DEPARTMENT OF HEALTH

Statement of Duties

|  |  |
| --- | --- |
| **Position Title:** | Registrar – Perioperative Medicine |
| **Position Number:** | 529681 |
| **Classification:** | Medical Practitioner Level 5-11 |
| **Award/Agreement:** | Medical Practitioners (Public Sector) Award |
| **Group/Section:** | Hospitals North – Launceston General Hospital  Acute and Subacute Services |
| **Position Type:** | Permanent/Fixed-Term, Full Time/Part Time |
| **Location:** | North |
| **Reports to:** | Director of Surgery |
| **Effective Date:** | June 2024 |
| **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.* |
| **Desirable Requirements:** | Over 2 years post-graduate clinical experience in related fields  Studying for or the possession of the relevant post-graduate qualifications.  The desire to specialise in a related specialty. |
| **Position Features:** | The position will require the occupant to participate in an on-call roster |

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 patients and clinical activities within the limits specified within the occupants’ clinical privileges.

### Duties:

1. Allocation to the Perioperative Medicine Unit of the Department of Surgery & Perioperative Services.
2. Clinical assessment of referred elective and emergency patients admitted to the Launceston General Hospital.
3. Ensure that all clinical, assessments, 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 patients.
4. Participate in outpatient clinics relevant to Perioperative Medicine (Pre-operative Assessment Unit & High-Risk Pre-Op Clinics), as rostered or in consultation with the Unit.
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 the compilation and documentation of such plans.
8. Participate in all Unit ward rounds that take place during daily rostered hours and at other times after agreement with the Unit Consultant or Unit Head.
9. Participate in Unit research including data collection for quality assurance, and audit as required by Unit Head.
10. Presentation at Mortality and Morbidity meetings of departments affiliated with the Unit (Department of Surgery, Department of Anaesthesia and Department of Medicine.
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. 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.
15. 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 Registrar – Perioperative Medicine is responsible to the Perioperative Medicine Consultant, Head of Unit and Clinical Director of Surgery & Perioperative Services.

Consultant oversight and supervision will be provided when required or requested.

The occupant will;

* Adhere to hospital and professional protocols and standards.
* Be responsible for the daily management of each patient referred to the Unit.
* 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 understanding of “Good Medical Practice - A Code of Conduct for Doctors in Australia”.
2. Demonstrated commitment to medicine, including rural and regional medicine in Tasmania.
3. Knowledge of recent advances in medicine including current drugs and technology.
4. Demonstrated understanding of Infection Control principles.
5. Demonstrated effective communication skills with patients, their family/carers, medical colleagues and other health professionals.
6. Demonstrated understanding of patient's rights and responsibilities.

### 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).