

Statement of Duties

Position Title: Specialist Medical Practitioner in Training (Registrar) - Sexual Health Service	Position Number: 523465	Effective Date: July 2020
Group: Hospitals South		
Section: Sexual Health Service	Location: South, North	
Award: Salaried Medical Practitioners (Tasmanian State Service)	Position Status: Fixed-Term	
	Position Type: Full Time	
Level: 5-11	Classification: Medical Practitioner	
Reports To: Statewide Director Sexual Health Service		
Check Type: Annulled	Check Frequency: Pre-employment	

Focus of Duties:

To provide professional, competent and efficient clinical care for patients with a diverse range of sexual health, gender and Blood Borne Virus (BBV) related conditions and concerns, under the supervision and direction of Staff Specialists for patients attending the Statewide Sexual Health Service (SHS) Tasmania.

Undertake a broad consultative role by initiating and maintaining a comprehensive network with community and support groups, professional associates and developing professional collaborative linkages with other health professionals across the acute and community sectors, working as part of the multidisciplinary community health team and in close collaboration with patients, General Practitioners (GP) and Specialists.

To participate in undergraduate and post graduate educational activities

Working in accordance with all SHS and the Department's established policies, procedures and guidelines.

Duties:

1. Working in a multidisciplinary setting, provide appropriate clinical consultancy, intervention and support for patients by conducting comprehensive advanced clinical assessment, treatment, follow up and planning and evaluation of health outcomes with a view to maintaining independence and quality of life.
2. Provide phone and other advice to external health care workers and patients regarding Sexual Health Medicine.
3. Accepting patient referrals from external health care workers and referring patients to other specialist including the emergency department as appropriate.
4. Contribute to clinical audit and participate in changes that improve quality and safety of patient care.
5. Demonstrate progress in skills and knowledge in sexual health and HIV medicine; for advanced trainees of the Chapter of Sexual Health Medicine, RACP, this includes timely completion of all training program requirements.

6. Work collaboratively, flexibly and efficiently within a multidisciplinary team.
7. Participate in teaching and research activities of the unit as well as relevant education and self-directed learning is required. Regular lecturing/tutorials for senior medical student groups, GPs and other clinicians.
8. Participate in service planning activities.
9. Participate in outreach clinics across the state as required.
10. Participating in quality assurance activities including auditing, coding and completion of clinical notes as part of data management and conducting or supervising clinical audits by medical students.
11. Maintain professional development through reflective practice, participating in continuous learning activities including networking and engaging with local and national colleagues and by participating in an annual performance development program.
12. 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.
13. 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 patients of the SHS, under the direction of the Statewide Director Sexual Health Services.
- Provide a high quality service under the direction of the Statewide Director Sexual Health Services to patients of the 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 audit activities
- Demonstrate a commitment to the provision of a multi-disciplinary 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
- Perform all duties in accordance with established procedures, guidelines and SHS and the Department's relevant procedures and protocols.
- 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.

- Current General Registration as a medical practitioner with AHPRA.
- Applicants for Advanced Training under the Chapter of Sexual Medicine RACP must meet Chapter requirements.
- 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
 - e) serious traffic offences
 2. Identification check
 3. Disciplinary action in previous employment check.

Desirable requirements:

- Current Driver's Licence.
- S100 HIV Prescriber training.

Selection Criteria:

1. Comprehensive knowledge relevant to sexual health, including sexually transmissible infections, blood borne viruses, gender issues and HIV.
2. Demonstrated commitment to continued professional development in sexual health medicine and HIV in rural and regional medicine in Tasmania.
3. Demonstrated effective communication skills in dealing with patients and professional colleagues, including the ability to work independently, effectively and collaboratively in a multidisciplinary team remaining within scope of practice, in a complex outpatient environment.
4. Sound organisational, written and verbal and Microsoft Office skills, current Basic Life Support training and the commitment to work collaboratively and flexibility in an multidisciplinary team.
5. Knowledge of continuous quality improvement activities relevant to practice within the clinical discipline and evidence of ongoing participation and commitment to continuing medical education.
6. Commitment to medical research activity.

Working Environment:

- Intrastate travel may be 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.