

Position description

Medical Clinical Advisor - Notifications

Position data

Position no.	Various	Review Date	27.06.17
Work level	Level 9	Directorate/business unit	Regulatory Operations
Reports to (role)	National Manager Clinical Support	Operating budget	Regulatory Operations
Number of direct reports	Nil	Location	Any AHPRA Office Location
Positions reporting to this role	Nil	Status	Part time, fixed term contract
Number of indirect reports	Nil	Closing Date	Please refer to job advertisement for closing date.

Position purpose

Effective management of, and decision-making about, notifications about medical practitioners relies on the availability of well-informed clinical advice at multiple stages of the process. The purpose of the role is to review all incoming medical performance notifications, provide and/or source clinical – including independent expert - advice about their management, contribute to discussions with practitioners, review briefing information sent to experts, performance assessors and health assessors, assist notification officers to understand the clinical context in which notifications arise, assist compliance officers in formulating clinically relevant registration restrictions and provide clinical input to reports to the Board.

Key result areas

Accountabilities	Key Activities
Clinical (medical) advice – case conferencing	<p>Attend case conferences as requested to discuss regulatory issues and provide clinical advice.</p> <p>Provide personally, or source, timely expert clinical advice to staff working in Notifications and Compliance teams throughout Australia.</p> <p>In particular -</p> <ul style="list-style-type: none"> • review and provide advice on incoming medical performance notifications, • lead and contribute to, performance discussions with practitioners, • provide and/or source clinical – including independent expert - advice about notification management (issues raised, risk, sources of information), • review briefing information sent to independent experts and health or performance assessors, • review responses and reports received and interpret their clinical content • assist notification officers to understand the clinical context in which notifications arise, • assist compliance officers to understand the practice, impairment and performance aspects of cases under their management and contribute to the formulation of clinically meaningful registration restrictions,
Continuous improvement	<p>Lead and contribute to improvement in the management of performance notifications about medical practitioners and to the development of policies and processes.</p> <p>Contribute to the Joint Consideration process with health complaints entities.</p>

Stakeholder engagement	<p>Responsible for timely and accurate responses to enquiries from AHPRA staff, health practitioners, employers, education providers about matters relating to management of performance notifications about medical practitioners</p> <p>Assist team leaders and managers in notifications and compliance to brief stakeholders of a case</p> <p>Establish and maintain effective professional working relationships with practitioners undergoing performance investigation their support staff, legal practitioners and members of the Board</p> <p>Liaise with all relevant parties including the Board, assessors, health practitioners, legal representatives and other interested parties in relation to the investigation and resolution of notifications and compliance monitoring cases</p>
Mandatory Accountabilities	
Our way of working	<p>Incorporate the AHPRA Way of Working into daily work practices.</p> <p>Comply with the AHPRA Code of Conduct and all other AHPRA policies and procedures.</p> <p>Adhere to and apply the information contained in any AHPRA mandatory or job related training.</p>
Workplace Health & Safety Management	<p>Adhere to AHPRA's workplace health and safety policies and procedures.</p> <p>Take reasonable care for own and others health and safety.</p> <p>Identify and report any health and safety problem, hazard/risk or defect which may give rise to danger.</p> <p>Report any health and safety incident immediately and implement measures to rectify cause.</p> <p>Ensure you complete all mandatory or additional workplace health and safety training as required by AHPRA.</p> <p>Follow any reasonable instruction by management in relation to workplace health and safety.</p>
Customer Service	<p>Aim to deliver a professional, proactive, accurate, efficient, confidential and customer focused service to a wide range of internal and external stakeholders.</p>
Self Development	<p>Participate in periodic performance appraisals.</p> <p>Complete agreed activities in performance improvement plans or development plans.</p>

Key requirements

Key stakeholders	Qualifications / experience	Personal attributes
Internal Notifications staff Compliance and Monitoring staff National Notifications Team members Medical Board of Australia State and Territory Medical Boards	Required Qualifications enabling registration as a medical practitioner in Australia Unrestricted medical registration Extensive experience and current practice in specialty area Demonstrated computer literacy	Demonstrated ability to exercise judgment and resolve issues independently, consistent with organisational objectives and delegations of authority Strong written communication and interpersonal skills with the ability to build and maintain productive working relationships with a range of internal and external stakeholders
External Medical Defence Organisations Professional Colleges Colleagues in the medical profession	Desirable Regulatory experience Medical administrative experience and/or Fellowship	Strong organisational skills including the ability to effectively prioritise and manage multiple tasks and deadlines whilst ensuring attention to detail Ability to work autonomously or collaboratively as part of a team