

## DEPARTMENT OF HEALTH

# Function Statement

<b>Position Title:</b>	Head of Department
<b>Position Number:</b>	Generic
<b>Classification:</b>	Specialist Medical Practitioner
<b>Award/Agreement:</b>	Medical Practitioners (Tasmanian State Servicer) Award
<b>Group/Section:</b>	Hospitals South
<b>Position Type:</b>	Fixed-Term
<b>Location:</b>	South
<b>Reports to:</b>	Clinical Director
<b>Function Features:</b>	<p>The opportunity to undertake the function of Head of Department is available to Specialist Medical Practitioners or Visiting Medical Specialists employed within the Agency</p> <p>Staff employed against this function statement as a Visiting Medical Practitioner will be employed in accordance with the Tasmanian Visiting Medical Practitioners Agreement and remunerated accordingly</p>

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 Function Statement applies to all advertised positions.

## Primary Purpose:

1. Under the broad direction of the Clinical Director and in collaboration with the Nursing, Allied Health and Operational Leads, provide effective leadership and strategic and operational management enabling the achievement of objectives relevant to the clinical unit.
2. In collaboration with the local management team and in accordance with Agency policy directions, service standards and financial targets, provide a high level of strategic and clinical influence, to ensure:
  - the highest standards of service delivery are achieved
  - resources are efficiently utilised
  - services are effectively integrated within the Agency
3. Provide the Clinical Director with high quality and authoritative advice on clinical services and support in meeting key strategic and operational outcomes.

## Duties:

### Leadership

1. Provide clinical leadership, incorporating principles of best practice, managing the performance of the Clinical Unit in accordance with agreed Clinical Stream and Agency goals and targets.
2. Actively participate in the Performance Review and Development process including the regular review of own performance against key responsibilities and objectives.
3. Model appropriate behaviours and ensure a culture which is aligned with the values of the Clinical Stream and supports the Agency values and strategic directions.

### Strategic and Operational Management

4. Direct the operational and strategic activities of the clinical unit consistent with Clinical Stream, Hospital and state-wide clinical operational objectives.
5. Manage the human, financial and material resources of the Clinical Unit to achieve agreed objectives and develop appropriate strategies, plans, protocols, and procedures that enable efficient and effective use within the allocated budget.
6. Represent the Clinical Unit within the management forums of the Clinical Stream, ensuring regular communication and consultation with Medical Practitioners and other stakeholders employed within the Clinical Unit.
7. Ensure the development, implementation and maintenance of performance management systems which support the ongoing development of medical staff and team performance within the Clinical Unit.

### Service Delivery Improvement

8. Take a leading role in working collaboratively with a multidisciplinary team to support patient access, efficient patient flow and patient discharge across the hospital and wider Agency.
9. Take responsibility for ensuring continuous service delivery including planned and unplanned absences of medical staff within the Clinical Unit.
10. Lead and participate in service redesign to improve service delivery across the Clinical Unit and across the Clinical Stream.
11. Oversee and monitor a system of continuous quality improvement that systematically identifies and implements business improvements and reviews strategies to meet consumer needs.

### Facilitate Education and Research

12. Encourage and facilitate teaching and research appropriate to the scope of the clinical unit including undergraduate University of Tasmania students and other undergraduate and post graduate students as well as specialty medical training.

### Quality and Safety

13. Actively participate in and contribute to the organisation's Quality and Safety and Work health and 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.
14. 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 jobs at this classification level.

## Key Accountabilities and Responsibilities:

The Head of Department:

- Reports to and works under the broad direction of the Clinical Director, with professional support from the Executive Director Medical Services.
- Works in collaboration with the Nursing, Allied Health and Operational leads to lead and manage the activities of the Clinical Unit in accordance with Clinical Stream and Agency policy and values.
- Will have due regard for the professional expertise and specialist knowledge of clinical staff members and the Nursing, Allied Health and Operational leads within the clinical unit and will extend to them professional autonomy in so far as that is consistent with the effective management of the clinical unit, the clinical stream and the Agency.
- Will work collaboratively and respectfully with other internal stakeholders and colleagues including the Clinical Director, Heads of Departments, Nursing, Allied Health and Operational leaders to provide leadership to Clinical Unit services.
- Will ensure the requirements of the Specialist Colleges Training Accreditation are met within the Clinical Unit.
- Combines leadership and management responsibilities including operational responsibilities for the relevant management area.
- As a clinical member of the local management team, is required to take account of the best interests of the Clinical Stream and the Agency as a whole, specifically in relation to:
  - a) Provide strategic leadership and direction including development and implementation of clinical stream and state-wide planning
  - b) Participate actively in clinical stream decision making
  - c) Oversee and monitor systems to ensure the provision of a safe and positive workplace for staff and of safe and high-quality care for patients, including monitoring indicators
  - d) Oversee systems to ensure resources are efficiently allocated and utilised for the provision of effectively integrated and optimally productive services, including monitoring performance indicators
  - e) Provide authoritative advice and support, including contributing to the perspective of the clinical unit for which they carry line responsibility as an input to the executive decision-making process within the clinical stream.
- Where applicable, exercises 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.
- Complies at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

## Selection Criteria:

1. Employed as a specialist medical practitioner in a relevant clinical specialty.
2. Demonstrated leadership and management skills and experience in effectively leading, managing and developing small teams of staff.
3. Highly developed communication, collaboration, consultation, negotiation and conflict resolution skills with a demonstrated ability to effectively liaise with external and internal stakeholders.
4. Demonstrated capacity to work collaboratively as part of a management team including the ability to be adaptable and flexible in a complex environment.
5. Demonstrated planning, analytical and problem-solving skills with knowledge of current professional issues, particularly as they relate to the clinical unit and providing services within Tasmania.
6. Significant recent experience and a high degree of professional judgment in the assessment and management of patients in both an acute inpatient setting and outpatient setting.
7. Demonstrated ability to work effectively and collaboratively in a multidisciplinary team, and participate in professional development, peer review, evaluation and quality improvement activities and risk management.
8. Knowledge and understanding of continuous quality improvement principles, clinical governance, clinical auditing and effective morbidity and mortality review processes.
9. Demonstrated understanding of, and experience in, the needs of University Undergraduate teaching requirements and Specialist College Accreditation requirements.

## 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](#).