

DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Registrar/Senior Registrar
<b>Position Number:</b>	526162
<b>Classification:</b>	Medical Practitioner Level 5-11
<b>Award/Agreement:</b>	Medical Practitioners (Public Sector) Award
<b>Group/Section:</b>	Hospitals North – Primary Health Services Palliative Care North
<b>Position Type:</b>	Permanent, Full Time
<b>Location:</b>	North
<b>Reports to:</b>	Staff Specialist - Palliative Care
<b>Effective Date:</b>	July 2021
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment and Recurrent
<b>Essential Requirements:</b>	General or limited registration with the Medical Board of Australia <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>
<b>Desirable Requirements:</b>	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:

The Registrar/Senior Registrar is responsible for the day to day management of palliative private and public inpatients and outpatients within the Launceston General Hospital and provision of medical support to palliative clients in the community and the Melwood Specialist Palliative Care Unit, as required.

## Duties:

1. Admission and care of patients and liaison with Specialist Medical Staff regarding patients.
2. Attend Specialist ward rounds and record all decisions made in the medical history.
3. Timely response to calls by members of the patient's care team.
4. Ensure that consultations occur when requested.
5. Interact with families or carers of patients.
6. Accurate and timely recording of drugs and treatment.
7. Undertake procedures as required.
8. Accurate, comprehensive and contemporaneous recording in the medical record including progress notes each day.
9. Discharge planning.
10. Provide Discharge Summary compliant with policy (or the appropriate standards) to ensure safe clinical handover to community-based care providers.
11. Provide after-hours cover as directed and short-term relief in other areas as required by the employer.
12. Involvement in Quality Assurance activities.
13. Involvement in educational activities or evidence of further self-directed learning as per registration requirements.
14. Supervision of Residents, Interns and Medical Students.
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, safeguarding practices for vulnerable people, 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:

The Registrar/Senior Registrar works under the direction and supervision of Specialist Medical staff, and is responsible for:

- Adherence to professional protocols, policies, clinical pathways and standards.
- Demonstrating sound judgement and competence in accordance with skills and knowledge when undertaking tasks.
- Ensuring work is carried out in accordance with relevant Work Health and Safety legislation and procedures.

- Championing a child safe culture that upholds the *National Principles for Child Safe Organisations*. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.
- 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
2. Identification check
3. Disciplinary action in previous employment check.

\*As required by the Commonwealth Home Support Program and/or the Aged Care Act, occupants of this role are required to undertake a conviction check assessment every three years.

## Selection Criteria:

1. Demonstrated understanding of “Good Medical Practice - A Code of Conduct for Doctors in Australia”.
2. Demonstrated commitment to medicine, including rural and regional medicine in Tasmania.
3. Knowledge of recent advances in medicine including current drugs and technology.
4. Demonstrated effective communication skills with patients, their family/carers, medical colleagues and other health professionals.
5. Demonstrated understanding of patient's rights and responsibilities.

## 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 of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

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](#).