

DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Staff Specialist – Emergency Medicine
<b>Position Number:</b>	Generic
<b>Classification:</b>	Specialist Medical Practitioner Level I-I I
<b>Award/Agreement:</b>	Medical Practitioners (Public Sector) Award
<b>Group/Section:</b>	Hospitals North/ North West – Launceston General Hospital
<b>Position Type:</b>	Permanent/ Fixed Term/ Casual/ Full Time/ Part Time/ Casual
<b>Location:</b>	North
<b>Reports to:</b>	Director – Emergency Department, Launceston General Hospital
<b>Effective Date:</b>	July 2021
<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 the relevant specialty.</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>	Staff employed against this SoD as a Visiting Medical Practitioner will be employed in accordance with the Tasmanian Visiting Medical Practitioners (Public Sector) Agreement and will be remunerated accordingly.

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 emergency medical care to patients attending the Emergency Department (ED) at the Launceston General Hospital (LGH).

Participate in research, quality improvement activities and undergraduate, post-graduate, and other teaching programs at the LGH.

Provide in specialist advice to inpatient units as required.

## Duties:

1. Medical care in ED.
2. Undertake procedures as required in the ED.
3. Participate in the after-hours on-call roster.
4. Provide supervision and training of junior medical staff.
5. Undertake clinical teaching of undergraduates and other staff at LGH.
6. Maintain involvement in research activities.
7. Perform administrative and quality improvement functions as required.
8. Work closely with corresponding nursing and support staff in ED.
9. 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 and related training.
10. 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:

- Required to operate independently with limited reporting, acting within clinical privileges as defined.
- Limited direction and supervision from the Director – Emergency Department and the Director – Department of Medicine LGH.
- 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.

## 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 services within ED 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 relevant medical area.

## 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](#).