

Statement of Duties

Position Title: Staff Specialist – General Medicine/Sub-specialty	Position Number: 504646	Effective Date: July 2016
Group and Unit: Tasmanian Health Service (THS) – Launceston General Hospital (LGH)		
Section: Medical Staffing	Location: North	
Award: Salaried Medical Practitioners Interim Agreement 2015	Position Status: Permanent	
	Position Type: Full Time	
Level: I-II	Classification: Specialist Medical Practitioner	
Reports To: Director of Medicine		
Check Type: Annulled	Check Frequency: Pre-employment	

Focus of Duties:

Provide a consultant role in Gastroenterology.

Provide inpatient and outpatient care to public and private patients of the Launceston General Hospital.

Be involved in undergraduate and postgraduate teaching.

Undertake quality improvement activities.

Duties:

1. Patient Care:

- Provide Consultant Service to inpatients, and admit patients under their care in the discipline of General Medicine.
- Conduct or direct out-patient clinics in General Medicine and chosen sub-specialty.
- Participate in quality assurance programs for General Medicine and chosen sub-specialty.
- Participate in an after-hours Consultant on call Roster for General Medicine and/or chosen sub-specialty.

2. Teaching:

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

3. Research:

- Maintain knowledge of and/or participate in research projects.

4. Management:
 - Responsible to the Director of Medicine, and Head of chosen sub-specialty.
5. 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.
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.

Scope of Work Performed:

- The provision of outpatient, and inpatient consultations and procedures as permitted by the Launceston General Hospital Credentialing Committee.
- Actively participate in general medicine and/or sub-specialty on call roster.
- 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.

- Specialist or limited registration with the Medical Board of Australia in a relevant specialty.
- 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 in-patient General Medical care to the standard of a tertiary referral teaching hospital, together with recent practice in sub-specialty medicine relevant to tertiary referral teaching hospital.

2. Knowledge of contemporary practices and recent advances in relevant medical areas.
3. 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.
4. Demonstrated capacity to undertake undergraduate and postgraduate teaching.
5. Ability to undertake and manage audit activities.
6. Ability to communicate effectively and maintain good interpersonal relationships.

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.