

## Statement of Duties

<b>Position Title:</b> Staff Specialist (Sexual Health Service)	<b>Position Number:</b> 522062	<b>Effective Date:</b> September 2020
<b>Group:</b> Hospitals South – Royal Hobart Hospital (RHH)		
<b>Section:</b> Southern Hospitals	<b>Location:</b> South, North, North West	
<b>Award:</b> Salaried Medical Practitioners (Tasmanian State Service)	<b>Position Status:</b> Permanent	
	<b>Position Type:</b> Full Time/Part Time	
<b>Level:</b> 1-11	<b>Classification:</b> Specialist Medical Practitioner	
<b>Reports To:</b> Statewide Director Sexual Health Service		
<b>Check Type:</b> Annulled	<b>Check Frequency:</b> Pre-employment	

### Focus of Duties:

Provide specialist clinical services of the highest possible standard to patients attending the Sexual Health Service.

Be involved in research and quality improvement activities, undergraduate and post graduate teaching at the Royal Hobart Hospital relevant to sexual health.

Deliver outpatient services in sexual health across the statewide service.

Participate in undergraduate and post graduate educational activities

### Duties:

1. Provide specialist services in sexual health including diagnosis, treatment and care for the patients of the Statewide Sexual Health Service.
2. Provide a consultative service to other specialist units, medical colleagues and allied health care workers to assist with management of Statewide Sexual Health Service patients with sexual health issues or conditions.
3. Participate in outreach clinics across the state as required.
4. Support the supervision and teaching of junior medical staff, medical student and other disciplines and medical student placements within the Sexual Health Service.
5. To assist in the implementation of the *HIV/AIDS Preventive Measures Act 1993* and other appropriate public health measures to minimise the transmission of sexually transmitted infections.
6. Liaise with specialist colleagues as necessary for the care of Sexual Health Service clients and arrange onward referral of clients for medical services not available locally.
7. To work in a team environment to continually evaluate and improve the standards and outcomes of sexual health Services, including involvement in peer review and quality assurance activities.

8. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.
9. 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.

**Scope of Work Performed:**

- Responsible for the provision of quality care for clients of the Sexual Health Service, under the direction of the Statewide Director Sexual Health Services.
- Provide a high-quality service under the direction of the Director Sexual Health Services to clients of the Statewide Sexual Health Service by:
  - a) Providing appropriate clinical care to patients
  - b) Coordinating the follow up care of patients
  - c) Ensuring effective communication with care providers, especially General Practitioners to promote continuity of patient care.
- Demonstrate a commitment to continuous service improvement by:
  - a) Participating in the development of clinical guidelines and protocols
  - b) Attending and participating in sexual health service clinical meetings
  - c) Participating in departmental peer review and audit activities.
- Demonstrate a commitment to personal and professional development by:
  - a) Attending conferences to maintain and enhance knowledge
  - b) Participating in programs designed to provide personal growth and development.
- Demonstrate a commitment to the provision of a multidisciplinary approach to clinical care by:
  - a) Working harmoniously with all members of the sexual health service team
  - b) Being responsive to the expectations and needs of both clinical and non-clinical colleagues.
- Engender a consumer focus in service delivery by:
  - a) Ensuring consumers can exercise their rights and responsibilities
  - b) Ensuring that patients are given adequate information upon which to base treatment decisions and follow up
  - c) Being responsive to complaints from patients
  - d) Demonstrating empathy for patients.
- Comply at all times with policy and protocol requirements, in particular those relating to mandatory education, training and assessment.

**Essential Requirements:**

*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 of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.*

- Specialist or limited registration with the Medical Board of Australia in a relevant speciality.
- 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.

**Desirable Requirements:**

- Current Driver's Licence.
- Holds a qualification recognised as a specialist medical qualification in accordance with the provisions of the Commonwealth/State Agreement on Mutual Recognition which is relevant to his/her appointment.
- Additional skills in the areas of Sexual Assault, Public Health, Men's or Women's Health would be desirable.
- Experience as a Sexual Health Physician.

**Selection Criteria:**

1. Sound and broad knowledge of current speciality practice in the discipline of Sexual Health Medicine.
2. Demonstrated effective communication skills in dealing with patients and professional colleagues, including ability to work effectively and collaboratively in a multidisciplinary team.
3. Demonstrated effective administrative skills in the health-care environment.
4. Knowledge of continuous quality improvement activities relevant to practice within the clinical discipline.
5. Evidence of ongoing participation and commitment to continuing medical education.
6. Commitment to medical research activity.

**Working Environment:**

- Regular intrastate travel will be required.

- Staff employed against this Statement of Duties as a Visiting Medical Practitioner will be employed in accordance with the *Tasmanian Visiting Medical Practitioners (Public Sector) Agreement* and remunerated accordingly.

The Department of Health (DoH) and Tasmanian Health Service (THS) are committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality, safe and people-focussed health system. Alongside this, staff are expected to act with integrity, be accountable for their actions, and work collegially with colleagues and others to provide better outcomes for Tasmanians.

*State Service Principles and Code of Conduct:* The minimum responsibilities required of officers and employees of the State Service are contained in the *State Service Act 2000*. The State Service Principles at Sections 7 and 8 outline both the way that employment is managed in the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Officers and employees who are found to have breached the Code of Conduct may have sanctions imposed.

The *State Service Act 2000* and the Employment Directions can be found on the State Service Management Office's website at <http://www.dpac.tas.gov.au/divisions/ssmo>

*Fraud Management:* The Department has a zero tolerance to fraud. Officers and employees must be aware of, and comply with, their Agency's fraud prevention policy and procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager, the Chief People Officer or to the Manager Internal Audit. The DoH and THS are committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and are conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the *Public Interest Disclosure Act 2002*. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the *State Service Act 2000*.

*Delegations:* This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position. The DoH and THS have a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of their Agency's fraud policy and reporting procedures.

*Blood borne viruses and immunisation:* Health Care Workers (as defined by DoH and THS policy) within DoH and THS are expected to comply with their Agency's policies and procedures relating to blood borne viruses and immunisation, including against Hepatitis B. Depending on the level of risk associated with their duties, Health Care Workers may be required to demonstrate current immunity, previous seroconversion to Hepatitis B or immunity following vaccination.

*Records and Confidentiality:* Officers and employees of the Department are responsible and accountable for making proper records. Confidentiality must be maintained at all times and information must not be accessed or destroyed without proper authority.

*Smoke-free:* DoH and THS workplaces are smoke-free environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.