

DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Registrar (Non Accredited) Surgical
<b>Position Number:</b>	512809, 512810, 527023
<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 Acute and Subacute Services
<b>Position Type:</b>	Permanent/Fixed-Term, Full Time/Part Time
<b>Location:</b>	North
<b>Reports to:</b>	Director of Surgery
<b>Effective Date:</b>	April 2019
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment
<b>Essential Requirements:</b>	General or limited registration with the Medical Board of Australia <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>

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:

Daily management of the Surgical Unit's patients and clinical activities within the limits specified with your clinical privileges.

## Duties:

1. Allocation to a Surgical Unit/Intensive Care Unit as directed by the Director of Surgery.
2. Clinical assessment of all elective and emergency patients admitted to the Unit, both at their admission and at least daily thereafter. This includes assisting the Intern with patients in the Pre-Admission Clinic.
3. Ensure that all clinical, assessments, theatre records, management plans and any subsequent alterations are written regularly in the patients' medical records. The frequency of the recording in the notes should be relative to the illness of the patient, i.e. at least daily for ill and post-operative patients, and at least every 2/7 for long stay non-acute patients.
4. Participate in theatre sessions and outpatient clinics, as rostered or in consultation with the Unit Consultant/ Director of Surgery.
5. Assessment of those patients referred by other Units for the Unit Consultant's opinion.
6. Close liaison with other health staff involved in patient care.
7. Efficient and effective discharge planning including writing discharge summaries.
8. Participate in all Unit ward rounds that take place during the daily rostered hours and at other times after agreement with the Unit Consultant/Director of Surgery.
9. Participate in Unit clinical trials and research.
10. Undertaking and/or supervision of data collection for quality assurance and research purposes, as required by the Unit Consultant or Director of Surgery. Presentation of this data at the Morbidity and Mortality meetings.
11. Close supervision of residents with regard to clinical procedures and management and to act as an administrative resource.
12. Ensure the efficient completion of administrative duties, such as theatre lists, whether done personally or by the Resident.
13. Attendance at all designated Unit/Department meetings and post-graduate teaching sessions, especially Clinical Meetings.
14. Participate in the Surgical On-Call Roster and Surgical Registrar Night Shifts.
15. 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.
16. 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:

- Directly responsible to the Consultant, Head of Unit and Director of Surgery.
- Adherence to hospital and professional protocols and standards.
- Responsible for daily management of each patient in the Unit.
- Close supervision of junior staff.

- Consultant and/or Senior Registrar supervision when required or requested.
- Operate unsupervised only after consultation with the surgeon responsible for the definitive care and outcome of the patient.
- 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:
  - 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. Over 2 years post-graduate clinical experience in related fields.
2. Study for, possession of, the relevant post-graduate qualifications.
3. The desire to specialise in a related specialty.

## 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](#).