

DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Staff Specialist (General Surgery)
<b>Position Number:</b>	Generic
<b>Classification:</b>	Specialist Medical Practitioner Level I-I I
<b>Award/Agreement:</b>	Medical Practitioners (Public Sector) Award/Agreement
<b>Group/Section:</b>	Hospitals South – Surgical and Perioperative Services
<b>Position Type:</b>	Permanent/Fixed-Term/Casual, Full Time/Part Time/Casual
<b>Location:</b>	South
<b>Reports to:</b>	Relevant Manager
<b>Effective Date:</b>	November 2019
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment
<b>Essential Requirements:</b>	<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>
<b>Position Features:</b>	Participation in an out-of-hours oncall roster with other consultants is 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:

Provide quality specialist and subspecialty medical services to the Royal Hobart Hospital (RHH) within the limits of specified clinical privileges.

## Duties:

Duties include the following weekly activities:

### 1. Clinical Activities which should include the following:

- Operating in the Main Theatre Suite.
- Operating in Day Procedure Unit.
- Seeing patients in Outpatient Clinic.
- Ward Rounds / Post-operative reviews.
- On call for emergencies during and out of hours.
- Provide consultative service for other specialty units.
- Supervise the clinical work of the junior medical staff in Unit.

### 2. Quality Assurance Activities within the RHH which must include:

- Unit Management Meetings.
- Department and Hospital Management Committee meetings.
- Continuing education meetings.
- Collecting and coordinating data and statistics so that they can be utilised in the EQUIP.
- Ensure accurate clinical records are maintained for each patient.
- Oversee the quality of care provided by the junior medical staff.

### 3. Teaching & Research:

- Undergraduate teaching including tutorials for students of the Tasmanian Medical School.
- Supervision and teaching of junior medical staff.
- Participate in clinical reviews and research activities at the RHH.

### 4. Other Duties:

- 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.
- 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 - Surgical Services and Perioperative Services and also the Head of Department for the provision of specialist medical services to public and private patients of the RHH.
- Responsible for junior medical staff and medical students attached to your Unit.
- Required to operate independently acting within clinical privileges, as defined.

- Work unsupervised but liaises closely with professional colleagues and the Head of Department-General Surgery.
- Follow recommended practices according to Royal Australasian College of Surgeon's Guidelines and Standards, Hospital Guidelines and Department of Surgery Guidelines, Policies and Protocols.
- 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. Sound knowledge of current specialty practice.
2. Demonstrated ability to provide specialty services as defined by allocated clinical privileges.
3. Recent experience in an acute hospital setting.
4. Demonstrate 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 your own medical and surgical 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 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](#)