DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Clinical Lead - Emergency Medicine
Position Number:	523694
Classification:	Specialist Medical Practitioner Level 1-11
Award/Agreement:	Medical Practitioners (Public Sector) Award
Group/Section:	Hospitals North/North West - Mersey Community Hospital (MCH)
Position Type:	Permanent, Full Time
Location:	North West
Reports to:	Clinical Director - Emergency Medicine
Effective Date:	September 2021
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	Specialist or limited registration with the Medical Board of Australia in a relevant specialty. **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.*
Desirable Requirements:	Current Driver's Licence.

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:

Responsible to the Clinical Director - Emergency Medicine to assist with providing a high level of strategic leadership and direction, ensuring resources are efficiently utilised, services are effectively integrated within the hospital/service and the highest standards of service delivery are achieved in accordance with hospital/service policy directions, service standards and financial targets.

Provide the Clinical Director and/or Nursing Director - Operations MCH with high quality and authoritative advice and support.

Provide specialist medical care to patients attending the hospital/service.

Duties:

1. Provides clinical leadership, incorporating principles of best practice.
2. Provide specialist treatment and care for patients of the hospital/service.
3. Ensures relevant Work, Health and Safety (WH&S) practices and standards are implemented and maintained.
4. Assists in managing the activities for Emergency Medicine MCH service in accordance with agreed hospital/service goals and targets.
5. Works collaboratively with the multidisciplinary team to support patient access and flow across Emergency Medicine and wider THS.
6. With the Clinical Director and Nurse Unit Manager, take responsibility for overseeing planning and/or reconfiguration of services, review resource utilisation and develop appropriate strategies; plans and procedures for the department while ensuring continuous service delivery and management of the temporary and permanent medical workforce.
7. Assists in managing the resources allocated within the budget.
8. Encourages and facilitates teaching and research appropriate to the role of the department.
9. Assists with ensuring training and standards are maintained to meet accreditation pertaining to relevant specialist college/s.
10. Assists with ensuring a system of continuous quality improvement that systematically evaluates, identifying opportunities for improvement and plans to implement strategies to meet consumer needs.
11. 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.
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.

Key Accountabilities and Responsibilities:

- The Clinical Lead will work collaboratively with the Clinical Director and Nurse Unit Manager to lead and manage the activities of Emergency Medicine in accordance with hospital/service policy and administrative instructions as varied from time to time.

- The Clinical Lead will have due regard for the professional expertise and special knowledge of clinical staff members for Emergency Medicine and will extend to them professional autonomy in so far as that is consistent with the effective management of the stream and of the hospital/service.
- The occupant will be required to work under the broad direction of the Clinical Director Emergency Medicine to whom he/she reports.
- The occupant will work collaboratively with other service Clinical Directors and Clinical Leads, Nursing Directors/Managers, Allied Health leaders and Executive Director of Medical Services of the hospital to assist in providing leadership to services at a state-wide level.
- 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. Recent experience working as a specialist medical practitioner in a relevant specialty in an acute setting.
2. Highly developed communication, consultation and interpersonal skills.
3. Demonstrated ability to lead a multidisciplinary team.
4. Knowledge and understanding of continuous quality improvement principles including employment equity.
5. Knowledge of occupational safety and health principles including maintaining a Duty of Care.

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.