

DEPARTMENT OF HEALTH

Statement of Duties

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| Position Title: | Staff Specialist - ENT |
| Position Number: | 525674 |
| Classification: | April 2021 |
| Award/Agreement: | Medical Practitioners (Public Sector) Award |
| Group/Section: | Hospitals South – Royal Hobart Hospital Ear, Nose and Throat (ENT) |
| Position Type: | Permanent, Full Time |
| Location: | South |
| Reports to: | Head of Department (ENT) |
| Effective Date: | April 2021 |
| Check Type: | Annulled |
| Check Frequency: | Pre-employment |
| Essential Requirements: | <p>Specialist or limited registration with the Medical Board of Australia in a relevant specialty</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> |
| Position Features: | <p>On Call Roster and undertake call back work</p> <p>Work outside normal hours conducting weekend ward rounds as required</p> |

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:

Provide clinical services of the highest possible standard for Ear, Nose and Throat (ENT) patients.

Actively pursue improved outcomes for ENT patients by participating in teaching and research relevant to ENT Surgery.

Duties:

1. Provide services in ENT including diagnosis, treatment and care for patients, both inpatient and outpatient, at the Royal Hobart Hospital (RHH), and where appropriate other hospitals in Tasmania.
2. In consultation with other clinical services assist with the management of RHH patients.
3. Participate in undergraduate and postgraduate teaching programs.
4. Undertake research in ENT.
5. Participate in an out of hours On Call Roster.
6. Participate in such Hospital committees and administrative matters as required by the Chief Executive Hospitals South, Head of Department (ENT) and/or the Clinical Directors.
7. Participate in continuous quality improvement activities.
8. Observe all hospital policies and procedures and statutory regulations.
9. 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.
10. 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:

Provide a high-quality service to patients under the direction of the Head of Department (ENT) within the Surgical and Perioperative stream of the RHH by:

- Providing appropriate clinical care to patients;
- Coordinating the follow up care of patients;
- Attending inpatients rounds and consulting clinics as scheduled;
- Contributing to an after hours on-call service in accordance with a roster; and
- Ensuring effective communication with care providers, especially General Practitioners, to promote continuity of patient care.

Demonstrate a commitment to continuous service improvement by:

- Participating in the development of clinical guidelines and protocols;
- Attending and participating in clinical and departmental meetings;
- Participating in departmental peer review and audit activities;
- Continuously reviewing existing practices and promoting change where required;
- Participating in quality improvement programs undertaken by the RHH;
- Participating in College-based programs directed towards maintaining the highest standards of professional care; and
- Participating in personal performance appraisal.

Demonstrate a commitment to personal and professional development by:

- Attending conferences to maintain and enhance knowledge; and

- Participating in programs designed to provide personal growth and development.

Demonstrate a commitment to the provision of a multidisciplinary approach to clinical care by:

- Working harmoniously with all members of the clinical team; and
- Being responsive to the expectations and needs of both clinical and non-clinical colleagues.

Engender a consumer focus in service delivery by:

- Ensuring consumers are able to exercise their rights and responsibilities,
- Ensuring that patients and families are given adequate information upon which to base treatment decisions and follow up;
- Being responsive to complaints from patients and their relatives; and
- Demonstrating empathy for patients and their families.

Provide appropriate support, direction and training to trainee medical officers, nurses and medical students in liaison with the Professor of Surgery, University of Tasmania by:

- Providing appropriate direction and supervision to Registrars, Resident Medical Officers and Interns;
- Acting as a role model and mentor for trainee medical staff, nurses and medical students; and
- Participating in the education of trainee medical staff, nurses and medical students.

Participate in and contribute to the academic life of the Department by:

- Conducting research;
- Participating actively in postgraduate educational activities eg: Grand Rounds
- Contributing to the supervision of postgraduate students.

Promote and contribute to the maintenance of a safe working environment by:

- Complying with Work Health and Safety (WH&S) and welfare policies and other written arrangements for WH&S and welfare at work;
- Participating in relevant WH&S and welfare programs;
- Complying with any reasonable instruction and following safe-work practices in relation to WH&S and welfare at work;
- Participating in training programs and on the job training programs for WH&S and welfare;
- Reporting all incidents, accidents and observed hazards to their supervisor or manager as soon as possible and assisting in the investigation process;
- Supporting the role of the health and safety representatives by keeping them informed of any issues relating to WH&S and welfare in the workplaces;
- Ensuring that you are not, by the consumption of alcohol or a drug, in such a state as to endanger their own health, safety at work or the health and safety or any other person;
- Participating in appraisals to evaluate WH&S performance;
- 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; and
- 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. Demonstrated ability to provide inpatient and outpatient clinical care at a tertiary referral teaching hospital standard.
2. Demonstrated ability to manage patients within the Discipline of ENT Surgery and the ability to work with a multidisciplinary team of medical, nursing, and health professional staff.
3. Proven capacity for undergraduate and post-graduate teaching.
4. Demonstrated ability to undertake and manage research activities.
5. Demonstrated ability to communicate effectively and maintain good interpersonal relationships in dealing with patients, their relatives and professional colleagues.
6. Knowledge of continuous quality improvement activities relevant to practice with the clinical discipline.
7. Evidence of ongoing participation and commitment to continuing medical education.
8. Demonstrated ability to function in an administrative capacity within a Hospital Department.

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](#).