

## DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Visiting Medical Specialist - Cardiology
<b>Position Number:</b>	524796
<b>Classification:</b>	Visiting Medical Specialist Level 1-4
<b>Award/Agreement:</b>	Visiting Medical Practitioners (Public Sector) Agreement
<b>Group/Section:</b>	Hospitals North/North West
<b>Position Type:</b>	Fixed-Term, Part Time
<b>Location:</b>	North West
<b>Reports to:</b>	Executive Director of Medical Services
<b>Effective Date:</b>	December 2019
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment
<b>Essential Requirements:</b>	<p>Specialist or limited registration with the Medical Board of Australia in the relevant 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>
<b>Desirable Requirements:</b>	<p>Fellow of the Royal Australasian College of Physicians (FRACP) or equivalent</p> <p>Current Driver's Licence</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 skilled and high quality specialist Cardiology services for the patients of the North West within the limits of specified Clinical Privileges.

## Duties:

1. Provide specialist diagnosis, treatment and care for public patients.
2. Arrange onward referral of patients for medical services not available within the region.
3. Work collaboratively across the disciplines to provide inpatient and outpatient care to patients of the North West region.
4. Ensure good communication regarding patient care with referring units and community practitioners.
5. Help supervise and provide adequate training for Royal Australasian College of Physicians (RACP) trainees and other Junior Medical Staff on rotation to the unit.
6. Participate in and support the various Undergraduate and Postgraduate teaching programs for Nursing and Medical Staff.
7. Ensure that clinical records are maintained on all patients and these records are timely, accurate and comprehensive.
8. Participate in approved clinical research where appropriate.
9. Participation in continuous quality improvement activities as required by the Executive Director of Medical Services.
10. Travel across the North West to provide services as required/rostered.
11. Observe all by-laws of the health service and any other statutory regulations.
12. 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.
13. 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 to the Clinical Director for the provision of specialist cardiology services.
- Take primo medico legal responsibility for cardiology services provided to patients.
- Be responsible for providing clinical leadership in the delivery of a high-quality, efficient and effective non-invasive cardiology services.
- 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
2. Identification check
3. Disciplinary action in previous employment check.

## Selection Criteria:

1. Sound knowledge of current specialty practice in Cardiology.
2. Demonstrated ability to provide specialty services as defined by allocated clinical privileges.
3. Recent experience in an acute hospital setting.
4. Demonstrated ability to work with a multi-disciplinary 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 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](#).