

## DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Visiting Medical Specialist
<b>Position Number:</b>	Generic
<b>Classification:</b>	Visiting Medical Specialist Level 1-4
<b>Award/Agreement:</b>	Visiting Medical Practitioners (Public Sector) Agreement
<b>Group/Section:</b>	Hospitals South – Women's, Adolescent and Children's Services Obstetrics and Gynaecology
<b>Position Type:</b>	Fixed-Term/Casual, Part Time/Casual
<b>Location:</b>	South
<b>Reports to:</b>	Director - Obstetrics and Gynaecology
<b>Effective Date:</b>	May 2014
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment
<b>Essential Requirements:</b>	<p>Specialist or limited registration with the Medical Board of Australia in a relevant specialty</p> <p>Current Working with Children Registration</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>

*Note: 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:

Provide quality specialist medical services to Obstetrics and Gynaecological Services for patients of the Royal Hobart Hospital (RHH) within the limits of specified clinical privileges.

## Duties:

1. Provide specialist diagnosis, treatment and care for public and private obstetrics and gynaecology inpatients and outpatients of the RHH in accordance with Hospital policies.
2. Liaise with specialist colleagues as necessary for the care of hospital patients.
3. Assist in arranging onward referral of patients for medical services not available locally
4. Participate in out of hours' on-call roster for inpatients and emergency patients.
5. Follow recommended practices according to hospital guidelines and Department of Women's and Children's guidelines, THS-South policies and protocols
6. Supervise and teach junior medical staff and medical students attached to the clinical unit and participate in the undergraduate and postgraduate teaching programs of the hospital.
7. Ensure that accurate and comprehensive clinical records maintained on patients treated.
8. Participate in continuous quality improvement and clinical research activities as approved or required by the Director - Obstetrics and Gynaecology.
9. Participating in College-based programs directed towards maintaining the highest standards of professional care.
10. Participating in personal performance appraisal.
11. 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:

- Responsible to the Director - Obstetrics and Gynaecology for the provision of medical services to public and private patients of the RHH.
- Required to operate independently acting within hospital by-laws and statutory regulations and clinical privileges as defined.
- Responsible for the junior medical staff and medical students attached to the clinical unit.
- Works unsupervised, but liaises closely with professional colleagues and the Director - Obstetrics and Gynaecology.
- 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.
- 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.

## 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 specialty practice in Obstetrics and Gynaecology.
2. Demonstrated ability to provide services as defined by allocated clinical privileges.
3. Recent experience in an acute hospital setting.
4. Demonstrated ability to lead a multi-disciplinary team of medical, nursing and allied health staff.
5. Demonstrated effective communication skills in dealing with patients, their relatives and professional colleagues.
6. Evidence of ongoing participation and commitment to continuing medical education.
7. Demonstrated commitment to ensuring and reviewing quality of patient care by participation in peer review and quality improvement activities or programs.

## 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](#).