

## DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Registrar - Emergency Department (ED)
<b>Position Number:</b>	503232
<b>Classification:</b>	Medical Practitioner Level 5-11
<b>Award/Agreement:</b>	Medical Practitioners (Public Sector) Award
<b>Group/Section:</b>	Hospitals North/North West – Launceston General Hospital
<b>Position Type:</b>	Permanent, Full Time
<b>Location:</b>	North
<b>Reports to:</b>	Director - Emergency Department
<b>Effective Date:</b>	June 2020
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment
<b>Essential Requirements:</b>	<p>General or Limited Registration with the Medical Board of Australia</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>
<b>Desirable Requirements:</b>	<p>Evidence of current Advanced Life Support or equivalent Emergency Life Support course certification and up-to-date resuscitation skills</p> <p>Engagement in a relevant training program, such as ACEM/FACCRM/EMC/EMD or equivalent qualifications</p>

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:

Provision of quality, timely clinical care to all patients attending the Emergency Department (ED).

Collaboration throughout the organisation to ensure seamless care across the patient journey.

Bring pride, passion, skill and enthusiasm to the ED.

## Duties:

1. Initiate, maintain, and be responsible for, the clinical care of emergency department patients, as part of the ED multidisciplinary team.
2. Attend and contribute to a rostered teaching program, and actively engage in regular performance feedback and career progression planning sessions.
3. Support junior medical staff and students in the Department to ensure appropriate care is delivered to patients and staff have opportunities to progress their skills and knowledge.
4. Actively participate in relevant ED quality improvement projects and clinical audits as requested by the Director - ED / leadership team.
5. Continually progress skills and knowledge, through either a formal training program/qualification or personal professional development opportunities.
6. Maintain accurate, timely and comprehensive medical records, including the provision of discharge summaries compliant with relevant policies.
7. 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.
8. 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 Specialist Medical Staff and the Director - ED, the Registrar - ED will be responsible for:

- Adherence to hospital and 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
- 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.

## Selection Criteria:

1. Sound knowledge of current practice in Emergency Medicine in Australia, and some understanding of regional emergency medicine.
2. Demonstrated ability to provide services to emergency patients, including acute resuscitation services to the critically ill.
3. Recent experience in acute hospital settings.
4. Demonstrated ability to work within a multi-disciplinary team of medical, nursing, allied health and support staff.
5. Demonstrated effective communication skills towards patients, relatives 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 professional development and 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](#).