

## Functional Statement

<b>Position Title:</b> Elective Neurology Trainee – Neuroimmunology/Neuromuscular	<b>Effective Date:</b> 29 May 2020 (for appointment from 31 <sup>st</sup> Jan 2022)
<b>Clinical Stream/Unit:</b> Acute Medicine / Department of Neurology	
<b>Award:</b> Medical Practitioners ( <b>Tasmanian State Service</b> )	<b>Location:</b> South
	<b>Classification:</b> Medical Practitioner Level 5-11
<b>Length of Appointment:</b> Fixed Term for 1 year	<b>Reports to:</b> Director of Neurology, Royal Hobart Hospital

### Function Objectives:

- The Elective Neurology Trainee (Neuroimmunology/Neuromuscular) position is for an advanced trainee in neurology seeking experience and training in a subspecialty of neurology. The current subspecialty fields being offered are in neuroimmunology (including multiple sclerosis) and neuromuscular (including training in nerve conduction studies and EMG).
- The trainee in these areas will perform under supervision subspecialty clinics in the above areas, as well as nerve conduction studies and EMG on both inpatients and outpatients.
- Engage in appropriate clinical research within hospital and university settings, as determined by the staff from the Department of Neurology at Royal Hobart Hospital and University of Tasmania.
- Responsible to the Director of Neurology, Department of Neurology, Royal Hobart Hospital

### Primary Tasks Associated with Function:

1. Assess and manage outpatients in subspecialty clinics in the above areas, under supervision.
2. Perform nerve conduction studies and EMG on both inpatients and outpatients, under supervision.
3. Participate in research in the above subspecialty areas, under guidance from relevant staff.
4. Participate in afterhours on call duties (including attendance to hospital) for emergency patients and inpatients with acute neurological symptoms for assessment and management, including consultations from other specialty units.
5. Participate in teaching, for first and second year neurology trainees, other registrars and residents, medical students, general practitioners and other health professionals.
6. 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 jobs at this classification level.

**Scope of Function Performed:**

- As per Generic Statement of Duties for Registrars
- Uphold professional and ethical standards of the medical profession as a whole, and Royal Australasian College of Physicians in particular

**Essential Requirements:**

- General or unconditional registration with the Medical Board of Australia
- Current Tasmanian Working with Children Registration
- 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. Interest, aptitude and commitment to learning and practice in Neurology.
2. High level skills in assessment and management of neurological symptoms and disorders, including both subspecialty and general disorders.
3. Demonstrate effective communication skills with colleagues, patients, their family/carers, medical colleagues, research participants, research/university staff and other health professionals.
4. Ability to manage and prioritise time and workload demands for both clinical and research responsibilities.

**Working Environment:**

The Department of Health (DoH) and Tasmanian Health Service (THS) are committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health and human services system, and value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

*State Service Principles and Code of Conduct:* The minimum responsibilities required of officers and employees of the State Service are contained in the *State Service Act 2000*. The State Service Principles at Sections 7 and 8 outline both the way that employment is managed in the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Officers and employees who are found to have breached the Code of Conduct may have sanctions imposed.

The *State Service Act 2000* and the Employment Directions can be found on the State Service Management Office's website at <http://www.dpac.tas.gov.au/divisions/ssmo>

*Fraud Management:* The Department of Health and Tasmanian Health Service have a zero tolerance to fraud. Officers and employees must be aware of, and comply with, their Agency's fraud prevention policy and procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager, the Director HR Management and Strategy or to the Manager Internal Audit. DoH and THS are committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and are conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the *Public Interest Disclosure Act 2002*. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the *State Service Act 2000*.

*Delegations:* This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position. DoH and the THS have a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of their Agency's fraud policy and reporting procedures.

*Blood borne viruses and immunisation:* Health Care Workers (as defined by DoH and THS policy) with the Department of Health and Tasmanian Health Service are expected to comply with their Agency's policies and procedures relating to blood borne viruses and immunisation, including against Hepatitis B. Depending on the level of risk associated with their duties, Health Care Workers may be required to demonstrate current immunity, previous seroconversion to Hepatitis B or immunity following vaccination.

*Records and Confidentiality:* Officers and employees of the Department of Health and the Tasmanian Health Service are responsible and accountable for making proper records. Confidentiality must be maintained at all times and information must not be accessed or destroyed without proper authority.

*Smoke-free:* The Department of Health and the Tasmanian Health Service are smoke-free work environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.