

DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Staff Specialist / Senior Staff Specialist
<b>Position Number:</b>	Generic
<b>Classification:</b>	Specialist Medical Practitioner / Senior Specialist Medical Practitioner
<b>Award/Agreement:</b>	Medical Practitioners (Public Sector) Award
<b>Group/Section:</b>	Hospitals South, Hospitals North/North West and Community, Mental Health and Wellbeing - Statewide Mental Health Services
<b>Position Type:</b>	Permanent/Fixed-Term/Casual, Full Time/Part Time/Casual
<b>Location:</b>	South, North, North West
<b>Reports to:</b>	Medical Director
<b>Effective Date:</b>	May 2020
<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 a relevant specialty</p> <p>Current Working with Children Registration (where applicable and as determined by individual position requirements)</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>	<p>The position may require the occupant to participate in after-hours work</p> <p>Staff employed against this Statement of Duties as a Visiting Medical Practitioner will be employed in accordance with the <i>Tasmanian Visiting Medical Practitioners (Public Sector) Agreement</i> and remunerated accordingly</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 specialist care to public and private patients.
- Be involved in research and quality improvement activities, undergraduate and postgraduate teaching.
- Provide specialist advice to inpatient units as required.

## Duties:

1. Patient Care:
  - Medical care of patients.
  - Undertake procedures as required in the area of practice.
  - Participate in after hours on call roster.
2. Teaching:
  - Undertake undergraduate clinical teaching.
  - Provide supervision and training of post graduate trainees.
3. Research:
  - Maintain involvement in research activities.
4. Administrative and Quality Improvement:
  - Provide administrative and quality improvement functions for units as required
  - Work closely with corresponding nursing staff and support staff in the area of practice.
  - Participation in disaster preparedness planning.
5. 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:

The Staff Specialist/Senior Staff Specialist works under limited direction and supervision from the Medical Director and is responsible for:

- Performing the duties as described above.
- Operating independently with limited reporting, acting within clinical privileges as defined.
- 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.
- 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.

## 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. Demonstrated ability to provide specialist services at a tertiary referral teaching hospital.
2. Demonstrated capacity for undergraduate and postgraduate teaching.
3. Ability to undertake and manage research activities.
4. Ability to communicate effectively and maintain good interpersonal relationships.
5. Knowledge of recent advances in the relevant medical specialty.

**To be appointed as a Senior Specialist the following additional Selection Criteria must also be met:**

1. Completion of a minimum of 14 years as a Specialist Medical Practitioner.
2. Demonstrated leadership beyond clinical supervision and management responsibilities, including strategic responsibilities for service design and delivery, innovation, teaching and research.
3. Demonstrated participation in management activities, including high level committees and working parties and other forums, at a local, statewide, national and international level.

## 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](#).