

Statement of Duties

Position Title: Staff Specialist - Gastroenterology	Position Number: 515031	Effective Date: October 2018
Group and Unit: Tasmanian Health Service (THS) – Mersey Community Hospital (MCH)		
Section: Gastroenterology	Location: North West	
Award: Salaried Medical Practitioners (Tasmanian State Service) Agreement	Position Status: Permanent	
	Position Type: Full Time	
Level: 1-11	Classification: Specialist Medical Practitioner	
Reports To: Clinical Lead Gastroenterology/Clinical Director Acute Medicine		
Check Type: Annulled	Check Frequency: Pre-employment	

Focus of Duties:

Provide specialist medical care to patients attending the North West.

Be involved in research and quality improvement activities, undergraduate and post graduate teaching in the North West.

Provide specialist advice to inpatient units as required.

Duties

1. Provide specialist treatment and care for public patients of the North West in Gastroenterology and subspecialty.
2. Undertake procedures as required in the Department of Gastroenterology.
3. Manage and coordinate Department of Gastroenterology morning handover meetings and participate, along with other staff specialists where relevant, in multidisciplinary meetings.
4. Attend Department of Gastroenterology mortality and morbidity review.
5. Assist in collating clinical indicators.
6. Arrange onward referral of patients for medical services not available locally, ensuring good communication with referring units and community practitioners.
7. Liaise with specialist colleagues as necessary for the care of hospital patients.
8. Provide a consultative service to other specialist units.
9. Participate in and support the various undergraduate and postgraduate teaching programs for nursing and medical staff.
10. Ensure active discharge planning.

11. Participate in hospital committees and administrative matters as required by the Executive Director of Services, Executive Director of Medical Services or Clinical Lead Gastroenterology.

12. Observe all hospital by laws and statutory regulations.

13. Travel across the North West region to provide services as required/rostered.

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.

14. 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 observation of all hospital bylaws and statutory regulations.
- Required to operate independently with limited reporting, acting within clinical privileges as defined.
- Responsible for junior medical staff and medical students attached to the medical unit.
- Responsible to the Clinical Lead Gastroenterology for clinical responsibilities, undergraduate teaching and research.
- Comply at all times with THS 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.

- Specialist or limited registration with the Medical Board of Australia in the relevant speciality.
- Current Driver's Licence.
- 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:
 - I. 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.

Selection Criteria:

1. Sound knowledge of current specialty practice in Gastroenterology and Hepatology.
2. Demonstrated ability to provide speciality services as defined by allocated clinical privileges.
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. Demonstrated 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 and safe health and human services system, and value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

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 of Health and Tasmanian Health Service have 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 Director HR Management and Strategy 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) with the Department of Health and Tasmanian Health Service 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 of Health and the Tasmanian Health Service 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: The Department of Health and the Tasmanian Health Service are smoke-free work environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.