

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Staff Specialist - General Medicine
Position Number:	Generic
Classification:	Specialist Medical Practitioner Level I-I I
Award/Agreement:	Medical Practitioners (Public Sector) Award
Group/Section:	Hospitals North/North West
Position Type:	Permanent/Fixed-Term/Casual, Full Time/Part Time/Casual
Location:	North West
Reports to:	Clinical Lead Acute Medicine NWRH or MCH (whichever is relevant) and Clinical Director Acute Medicine
Effective Date:	September 2021
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	<p>Specialist or limited registration with the Medical Board of Australia in a relevant speciality</p> <p>Current Drivers Licence</p> <p><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></p>
Position Features:	North West includes all sites where relevant and applicable to the position

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:

Provide high quality specialist general medicine or sub-speciality services to the patients on the North West within the limits of specified clinical privileges.

Duties:

1. Provide specialist treatment and care for the public patients of the North West in General Medicine and sub-speciality, where applicable.
2. Undertake procedures as required in the Department of Medicine.
3. Participate in the General Medicine after hours and on call rosters as determined by the Clinical Leader Medicine/Director of Medical Services.
4. Arrange onwards referral of patients for medical services not available locally, ensuring good communication with referring units and community practitioners.
5. Maintain an adequate medical record on all patients treated.
6. Ensure active discharge planning.
7. Liaise with specialist colleagues as necessary for the care of hospital patients.
8. Provide a consultative service to other specialist units.
9. Participate in and support the various undergraduate and post graduate teaching programs for Nursing and Medical staff.
10. Supervise Junior Medical Staff attached to the unit.
11. Participate in such hospital committees and administrative matters, such as continuous quality improvement activities, mortality and morbidity reviews as required.
12. Travel across the North West to provide services as required/rostered.
13. Observe all hospital by laws and statutory regulations.
14. 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 and related training.
15. 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:

- Required to operate independently with limited reporting, acting within clinical privileges as defined.
- Responsible for junior medical staff and medical students attached to the medical unit.
- Responsible to the Clinical Leader Medicine for clinical responsibilities and undergraduate teaching and research.
- Responsible for the observation of all hospital by laws and statutory regulations.
- 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
 - e. serious traffic offences
2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

1. Sound knowledge of current speciality practice in General Medicine and sub-specialty if applicable.
2. Demonstrated ability to provide speciality 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 the practice within the clinical discipline.
7. Evidence of ongoing participation and commitment to continuing medical 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 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](#).