

Statement of Duties

Position Title: Specialist Medical Practitioner - Alcohol and Drug Service	Position Number: 519733	Effective Date: February 2021
Group: Community, Mental Health & Wellbeing – Alcohol and Drug Service		
Section: Statewide Mental Health Services	Location: South	
Award: Salaried Medical Practitioners (Tasmanian State Service) Agreement	Position Status: Permanent/Fixed-Term/Casual	
	Position Type: Full Time/Part Time/Casual	
Level: I-III	Classification: Specialist Medical Practitioner	
Reports To: Specialty Director		
Check Type: Annulled	Check Frequency: Pre-employment	

Focus of Duties:

Provide direct patient care, expert medical advice and clinical leadership across Alcohol and Drug Services (ADS) Statewide, working within a multidisciplinary health Team to facilitate the comprehensive assessment, planning and implementation of appropriate clinical management for persons who are dependent on alcohol and or drugs including:

- Assess the appropriateness of methadone, buprenorphine or depo buprenorphine treatment for opioid dependent persons.
- Advise clients on the appropriate treatment of their drug or alcohol dependence and related problems and implement or facilitate such treatment.
- Prepare a treatment plan and safely induct onto the selected opioid pharmacotherapy and provide on-going clinical and laboratory monitoring and adjustments of the methadone, buprenorphine or dep buprenorphine dose.
- Assess and implement of facilitate safe alcohol and/ or other drug withdrawal management in the inpatient or ambulatory care setting, as appropriate to the clinical and social circumstances of the patient.

Provide education to patients, particularly in relation to healthy lifestyles, adaptive behaviour changes and, importantly, education about avoiding or minimising risky substance use behaviours.

Undertake comprehensive medical assessments which include a full medical and drug taking history, physical examinations and laboratory investigations, as appropriate.

Participate in case conferences with other team members to facilitate individualised treatment, and to plan further clinical management strategies.

As part of the medical assessment, undertake screening of patients for common manifestations of alcohol and drug related harm including, for example, liver disease, psychiatric disorders and other medical problems. This will include screening for complications, which arise from needle sharing and high-risk sexual behaviours, such as viral hepatitis, HIV, HBC and HCV infection and other sexually transmitted diseases.

Participate in the provision of addiction medicine consultation and liaison services to acute care tertiary services and to primary health care and human services.

Provide specialist medical consultation/liaison services to medical practitioners, health professionals and generalist health providers, both in hospital and community settings in relation to the appropriate management of persons who have a substance use related problem.

Initiate and participate in the training of medical practitioners with an interest in becoming an opioid pharmacotherapy prescriber

Provide clinical and other teaching to medical students, medical practitioners and other health professionals and non-professional groups. This includes training about harm minimisation principles and the assessment and prevention and treatment of alcohol and other drug dependence and related disabilities.

Duties:

1. Work within a multidisciplinary health team to facilitate the comprehensive assessment, planning and implementation of appropriate clinical management for persons who are dependent on or who have problems related to the use of alcohol and or other drugs.
2. Assess and prepare treatment plans, provide treatment and review and monitor progress of patients admitted to the inpatient withdrawal unit, patients managed through community based services and patients treated through the public Opioid Pharmacotherapy Program, in accordance with ADS policies and clinical protocols. This may include occasional travel to Launceston and Ulverstone to provide medical services to patients of ADS living in the North and North West.
3. Provide operational information and reports to the Manager ADS South and the Speciality Director.
4. Contribute to the development of policies and procedures for clinical services including the ADS inpatient withdrawal unit and Opioid Pharmacotherapy Program.
5. Provide specialist medical advice to private prescribers in relation to the safe and appropriate clinical management of complex pharmacotherapy clients.
6. Undertake comprehensive medical assessments as appropriate.
7. Provide specialist training for doctors wishing to become opioid pharmacotherapy prescribers in Tasmania and facilitate their accreditation by the ADS Speciality Director.
8. Provide teaching to UTAS medical students on matters related to the prevention and the assessment and treatment of alcohol and other drug related problems.
9. Provide teaching to residents and registrars in the physician, psychiatry and general practice training programs, including those undertaking the Addiction Medicine training program, on matters related to the prevention and the assessment and treatment of alcohol and other drug related problems.
10. Contribute to and participate in the clinical governance of the ADS.
11. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.
12. 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.

Scope of Work Performed:

Clinical Governance will be provided by the Speciality Director, with broad operational direction and support provided by the Manager ADS South as appropriate to the location of appointment.

The Specialist Medical Practitioner - ADS will:

- Work collaboratively within a multidisciplinary team and with key stakeholders to ensure the ongoing effectiveness of the public and private sector Pharmacotherapy Program.
- Participate in an on-call roster with other members of medical staff.
- Be expected to exercise a significant level of independent clinical judgement in completing the primary tasks.
- Be expected to act with integrity and in an ethically honourable manner.
- Comply at all times with policy and protocol requirements, in particular those relating to mandatory education, training and assessment.

Essential Requirements:

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 of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.

- Specialist or limited registration with the Medical Board of Australia in a relevant specialty.
- 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. Demonstrated knowledge and ability to implement evidence-based practices, adhere to contemporary clinical standards and policies and the philosophy of harm minimisation in the treatment of drug and alcohol problems especially opioid dependence and co-occurring persistent non cancer pain and/ or mental health comorbidity
2. Demonstrated knowledge and skill in risk assessment and risk management in relation to the clinical management of clients with alcohol and other drug dependence and other problems.

3. Demonstrates capacity to exercise a significant level of independent clinical judgement in completing the primary tasks, while taking into account relevant policies and protocols and working as a team player in engaging and providing clinical leadership to the multi-disciplinary team decision making process when appropriate.
4. Demonstrates a patient focus by displaying personal qualities of respect, politeness and empathy while at the same time, being able to confidently balance this with duty of care considerations requiring appropriately responsive and confident clinical decision-making to enhance clinical safety and clinical outcomes.
5. Demonstrates resilience in the face of adversity and good conflict resolution, negotiation and liaison skills.
6. Demonstrates high level of written and oral communication skills.
7. Accredited methadone and buprenorphine prescriber in Tasmania, similar experience interstate, or the ability to quickly achieve accreditation.

Working Environment:

- Employment is conditional upon the recommendation of the Credentials and Clinical Privileges Committee that the applicant is able to fully and adequately fulfil the responsibilities of the position.
- Staff employed against this Statement of Duties as a Visiting Medical Practitioner will be employed in accordance with the Tasmanian Visiting Medical Practitioners (Public Sector) Agreement and remunerated accordingly.
- On Call Roster and call back work is a requirement of this role.

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 has 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 Chief People Officer or to the Manager Internal Audit. The 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 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.