

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Medical Specialist - Healthcare Connect North
Position Number:	526222
Classification:	Specialist Medical Practitioner Level I-I I
Award/Agreement:	Medical Practitioners (Public Sector) Award
Group/Section:	Hospitals North/North West - Primary Health Services
Position Type:	Fixed-Term, Full Time
Location:	North
Reports to:	Nurse Manager - Healthcare Connect North
Effective Date:	July 2021
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	<p>Specialist or limited registration with the Medical Board of Australia in a 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>
Desirable Requirements:	Fellowship of the Royal Australian College of General Practitioners

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:

- As part of Healthcare Connect North, review inpatients at the Launceston General Hospital (LGH), and existing clients of Primary Health North Community Services, that are frequent users of the public health service. In collaboration with members of the LGH Integrated Operations Centre team identify patients that would benefit from additional supportive services to reduce their length of stay in hospital.
- Within a Primary Health Care Model, and as part of Healthcare Connect North, participate in a multidisciplinary, nurse led program to support access to relevant community services and intensive coordination of care for high users of hospital care.
- Supports the efficient and effective provision of care, based on clinical standards and best practice principles within a collaborative and multidisciplinary framework to support individuals with complex care needs in the community.

Duties:

1. Review, admit and provide medical care to patients admitted to Healthcare Connect North improving patients access to timely and intensive multidisciplinary community-based care, seamlessly integrating patient care from the public health system to targeted complex care in the community.
2. As part of Healthcare Connect North contribute to the development of care plans that meet the patient's needs in the community, with ongoing review and sharing that information with other members of the health team involved in the client's care.
3. Participate in daily multidisciplinary team meetings.
4. Establish interactive and networking relationships with General Practitioners including the GP Liaison Consultant, Nursing, Allied Health Professionals, and other relevant health care providers responsible for the ongoing care of clients.
5. Ensure patient clinical records are maintained (Medical Director, DMR, PAS) in an accurate, timely, and comprehensive manner and ensure the safe transfer of care when appropriate to other members of the health team, including General practitioners and Medical Specialists.
6. Work collaboratively with the project evaluation team to develop and implement data collection, monitoring and evaluation systems and contribute to project reports as required.
7. 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.
8. 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:

- Working under the operational direction and leadership of the Nurse Manager - Healthcare Connect North.
- Professional clinical governance and supervision provided by Executive Director of Medical Services.
- Ensuring the standards of client care within the practice area are in accordance with relevant legislation, clinical standards, and evidence-based practice.

- Ensuring the provision care meets the individual requirements and needs of each client admitted to the service and coordination of their complex care.
- Ensuring that data collection, monitoring and evaluation systems are developed and implemented, and complete data analysis and reporting functions as required.
- 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. Extensive experience in and knowledge of medical services in a Primary Health Care setting.
2. Demonstrated skills in the management of complex chronic conditions.
3. Demonstrated effective communication and interpersonal skills to support communicating and partnering effectively with clients, relatives, and professional colleagues to achieve identified outcomes.
4. Demonstrated ability to work in a multi-disciplinary team, of medical, nursing, and allied health staff, consult with and refer to appropriate external stakeholders as and when required.
5. Knowledge of continuous quality improvement activities relevant to practice within the clinical discipline.
6. Demonstrated skills in developing and implementing data collection, monitoring and evaluation systems.
7. Demonstrated skills in analysing data and preparing comprehensive project updates and reports.

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](#).