DEPARTMENT OF HEALTH

Statement of Duties

|  |  |
| --- | --- |
| **Position Title:** | Career Medical Officer |
| **Position Number:** | Generic |
| **Classification:**  **Award/Agreement:** | Career Medical Officer Level 1-7  Medical Practitioners (Public Sector) Award |
| **Group/Section:** | Hospitals South, Hospitals North and Hospitals North West and  Community, Mental Health and Wellbeing – Statewide Mental Health Services |
| **Position Type:** | Permanent/Fixed-Term/Casual, Full Time/Part Time/Casual |
| **Location:** | South, North, North West |
| **Reports to:** | Head of Department |
| **Effective Date:** | May 2020 |
| **Check Type:** | Annulled |
| **Check Frequency:** | Pre-employment |
| **Essential Requirements:** | General or limited registration with the Medical Board of Australia  Current Working with Children Registration (where applicable and as determined by individual position 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 if a registration/licence is revoked, cancelled or has its conditions altered.* |
| **Position Features:** | Participation in after-hours and oncall roster services may be required |

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:

Responsible for the day to day management of private and public inpatients and outpatients within the allocated site/facility.

Provide after-hours emergency cover at the allocated site/facility as determined by the Head of Department.

### Duties:

1. Admission and care of patients including daily ward round and liaison with Consultants regarding patient care.
2. Attend Consultant ward rounds and record all decisions made in the patient medical record.
3. Promote and maintain close links with multidisciplinary team assigned to patient.
4. Respond to calls by Registered Nurses related to patient care as soon as possible.
5. Undertake procedures as required.
6. Ensure accurate and timely recording of drugs and treatment administered to patients, including inclusion of progress notes each day.
7. Discharge Planning.
8. Completion of interim or full discharge summaries on inpatients as required.
9. Communicate with patients and/or relatives as required.
10. Supervision of Residents, Interns and Medical Students.
11. Participation in medical student teaching and in-service training of staff.
12. Participation in educational activities and self-directed professional development.
13. 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.
14. 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 Career Medical Officer is expected to work with a high level of individual responsibility but is accountable to the Head of Department for all aspects of performance. Direction and supervision are provided by consultant staff, as well as the Head of the Department.

The occupant of this role is responsible for:

* Adherence to professional protocols, policies, clinical pathways and standards.
* Demonstrating sound judgement and competence with skills and knowledge when undertaking tasks.
* The level and quality of medical care provided.
* Champion 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, exercise 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.
* Comply 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:
   1. crimes of violence
   2. sex related offences
   3. serious drug offences
   4. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

### Selection Criteria:

1. Demonstrated clinical experience to exercise independent medical judgement and to work with minimal assistance from colleagues.
2. Knowledge of recent advances in medicine, including current drugs and technology.
3. Commitment to delivering sound clinical outcomes within the resource capacity of the service.
4. Knowledge and understanding of patient’s rights and responsibilities.
5. High level communication and interpersonal skills with ability to work as a member of a multidisciplinary team.
6. Effective conflict resolution and counselling skills.
7. Commitment to National Quality and Safety Healthcare Standards.

### 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 | Tasmanian Department of Health](https://www.health.tas.gov.au/consumer-and-community-engagement-principles).