

Statement of Duties

Position Title: Career Medical Officer - Emergency Medicine	Position Number: 501913	Effective Date: June 2020
Group: Hospitals North/North West – Mersey Community Hospital (MCH)		
Section: North and North West Hospitals	Location: North West	
Award: Salaried Medical Practitioners (Tasmanian State Service) Agreement	Position Status: Permanent	
	Position Type: Full Time/Part Time	
Level: 10-13	Classification: Medical Practitioner	
Reports To: Clinical Director - Emergency Medicine		
Check Type: Annulled	Check Frequency: Pre-employment	

Focus of Duties:

Provide emergency medicine care to patients attending the Department of Emergency Medicine at the Mersey Community Hospital (MCH).

Duties:

1. Provide emergency treatment and care for public hospital patients in the Department of Emergency Medicine. Has prime medico-legal responsibility for care provided to allocated patients.
2. Supervise the junior staff in the department to ensure that appropriate and timely care is delivered to the patients that present to the Emergency Department within the Australasian triage scale according to Australasian College of Emergency Medicine (ACEM).
3. Ensure the computer system (Trakcare) is current and with accurate information.
4. Ensure discharge letters are written to the relevant general practitioners for all patients.
5. Provide education to junior staff as time allows.
6. Ensure all clinical records maintained on patients of the unit are timely, accurate and comprehensive.
7. Ensure that for patients who are transferred to another facility all relevant information is communicated effectively and to the appropriate teams in the referral institution.
8. Ensure patients who require admission to the North West Regional Hospital (NWRH) and/or MCH are admitted to the wards in a timely manner, including contacting the appropriate registrar to ensure that registrar sees the patient in a timely manner. If the registrar has been unable to attend in a timely manner then the relevant consultant is to be contacted.

9. The Career Medical Officer rostered to the Short Stay Unit (SSU) and the evening and night rostered Career Medical Officers are the team leader for the MET system and are therefore required to attend all MET calls during their working hours.
10. Review the pathology and radiology reports that have been generated on patients that have been discharged ensuring that appropriate management in the emergency department has occurred and that if further follow up is required that this is appropriate and timely. Abnormal results of significance may be faxed to the relevant general practitioners.
11. 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.
12. 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 to the Clinical Director - Emergency Medicine.
- Responsible for junior medical staff and medical students attached to the clinical unit.
- 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.
- 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:

- Evidence of current Advanced Life Support or equivalent Emergency Life support Course certification and up-to-date resuscitation skills.
- Possess an ED Certificate or ED Diploma with the Australasian College of Emergency Medicine or be working towards one or both.

Selection Criteria:

1. Sound knowledge of current speciality practice in Emergency Medicine.
2. Demonstrated ability to provide specialty services as defined by allocated clinical privileges, in particular to provide acute resuscitation services to the critically ill.
3. Recent experience in an acute hospital setting.
4. Demonstrated ability to work with a multidisciplinary team of medical, nursing and allied health staff.
5. Demonstrate effective communication skills in dealing with patients, their relatives and professional colleagues.
6. Knowledge of continuous quality improvement activities relevant to practice within the clinical discipline.
7. Evidence of ongoing participation and commitment to continuing medical education.

Working Environment:

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.