

Statement of Duties

Position Title: Registrar - GP Mental Health	Position Number: 524211	Effective Date: December 2018
Group: Community, Mental Health and Wellbeing – Mental Health North West		
Section: Area Management Unit	Location: North West	
Award: Salaried Medical Practitioners (Tasmanian State Service) Agreement	Position Status: Fixed-Term	
	Position Type: Full Time	
Level: 5-11	Classification: Medical Practitioner	
Reports To: Head of Department		
Check Type: Annulled	Check Frequency: Pre-employment	

Focus of Duties:

Responsible for the day to day management of:

- Public inpatients and outpatients within the Hospital and Community.
- Liaising and collaborating with treating doctors in both the Hospital and Community.

Duties:

1. Admission and care of patients to the adult crisis assessment and treatment team, adult case management team and Older person's community teams including a daily team meetings, weekly clinical reviews, and liaison with Consultants regarding patients.
2. Attend Specialist Medical Officer clinical review, case discussions and case conferences and record all decisions made in the medical history.
3. Respond to calls by Registered clinicians in the community as soon as possible.
4. Ensure that consultations occur when requested.
5. Interviewing of relatives.
6. Accurate and timely recording of drugs and treatment.
7. Undertake assessments as required.
8. Accurate and comprehensive recording in medical records including progress notes each consultation.
9. Contribute to the completion of interim or full discharge summaries on patients as required by the treating team. Write timely letters for community consultations and outpatient visits.
10. Discharge planning.

11. Contribute to the review of clients at each rotating post and the timely correspondence with Primary Health Care providers.
12. Involvement in Quality Assurance within the Hospital and Community Health Service.
13. Involvement in community and hospital educational activities or evidence of further self-directed learning.
14. Participate in after hours and weekend cover rosters as negotiated with medical staff.
15. Contribute to meetings with mental health tribunals, Guardianship and administration board, other government departments and non-government agencies which are involved in client care.
16. 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.
17. 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:

Direction and supervision provided by Specialist Medical Staff, and the Registrar - GP Mental Health is responsible for:

- Adherence to community and hospital and professional protocols, policies, clinical pathways and standards.
- Demonstrating sound judgement and competence in accordance with skills and knowledge when undertaking tasks.
- Ensuring work is carried out in accordance with relevant Work, Health and Safety legislation and procedures.
- 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.

- General or limited registration with the Medical Board of Australia.
- Enrolled in the relevant speciality training program.

- 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:

- Participants of Current General practitioner training registered with RACGP or ACRRM or a current general Practitioner or;
- Current Trainee of Other relevant Training colleges.
- Has successfully completed all fellowship examinations relevant to their training program and employment and is within 1 year of obtaining specialist fellowship.
- Current Driver's Licence.

Selection Criteria:

1. Knowledge of recent advances in medicine.
2. Understanding of current drugs and technology.
3. Understanding of Infection Control principles.
4. Understanding of patient's rights and responsibilities.
5. Knowledge and commitment to the principles of Work, Health and Safety.
6. Understanding of basic Mental health assessments, treatments and general principles involved in care of mentally ill patients

Working Environment:

- The position will require the occupant to participate in after hours, on call and shift work.

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.