

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Staff Specialist - Infectious Diseases
Position Number:	526671
Classification:	Specialist Medical Practitioner Level I-I I
Award/Agreement:	Medical Practitioners (Public Sector) Award
Group/Section:	Hospitals North/North West – North West Regional Hospital
Position Type:	Permanent/Fixed-Term/Casual, Full Time/Part Time/Casual
Location:	North West
Reports to:	Clinical Director - Acute Medicine
Effective Date:	November 2021
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	<p>Specialist or limited registration with the Medical Board of Australia in a relevant speciality.</p> <p>Current Drivers Licence.</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 Requirements:	Participating in an on call roster is a requirement of this position.

Primary Purpose:

Provide specialist infectious diseases medical care to patients attending the North West Regional Hospital and Mersey Community Hospital within the limits of specified clinical privileges. Provide specialist support to infection prevention and control service, which would include membership on key groups/committees, support with the development of protocols/guidelines and clinical support to the IPC service and clinical units/services. Supervise outpatient antibiotic therapy service. Provide an antimicrobial stewardship service for North West Regional Hospital and Mersey Community Hospital. In-patient activities to include multi-disciplinary meetings, clinical audit, safety and service development activities. Deliver out-patient services in infectious diseases at North West Regional Hospital and Mersey Community Hospital. Be involved in research and quality improvement activities, undergraduate and post graduate teaching at both Hospitals.

Duties:

1. Provide specialist diagnosis, treatment and care for public hospital inpatients and outpatients in infectious diseases medicine. Involvement in provision of services in acute general medicine is negotiable.
2. Provide a consultative service in infectious diseases medicine to other specialist units, medical colleagues, allied health care workers, and local general practitioners.
3. Supervise activities, particularly in the areas of infection prevention and control, outpatient antibiotic therapy, antibiotic stewardship and refugee health.
4. Participate in an out-of-hours on call roster with other specialists as required, specifically with the Northern ID Specialist team.
5. Liaise with specialist colleagues as necessary for the care of hospital patients and arrange onward referral of patients for medical services not available locally.
6. Supervise and teach junior medical staff and medical students.
7. Participate in the teaching programs of the hospital.
8. Ensure that clinical records maintained on patients of the unit are timely, accurate and comprehensive.
9. Ensure good communication regarding patient care with referring units and community practitioners.
10. Participate in such hospital committees and administrative matters as required by the Chief Executive, Clinical Director Acute Medicine or Executive Director Medical Services.
11. Participate in continuous quality improvement activities as approved by the Clinical Director Acute Medicine and/or Executive Director Medical Services.
12. Participate in clinical research approved by the hospital research committee.
13. Observe all laws and statutory regulations.
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 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:

Provide a high-quality service under the direction of the relevant Clinical Director/Head of Department to patients of North West Regional and Mersey Community Hospitals by:

- Providing appropriate clinical care to patients.
- Coordinating the follow up care of patients.
- Attending inpatients rounds and consulting clinics.
- 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 North West Regional and Mersey Community Hospitals.
- 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 by:

- Providing appropriate direction and supervision to Registrars, Resident Medical Officers and Nurses.

- 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 e.g., Grand Rounds.
- Contributing to the supervision of students.

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

- Complying with occupational health, safety and welfare policies and other written arrangements for occupational health, safety and welfare at work.
- Participating in relevant occupational health, safety and welfare programs.
- Complying with any reasonable instruction and following safe-work practices in relation to occupational health, safety and welfare at work.
- Participating in training programs and on the job training programs for occupational health, safety 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 health, safety, 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 OH&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.
- 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
 - e. serious traffic offences
2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

1. Sound and broad knowledge of current specialty practice in the discipline of infectious diseases medicine.
2. Recent experience in an acute hospital setting.
3. Demonstrated ability to work with a multi-disciplinary team of medical, nursing and allied health staff particularly with infection prevention and control and antimicrobial stewardship.
4. Demonstrated effective communication skills in dealing with patients, their relatives, and professional colleagues.
5. Demonstrated effective administrative skills in the health-care environment.
6. Knowledge of continuous quality improvement activities relevant to practice within the clinical discipline.
7. Evidence of ongoing participation and commitment to continuing medical education.
8. Commitment to medical research activity.

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](#).