

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-II
<b>Award/Agreement:</b>	Medical Practitioners (Public Sector) Award
<b>Group/Section:</b>	Hospitals North/North West Mersey Community Hospital and North West Regional Hospital
<b>Position Type:</b>	Permanent/Fixed-Term, Full Time/Part Time
<b>Location:</b>	North West
<b>Reports to:</b>	Director/Head of Department of Emergency Medicine
<b>Effective Date:</b>	July 2018
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment
<b>Essential Requirements:</b>	Specialist or limited registration with the Medical Board of Australia in a relevant specialty  Current Driver's Licence  <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>

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 Department of Emergency Medicine at the North West Regional Hospital (NWRH) and Mersey Community Hospital (MCH) within the limits of specific clinical privileges.

Be involved in quality improvement activities and undergraduate, post-graduate and other teaching at the NWRH and MCH.

Participate in retrieval and support of district hospitals and rural GP's.

## Duties:

1. Provide specialist treatment and care for public hospital patients in the Department of Emergency Medicine at NWRH and MCH. Has prime medico-legal responsibility for care provided to allocated patients.
2. Arrange onward referral of patients for medical services not available locally.
3. Participate in an out-of-hours on call roster with other specialists as rostered.
4. Liaise with specialist colleagues as necessary for the care of hospital patients.
5. Provide a consultative service to other specialist units.
6. Supervise and teach junior medical staff and medical students attached to the clinical unit.
7. Participate in the undergraduate and post graduate teaching programs of the hospital.
8. Ensure that clinical records maintained on patients of the unit are timely, accurate and comprehensive.
9. Render emergency medicine medical services to the NWRH and MCH.
10. Ensure good communication regarding patient care with referring units and community practitioners.
11. Participate in such hospital committees and administrative matters as required by the Director Emergency Medicine or the Executive Director of Medical Services.
12. Participate in continuous quality improvement activities as approved by the Director Emergency Medicine.
13. Participate in clinical research approved by the hospital research committee.
14. Observe all hospital by-laws and statutory regulations.
15. 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.
16. 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:

Accountable to the Director Emergency Medicine, the Staff Specialist - Emergency Medicine is responsible for:

- Junior medical staff and medical students attached to the clinical unit.
- Where applicable, exercising 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.
- Complying 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
  - e. serious traffic offences
2. Identification check
3. Disciplinary action in previous employment check.

## Selection Criteria:

1. Sound knowledge of current specialty practice in Emergency Medicine.
2. Demonstrated ability to provide specialty services as defined by allocated clinical privileges. In particular to provide acute resuscitation services to the critically ill.
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 relative 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 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](#).