

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Staff Specialist
Position Number:	520034
Classification:	Specialist Medical Practitioner Level I-I I
Award/Agreement:	Medical Practitioners (Public Sector) Award
Group/Section:	Hospitals South – Women’s, Adolescent and Children’s Services Children’s and Youth Medical
Position Type:	Permanent, Full Time
Location:	South
Reports to:	Head of Department Paediatrics
Effective Date:	April 2018
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>Current Working with Children Registration</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>

Note: 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 clinical services of the highest possible standard to paediatric and adolescent patients and their families in an inpatient, outpatient and ambulatory setting.

Promote and participate in research in one of the research focus areas of the Tasmania School of Medicine and Department of Paediatrics.

Actively pursue improved outcomes for paediatric and adolescent patients by participating in:

- Post graduate teaching
- Audit and Evaluation

An honorary clinical appointment with the University of Tasmania School of Medicine is negotiable.

Duties:

1. Provide services to Acute General Paediatrics including diagnosis, treatment and discharge planning for child and adolescent inpatients including emergency presentations at the Royal Hobart Hospital (RHH).
2. Conduct outpatient clinics to provide continuity of care for discharged and long term patients.
3. Undertake research in areas relevant to child and adolescent care.
4. Participate in out of hours on call roster for the general paediatric inpatient service.
5. Participate in supervision and teaching of junior medical staff and medical students in the Department of Paediatrics.
6. Participate in such Hospital Committees and administrative matters as required after.
7. Participate in continuous quality improvement activities involving service delivery, teaching and research.
8. Observe all Hospital and statutory regulations.
9. 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:

- Provide a high quality service under the direction of the relevant clinical service head to patients of RHH by:
 - Providing appropriate clinical care to patients;
 - Coordinating the follow up care of patients;
 - Attending inpatients rounds and consulting clinics as scheduled;
 - Contributing to an after-hours on-call service in accordance with a roster;
 - Ensuring effective communication with care providers, especially General Practitioners, to promote continuity of patient care; and
 - Working closely with the Paediatric Intensive Care Unit/Neonatal Intensive Care team to ensure continuity of care.

- Demonstrate a commitment to continuous service improvement by:
 - Participating in the development of clinical guidelines and protocols in particular in the field of ambulatory care and hospital in the home management;
 - Attending and participating in clinical and departmental meetings;
 - Participating in departmental peer review and audit activities;
 - Continuously reviewing existing practices and promoting change where required;
 - Participating in Quality Improvement programs undertaken by the RHH;
 - Participating in College-based programs directed towards maintaining the highest standards of professional care; and
 - Participating in personal performance appraisal.
- Demonstrate a commitment to personal and professional development by:
 - Attending conferences to maintain and enhance knowledge; and
 - Participating in programs designed to provide personal growth and development.
- Demonstrate a commitment to the provision of a multidisciplinary approach to clinical care by:
 - Working harmoniously with all members of the clinical team; and
 - Being responsive to the expectations and needs of both clinical and non-clinical colleagues.
- Engender a consumer focus in service delivery by:
 - Ensuring consumers are able to exercise their rights and responsibilities;
 - Ensuring that patients and families are given adequate information upon which to base treatment decisions and follow up;
 - Being responsive to complaints from patients and their relatives; and
 - Demonstrating empathy for patients and their families.
- Provide appropriate support, direction and training to trainee medical officers, nurses and medical students by:
 - Providing appropriate direction and supervision to Registrars, Resident Medical Officers and Nurses;
 - Acting as a role model and mentor for trainee medical staff, nurses and medical students; and
 - Participating in the education of trainee medical staff, nurses and medical students.
- Participate in and contribute to academic life of the Department by:
 - Conducting research;
 - Participating actively in postgraduate educational activities eg: Grand Rounds;
 - Contributing to the supervision of postgraduate students; and
 - Serving on College committees where necessary.

- Promote and contribute to the maintenance of a safe working environment by:
 - Complying with occupational health, safety and welfare policies and other written arrangements for occupational health, safety and welfare at work;
 - Participating in relevant Occupational health, safety and welfare programs;
 - Complying with any reasonable instruction and following safe-work practices in relation to occupational health, safety and welfare at work;
 - Participating in training programs and on the job training programs for health, safety and welfare;
 - Reporting all incidents, accidents and observed hazards to their supervisor or manager as soon as possible and assisting in the investigations process;
 - Supporting the role of the health and safety representatives by keeping them informed of any issues relating to health, safety and welfare in the workplace and;
 - Ensuring that you are not, by the consumption of alcohol or a drug, in such a state as to endanger their own health, safety at work or the health and safety of any other person; and
 - Participating in appraisals to evaluate WHS performance.
- 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.
- 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, safeguarding practices for vulnerable people, and related training.

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 inpatient and outpatient care at a tertiary referral teaching hospital standard for children and adolescences.
2. Demonstrated ability in undergraduate and post-graduate teaching of medical, nursing and allied health profession.
3. Demonstrated ability and active interest in conducting and leading research in a relevant area of clinical, operational or scientific practice.
4. Demonstrated ability to communicate effectively and maintain good interpersonal relationships.
5. Demonstrated ability and active interest in participating in safety and quality in paediatric health care.
6. Training and experience in paediatric and adolescent medicine.
7. Demonstrated high level of communication and interpersonal skills, including an ability to provide mentorship and work as a team member in a multidisciplinary environment.

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](#).