

Statement of Duties

Position Title: Staff Specialist - ENT	Position Number: 525674	Effective Date: April 2021
Group: Hospitals South – Royal Hobart Hospital (RHH)		
Section: Ear, Nose and Throat (ENT)	Location: South	
Award: Salaried Medical Practitioners (Tasmanian State Service) Agreement	Position Status: Permanent	
	Position Type: Full Time	
Level: 1-11	Classification: Specialist Medical Practitioner	
Reports To: Head of Department (ENT)		
Check Type: Annulled	Check Frequency: Pre-employment	

Focus of Duties:

Provide clinical services of the highest possible standard to Ear, Nose and Throat (ENT) patients.

Actively pursue improved outcomes for ENT patients by participating in teaching and research relevant to ENT Surgery.

Duties:

1. Provide services in ENT including diagnosis, treatment and care for patients, both inpatient and outpatient, at the Royal Hobart Hospital (RHH), and where appropriate other hospitals in Tasmania.
2. In consultation with other clinical services assist with the management of RHH patients.
3. Participate in undergraduate and postgraduate teaching programs.
4. Undertake research in ENT.
5. Participate in an out of hours On Call Roster.
6. Participate in such Hospital committees and administrative matters as required by the Chief Executive Hospitals South, Head of Department (ENT) and/or the Clinical Directors.
7. Participate in continuous quality improvement activities.
8. Observe all hospital policies and procedures and statutory regulations.
9. 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.
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.

Scope of Work Performed:

Provide a high quality service under the direction of the Head of Department (ENT) to patients of the RHH by:

- Providing appropriate clinical care to patients;
- Coordinating the follow up care of patients;
- Attending inpatients rounds and consulting clinics as scheduled;
- Contributing to an after hours on-call service in accordance with a roster; and
- Ensuring effective communication with care providers, especially General Practitioners, to promote continuity of patient care.

Demonstrate a commitment to continuous service improvement by:

- Participating in the development of clinical guidelines and protocols;
- Attending and participating in clinical and departmental meetings;
- Participating in departmental peer review and audit activities;
- Continuously reviewing existing practices and promoting change where required;
- Participating in quality improvement programs undertaken by the RHH;
- Participating in College-based programs directed towards maintaining the highest standards of professional care; and
- Participating in personal performance appraisal.

Demonstrate a commitment to personal and professional development by:

- Attending conferences to maintain and enhance knowledge; and
- Participating in programs designed to provide personal growth and development.

Demonstrate a commitment to the provision of a multidisciplinary approach to clinical care by:

- Working harmoniously with all members of the clinical team; and
- Being responsive to the expectations and needs of both clinical and non-clinical colleagues.

Engender a consumer focus in service delivery by:

- Ensuring consumers are able to exercise their rights and responsibilities,
- Ensuring that patients and families are given adequate information upon which to base treatment decisions and follow up;
- Being responsive to complaints from patients and their relatives; and
- Demonstrating empathy for patients and their families.

Provide appropriate support, direction and training to trainee medical officers, nurses and medical students in liaison with the Professor of Surgery, University of Tasmania by:

- Providing appropriate direction and supervision to Registrars, Resident Medical Officers and Interns;
- Acting as a role model and mentor for trainee medical staff, nurses and medical students; and
- Participating in the education of trainee medical staff, nurses and medical students.

Participate in and contribute to the academic life of the Department by:

- Conducting research;
- Participating actively in postgraduate educational activities eg: Grand Rounds
- Contributing to the supervision of postgraduate students.

Promote and contribute to the maintenance of a safe working environment by:

- Complying with Work Health and Safety (WH&S) and welfare policies and other written arrangements for WH&S and welfare at work;
- Participating in relevant WH&S and welfare programs;
- Complying with any reasonable instruction and following safe-work practices in relation to WH&S and welfare at work;
- Participating in training programs and on the job training programs for WH&S and welfare;
- Reporting all incidents, accidents and observed hazards to their supervisor or manager as soon as possible and assisting in the investigation process;
- Supporting the role of the health and safety representatives by keeping them informed of any issues relating to WH&S and welfare in the workplaces;
- Ensuring that you are not, by the consumption of alcohol or a drug, in such a state as to endanger their own health, safety at work or the health and safety of any other person;
- Participating in appraisals to evaluate WH&S performance; and
- Complying 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 specialty.
- 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. Demonstrated ability to provide inpatient and outpatient care at a tertiary referral teaching hospital standard.
2. Demonstrated ability to manage patients within the Discipline of ENT Surgery and the ability to work with a multidisciplinary team of medical, nursing, and health professional staff.
3. Proven capacity for undergraduate and post-graduate teaching.
4. Demonstrated ability to undertake and manage research activities.
5. Demonstrated ability to communicate effectively and maintain good interpersonal relationships in dealing with patients, their relatives and professional colleagues.
6. Knowledge of continuous quality improvement activities relevant to practice with the clinical discipline.
7. Evidence of ongoing participation and commitment to continuing medical education.
8. Demonstrated ability to function in an administrative capacity within a Hospital Department.

Working Environment:

- On Call Roster and undertake call back work.
- Work outside normal hours conducting weekend ward rounds as required.

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.