENT**

 **HEAD OF UNIT**

**A&E STAFF SPECIALTY CONSULTATION RAH**

The duties and responsibilities detailed in this Duty Statement are performed over and above the clinical role of (Consultant, VMS, Clinical Academic, Senior Medical Practitioner). The position is a temporary position for a period of 3 years.

An employee undertaking these additional responsibilities will do so while maintaining an active clinical role and will be accountable for contributing to the achievement of CALHN Strategic Plan:

* Service principles of: quality, caring, professionalism and collaboration.

**Key Duties and Responsibilities**

As part of your role as Head of Unit, A&E Staff Specialty Consultation RAH for Acute & Urgent Care Program you will:

* Provide clinical leadership and governance of the RAH A&E Staff Specialty Consultation Unit
* Maintain a clinical load as required.
* Ensure the effective and efficient operation of the RAH A&E Staff Specialty Consultation Unit for the delivery of efficient and safe service.
* Be responsible for the clinical supervision of staff allocated to the RAH A&E Staff Specialty Consultation Unit and assume clinical responsibility for its safe functioning.
* Be responsible for the recruitment, rostering, job planning, line management and supervision of medical staff within the Unit, including ensuring teaching commitments are met.
* Lead the RAH A&E Staff Specialty Consultation Unit in conjunction with the Medical Lead Acute & Urgent Care and will be responsible for the management of the operational requirements of the RAH A&E Staff Specialty Consultation Unit.
* In collaboration with the Medical Lead Acute & Urgent Care, develop and implement future planning for the particular subspecialty, including, strategic planning, succession planning and capital works.
* In collaboration with other senior clinicians of the RAH A&E Staff Specialty Consultation Unit ensure appropriate clinical governance is implemented to provide a high level of quality and safety for patient care.
* Support and report to the Medical Lead for the clinical outcomes of the departments RAH A&E Staff Specialty Consultation Unit service strategies and initiatives.
* Contribute to the development of systems for quality improvement activities including, monitoring or achievement of key performance indicators and coordinate to audit activities and evaluation of practice and quality improvement.
* Develop and maintain clinical protocols, guidelines and policies that apply to the particular RAH A&E Staff Specialty Consultation Unit.
* Contribute to the management of change and development of the service with responsibility for the management of strategic implementation programmes.
* Oversee and facilitate the care of complex patients including, chairing of multi-disciplinary care planning and priority.
* Be responsible for maintaining standards of clinical care and direct care planning when diagnostic ambiguity and conflicting clinical opinions are affecting ongoing patient care.
* Work collaboratively with the Medical Lead towards maintaining and improving linkages with other clinical services and agencies to ensure patients receive an integrated and coordinated service.
* Work collaboratively with the Medical Lead to review critical incidents/adverse events, complaints, allegations and other sources of feedback about service quality and the propagation of recommendations if required.
* Be accountable for managing the medical/clinical budget line/s and contribute to budget preparation, management of allocated funds and preparation of capital works proposals in collaboration with the Medical Lead.
* Manage research activities and will be responsible for the coordination of research within the Unit.
* Work collaboratively with the Medical Lead, to facilitate the coordination of professional development for clinical members at an adequate level to allow competent completion of clinical tasks.
* Ensuring sound principles of personnel management are in place including the implementation of all SA Health policies, such as Work Health and Safety, Equal Opportunity and the Code of Conduct.
* Ensuring that appropriate medical staff orientation programs, development plans and training programs are implemented.
* Assisting in the co-ordination of medical, nursing and allied health and support services within the Unit

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This duty statement may be reviewed at the end of the temporary appointment and/or coinciding with any review of the *CALHN: HR Principles for Medical Officer Managerial Appointments*