

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Staff Specialist - Neurology
Position Number:	509123, 517184, 528592
Classification:	Specialist Medical Practitioner, Level I -II
Award/Agreement:	Medical Practitioners (Public Sector) Award/Agreement
Group/Section:	Hospitals South – Medical and Cancer Services Neurology/Stroke Unit
Position Type:	Permanent/Casual, Full time/Part Time/Casual
Location:	South
Reports to:	Staff Specialist - Director of Neurology and Director of Stroke Unit
Effective Date:	May 2021
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	<p>Holds specialist registration; or</p> <p>Is a registered Medical Practitioner who is an International Medical Graduate (IMG) who is on the specialist pathway; or</p> <p>Is a registered Medical Practitioner who is an International Medical Graduate (IMG) who has a recognised overseas specialist qualification and is assessed as having sufficient experience in the speciality.</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>
Desirable Requirements:	<p>Develop sub-specialty interest and clinic that complements others in the department</p>

Participation in electroencephalogram (EEG) reporting and/or nerve conduction studies (NCS)/electromyography (EMG) testing

Participation in teaching medical students, undergraduates, and neurology advanced trainees, with option of a clinical title with the University of Tasmania

Current or future research interest

Specialist qualification for inpatient and outpatient care of neurological patients, including participation in after-hours on-call roster and care of general neurological problems

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 inpatient and outpatient care to public and private patients of the Royal Hobart Hospital in Neurology.

Focus of Duties:

Patient Care:

1. Provide a consultant service to inpatients and admit patients under their care.
2. Conduct or direct outpatient clinics in Neurology, including general neurology +/- subspecialty clinics by negotiation.
3. Participate in quality assurance programs for the Neurology Department.
4. Participate in after-hours on-call roster as required.

Teaching:

5. Participate in undergraduate and postgraduate specialist trainee teaching.
6. Liaise with the University of Tasmania's Department of Medicine and the Royal Australasian College of Physicians (RACP) in respect to the reaching of undergraduates and Registrars.

Research:

7. Participate in, and maintain an interest in, research activities.

Management:

8. Responsible to the Staff Specialist - Director of Neurology and Director of Stroke Unit, with scope of practice by level of experience and negotiation.
9. Liaise with the University of Tasmania's Department of Medicine on issues relating to undergraduate teaching and research.

Other Duties:

10. 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, safeguarding practices for vulnerable people, and related training.

11. 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:

- Responsible for the provision of inpatient, and outpatient medical services in neurology at the Royal Hobart Hospital in accordance with statutory guidelines and relevant Acts.
- The provision of outpatient and inpatient consultations and procedures as permitted by the Royal Hobart Hospital Credentialing Committee.
- Required to exercise reasonable care in the performance of duties consistent with the relevant Work Health and Safety (WH&S) legislation.
- Responsible to the Staff Specialist - Director of Neurology and Director of Stroke Unit, with scope of practice by level of experience and negotiation.
- Champions a child safe culture that upholds the *National Principles for Child Safe Organisations*. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.
- 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.

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
2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

1. Relevant experience to provide inpatient and outpatient assessment and management of neurological conditions (including stroke) to the standard of a tertiary referral teaching hospital.
2. Willingness to participate in on-call services in neurology and stroke and development of a subspecialty interest and clinic (complementing others in the department) and participate in EEG reporting.
3. Ability to undertake undergraduate and postgraduate teaching.
4. High level communication and interpersonal skills to communicate effectively and maintain good relationships with staff, management, patients, and their families/carers.
5. Knowledge of contemporary practices and recent advances in relevant medical area.

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 of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

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 | Tasmanian Department of Health](#).