

Statement of Duties

Position Title: Prison Medical Officer	Position Number: 517257	Effective Date: October 2020
Group: Community, Mental Health and Wellbeing – Correctional Primary Health Services		
Section: Statewide Mental Health Services	Location: South	
Award: Salaried Medical Practitioners (Tasmanian State Service)	Position Status: Permanent	
	Position Type: Full Time	
Level: 10-13	Classification: Medical Practitioner	
Reports To: Statewide Specialty Director - Correctional Primary Health Services		
Check Type: Annulled	Check Frequency: Pre-employment	

Focus of Duties:

Support the Statewide Specialty Director - Correctional Primary Health Services (CPHS) and the Assistant Director of Nursing (ADON) in the development and provision of primary clinical health services.

Assist the Statewide Specialty Director - CPHS in the provision of clinical leadership and direction for CPHS in the area of primary health care.

Clinical governance and legislative requirements determine clinical direction and are the responsibility of the medical profession in provision of the standard and quality of care.

Duties:

1. Work within a multidisciplinary health team to provide direct clinical services to patients within the correctional health setting across all sites.
2. Assist the Statewide Specialty Director - CPHS and staff to develop health screening, health promotion and health education programs.
3. Assist the Statewide Specialty Director - CPHS and the ADON in defining, collecting and evaluating data to aid the further development and operation of CPHS.
4. Undertake inspections of Tasmanian Prison Services required to meet legal requirements under the *Corrections Act 1997* and the Prison Director's Standing Orders as requested by the Statewide Specialty Director - CPHS.
5. Maintain current professional knowledge and skills by participating in continuing education programs.
6. Function as part of a multidisciplinary team to protect and maintain the primary health of the target patient group.

7. Assist the Statewide Specialty Director - CPHS and the ADON in the development of CPHS in accordance with broad state and national policy direction and performance standards and objectives.
8. Assist the Statewide Specialty Director - CPHS and the ADON in the development, implementation and evaluation of policy, service development and strategic initiatives for CPHS.
9. Provide clinical training to medical students, medical practitioners, nursing staff, other health professionals, custodial staff and other health professional and non professional groups within the prison environment.
10. Assist the Statewide Specialty Director - CPHS in the implementation of clinical risk reduction programs including clinical review processes.
11. Represent CPHS on working parties, interdepartmental committees, national committees and other groups as required.
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:

- Broad direction and support will be provided by the Statewide Specialty Director - CPHS.
- The Prison Medical Officer will be required to:
 - a) Work in partnership with the Statewide Specialty Director - CPHS
 - b) Provide direct medical services to patients
 - c) Undertake a role in the after hours roster equivalent to that of the Statewide Specialty Director - CPHS
 - d) Cover absences of the Statewide Specialty Director - CPHS and other medical officers as required for holidays and other periods of leave
 - e) Be involved in clinical leadership
 - f) Support nursing staff in the provision of care by providing clinical information and best practice initiatives
 - g) Have a broad role in the prison setting including, but not limited to, training, standard and all statutory requirements for medical officers in the prison setting
 - h) Maintain high levels of professional standards of behaviour, ethics and professional development.
- 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.

- General or limited registration with the Medical Board of Australia.
- Current Tasmanian Working with Children Registration.
- 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.

A person nominated for this position must also satisfy a further criminal history check in accordance with the Director of Prison's Standing Orders established under the *Corrections Act 1997*.

Standing Order – *Identification (ID) Cards and Visitor Passes 5.02* and

Standard Operating Procedure – *Tasmanian Prison Service Identification (ID) Cards MH5.02.1*

A nominated person cannot be employed within Correctional Primary Health Services if excluded from entry to Tasmanian Prison Services under the *Corrections Act 1997*.

Desirable Requirements:

- Current Driver's Licence.

Selection Criteria:

1. Substantial experience in the provision of community based medical services. Whilst previous experience in prison work is useful it is not mandatory.
2. Demonstrated ability to provide expert advice on the provision of health services.
3. Demonstrated ability to provide clinical leadership, supervision, teaching and direction to patients and workers within the prison setting.
4. Demonstrated interpersonal, communication, collaboration, negotiation and conflict resolution skills, including the ability to liaise with both internal and external organisations.
5. Demonstrated understanding of the role of research and data collection in development of health services within the clinical environment.

Working Environment:

- The job is located within a maximum-security prison and will work within site locations across the state of Tasmania. The occupant will have regular daily contact with prisoners in an environment which requires all staff to be alert to any matter concerning the security and safety of the prison, prisoners/detainees and staff.
- Employment is conditional upon the recommendation of the Credentials and Clinical Privileges Committee that the applicant is able to adequately fulfill the responsibilities of the job.
- Some Interstate and Intrastate travel may be required.
- Some out of hours work may be required. This will be limited, will be by mutual agreement and will be paid at the appropriate award rate.

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.