Department of Health and Human Services
and Tasmanian Health Service

Statement of Duties

Position Title: Registrar	**Position Number:** Generic	**Effective Date:** May 2016
Group and Unit: Tasmanian Health Service (THS)		
Section: Various	**Location:** North, South, North West	
Award: Salaried Medical Practitioners (Tasmanian State Service) Agreement	**Position Status:** Permanent/Fixed-Term	
	Position Type: Full Time/Part Time	
Level: 5-11	**Classification:** Medical Practitioner	
Reports To: Staff Specialist		
Check Type: Annulled	**Check Frequency:** Pre-employment	

Focus of Duties:

Responsible for the day to day management of private and public inpatients and outpatients within the Hospital. Provide after-hours emergency cover at the hospital as determined by the Medical Staffing Unit.

Duties:

1. Admission and care of patients in the wards including a daily ward round and liaison with Specialist Medical Staff regarding patients.
2. Attend Specialist ward rounds and record all decisions made in the medical history.
3. Timely response to calls by members of the patient's care team.
4. Ensure that consultations occur when requested.
5. Interact with families or carers of hospital patients.
6. Accurate and timely recording of drugs and treatment.
7. Undertake procedures as required.
8. Accurate, comprehensive and contemporaneous recording in the medical record including progress notes each day.
9. Discharge planning.
10. Provide Discharge Summary compliant with THS policy (or the appropriate standards) to ensure safe clinical handover to community-based care providers.
11. Provide after-hours cover as directed and short-term relief in other areas as required by the employer.
12. Involvement in Quality Assurance activities.
13. Involvement in Hospital educational activities or evidence of further self-directed learning as per registration requirements.

14. Supervision of Residents, Interns and Medical Students.
15. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.
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 jobs at this classification level.

Scope of Work Performed:

- Responsible for adherence to Hospital and professional protocols, policies, clinical pathways and standards.
- Responsible for demonstrating sound judgement and competence in accordance with skills and knowledge when undertaking tasks.
- Responsible for ensuring work is carried out in accordance with relevant Work Health and Safety legislation and procedures.
- Direction and supervision provided by Specialist Medical Staff.
- Comply at all times with the THS policy and protocol requirements, in particular those relating to mandatory education, training and assessment.

Essential 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 of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.

- General or limited registration with the Medical Board of Australia.
- Current Tasmanian Working with Children Registration (where applicable and as determined by individual position requirements).
- 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.

Desirable Requirements:

- Current Driver's Licence (Burnie and Latrobe locations only)

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 effective communication skills with patients, their family/carers, medical colleagues and other health professionals.
5. Demonstrated understanding of patient's rights and responsibilities.

Working Environment:

- The position will require the occupant to participate in after-hours work.
- The positon will require the occupant to participate in an on call roster.

The Department of Health and Human Services (DHHS) and Tasmanian Health Service (THS) are committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health and human services system, and value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

State Service Principles and Code of Conduct: The minimum responsibilities required of officers and employees of the State Service are contained in the State Service Act 2000. The State Service Principles at Sections 7 and 8 outline both the way that employment is managed in the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Officers and employees who are found to have breached the Code of Conduct may have sanctions imposed.

The State Service Act 2000 and the Employment Directions can be found on the State Service Management Office's website at http://www.dpac.tas.gov.au/divisions/ssmo

Fraud Management: The Department of Health and Human Services and Tasmanian Health Service have a zero tolerance to fraud. Officers and employees must be aware of, and comply with, their Agency's fraud prevention policy and procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager, the Director HR Management and Strategy or to the Manager Internal Audit. The DHHS and THS are committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and are conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the Public Interest Disclosure Act 2002. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the State Service Act 2000.

Delegations: This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position. DHHS and the THS have a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of their Agency's fraud policy and reporting procedures.

Blood borne viruses and immunisation: Health Care Workers (as defined by DHHS and THS policy) with the Department of Health and Human Services and Tasmanian Health Service are expected to comply with their Agency's policies and procedures relating to blood borne viruses and immunisation, including against Hepatitis B. Depending on the level of risk associated with their duties, Health Care Workers may be required to demonstrate current immunity, previous seroconversion to Hepatitis B or immunity following vaccination.

Records and Confidentiality: Officers and employees of the Department of Health and Human Services and the Tasmanian Health Service are responsible and accountable for making proper records. Confidentiality must be maintained at all times and information must not be accessed or destroyed without proper authority.

Smoke-free: The Department of Health and Human Services and the Tasmanian Health Service are smoke-free work environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.