

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Registrar - Paediatrics (Accredited)
Position Number:	Generic
Classification:	Medical Practitioner Level 5-11 (Registrar)
Award/Agreement:	Medical Practitioners (Public Sector) Award
Group/Section:	Hospitals North – Launceston General Hospital
Position Type:	Permanent/Fixed-Term/Casual, Full Time/Part Time/Casual
Location:	North
Reports to:	Staff Specialist (Paediatrics)
Effective Date:	April 2019
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	<p>General or limited registration with the Medical Board of Australia</p> <p>Enrolled in the relevant speciality training program</p> <p>Current Working with Children Registration</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>Registration as a candidate of the relevant learned college, or evidence of ongoing participation in and a commitment to continuing medical education</p> <p>Successfully completed all fellowship examinations relevant to the training program and employment, and is within 1 year of obtaining specialist fellowship</p>
Position Features:	Participate in an appropriate out of hours/oncall roster as required

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:

Assist with the provision of paediatric and neonatal services within Women's and Children's Services at the Launceston General Hospital (LGH).

Duties:

1. Responsible under supervision of relevant specialist consultants for the day to day clinical management of paediatric and neonatal patients.
2. Supervise and teach junior medical staff and medical students attached to the Paediatric Department.
3. Ensure timely and accurate documentation of clinical care within the clinical record.
4. Participate in relevant postgraduate educational activities.
5. Provide consultative services to other units, under the supervision of unit specialists.
6. Participate in outpatient clinics as required.
7. Perform clinical procedures within the limits of defined clinical privileges and with appropriate supervision.
8. Observe hospital by-laws and statutory regulations.
9. 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.
10. 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 specialist(s) of the relevant clinical unit for the provision of day to day clinical services within the Unit.
- Responsible for resident medical staff and medical students attached to the Paediatric 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, 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. Previous experience in a relevant clinical discipline in an acute hospital setting.
2. Documented procedural skills.
3. Knowledge of continual quality improvement principles relevant to medical practice.
4. Demonstrated ability to work in a multidisciplinary team of medical, nursing and allied health staff.
5. Effective communication skills in dealing with colleagues, patients and their families.

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](#).