

## Statement of Duties

<b>Position Title:</b> Registrar/Senior Registrar - Surgery	<b>Position Number:</b> 521618, 521985	<b>Effective Date:</b> July 2016
<b>Group and Unit:</b> Tasmanian Health Service (THS) – Launceston General Hospital		
<b>Section:</b> Surgery	<b>Location:</b> North	
<b>Award:</b> Salaried Medical Practitioners Interim Agreement 2015	<b>Position Status:</b> Permanent	
	<b>Position Type:</b> Full Time	
<b>Level:</b> 5-11	<b>Classification:</b> Medical Practitioner	
<b>Reports To:</b> Director of Surgery		
<b>Check Type:</b> Annulled	<b>Check Frequency:</b> Pre-Employment	

### Focus of Duties:

To fulfil a number of targeted activities to improve the delivery of general surgical services to patients at the Launceston General Hospital 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 general surgical outpatient and inpatient services.
- Participation in the after-hours 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 with 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 LGH. There may also be a need to periodically participate in the afterhours cover at the hospital as determined by the Director of Surgery.

### Duties:

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

- Under 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, taking on routine cases thus freeing up consultants to address speciality, complex or urgent cases, 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 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-North. 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 a daily ward rounds and liaison with Consultants regarding patients.
- b) Attend Consultant ward rounds and record all decisions made in the medical history.
- c) Respond to emergency calls by hospital clinical staff as soon as possible.
- d) Ensure that consultations occur when requested.
- e) Accurate and timely recording of drugs and treatment.
- f) Undertake procedures as required.
- g) Ensure accurate and comprehensive recording in medical records including progress notes each day.
- h) Ensure the completion of interim or full discharge summaries on in-patients 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 the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.
  7. The incumbent can expect to be allocated duties, not specifically mentioned in this, that are within the capacity, qualifications and experience normally expected from persons occupying jobs at this classification level.

### **Scope of Work Performed:**

- 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 Director of Surgery.
- Comply at all times with THS policy and protocol requirements, in particular those relating to mandatory education, training and assessment.

### **Essential Requirements:**

*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 of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.*

- General or limited registration with the Medical Board of Australia.
- 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:

- I. 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.

**Desirable Requirements:**

- Recently gained Fellowship of Royal Australasian College of Surgeons (FRACS) or completion of training for FRACS and waiting to be awarded Fellowship.

**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. Demonstrate ability to work with a multidisciplinary team of medical, nursing and allied health staff.
5. Demonstrate 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 and Human Services (DHHS) and Tasmanian Health Service (THS) are committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health and human services system, and value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

*State Service Principles and Code of Conduct:* The minimum responsibilities required of officers and employees of the State Service are contained in the *State Service Act 2000*. The State Service Principles at Sections 7 and 8 outline both the way that employment is managed in the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Officers and employees who are found to have breached the Code of Conduct may have sanctions imposed.

The *State Service Act 2000* and the Employment Directions can be found on the State Service Management Office's website at <http://www.dpac.tas.gov.au/divisions/ssmo>

*Fraud Management:* The Department of Health and Human Services and Tasmanian Health Service have a zero tolerance to fraud. Officers and employees must be aware of, and comply with, their Agency's fraud prevention policy and procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager, the Director HR Management and Strategy or to the Manager Internal Audit. DHHS and THS are committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and are conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the *Public Interest Disclosure Act 2002*. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the *State Service Act 2000*.

*Delegations:* This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position. DHHS and the THS have a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of their Agency's fraud policy and reporting procedures.

*Blood borne viruses and immunisation:* Health Care Workers (as defined by DHHS and THS policy) with the Department of Health and Human Services and Tasmanian Health Service are expected to comply with their Agency's policies and procedures relating to blood borne viruses and immunisation, including against Hepatitis B. Depending on the level of risk associated with their duties, Health Care Workers may be required to demonstrate current immunity, previous seroconversion to Hepatitis B or immunity following vaccination.

*Records and Confidentiality:* Officers and employees of the Department of Health and Human Services and the Tasmanian Health Service are responsible and accountable for making proper records. Confidentiality must be maintained at all times and information must not be accessed or destroyed without proper authority.

*Smoke-free:* The Department of Health and Human Services and the Tasmanian Health Service are smoke-free work environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.