

DEPARTMENT OF HEALTH

Statement of Duties

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| Position Title: | Career Medical Officer - Emergency Medicine |
| Position Number: | 501913, 525434, 527021 |
| Classification: | Medical Practitioner Level 10-13 |
| Award/Agreement: | Medical Practitioners (Public Sector) Award |
| Group/Section: | Hospitals North West – Mersey Community Hospital |
| Position Type: | Permanent/Fixed-Term/Casual, Full Time/Part Time/Casual |
| Location: | North West |
| Reports to: | Clinical Director - Emergency Medicine |
| Effective Date: | June 2020 |
| Check Type: | Annulled |
| Check Frequency: | Pre-employment |
| Essential Requirements: | <p>General or limited registration with the Medical Board of Australia</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>Evidence of current Advanced Life Support or equivalent Emergency Life support Course certification and up-to-date resuscitation skills</p> <p>Possess an ED Certificate or ED Diploma with the Australasian College of Emergency Medicine or be working towards one or both</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 Statement of Duties applies to all advertised positions.

Primary Purpose:

Provide emergency medicine care to patients attending the Department of Emergency Medicine at the Mersey Community Hospital (MCH).

Duties:

1. Provide emergency treatment and care for public hospital patients in the Department of Emergency Medicine. Has prime medico-legal responsibility for care provided to allocated patients.
2. Supervise the junior staff in the department to ensure that appropriate and timely care is delivered to the patients that present to the Emergency Department within the Australasian triage scale according to Australasian College of Emergency Medicine (ACEM).
3. Ensure the computer system (Trakcare) is current and with accurate information.
4. Ensure discharge letters are written to the relevant general practitioners for all patients.
5. Provide education to junior staff as time allows.
6. Ensure all clinical records maintained on patients of the unit are timely, accurate and comprehensive.
7. Ensure that for patients who are transferred to another facility all relevant information is communicated effectively and to the appropriate teams in the referral institution.
8. Ensure patients who require admission to the North West Regional Hospital (NWRH) and/or MCH are admitted to the wards in a timely manner, including contacting the appropriate registrar to ensure that registrar sees the patient in a timely manner. If the registrar has been unable to attend in a timely manner then the relevant consultant is to be contacted.
9. The Career Medical Officer rostered to the Short Stay Unit (SSU) and the evening and night rostered Career Medical Officers are the team leader for the MET system and are therefore required to attend all MET calls during their working hours.
10. Review the pathology and radiology reports that have been generated on patients that have been discharged ensuring that appropriate management in the emergency department has occurred and that if further follow up is required that this is appropriate and timely. Abnormal results of significance may be faxed to the relevant general practitioners.
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:

The Career Medical Officer - Emergency Medicine is accountable to the Clinical Director - Emergency Medicine, and is responsible for:

- Junior medical staff and medical students attached to the clinical unit.
- Champion 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, exercising 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.

- Complying at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.
- 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.

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. Sound knowledge of current speciality practice in Emergency Medicine.
2. Demonstrated ability to provide specialty services as defined by allocated clinical privileges, in particular to provide acute resuscitation services to the critically ill.
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. 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 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](#).