DEPARTMENT OF HEALTH

Statement of Duties

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| **Position Title:** | Clinical Director |
| **Position Number:** | 519364 |
| **Classification:** | Visiting Medical Specialist Level 1-4 |
| **Award/Agreement:** | Visiting Medical Practitioners (Public Sector) Agreement |
| **Group/Section:** | Community, Mental Health and Wellbeing  Population Screening and Cancer Prevention |
| **Position Type:** | Permanent, Part Time |
| **Location:** | South |
| **Reports to:** | Director - Population Screening and Cancer Prevention |
| **Effective Date:** | March 2022 |
| **Check Type:** | Annulled |
| **Check Frequency:** | Pre-employment |
| **Essential Requirements:** | A medical practitioner with at least five years post graduate experience in the practice of medicine, holds a senior qualification appropriate to the specialty concerned with at least four years practical experience in that specialty  Specialist or limited registration with the Medical Board of Australia in a relevant specialty  *\*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.* |
| **Position Features:** | Employment is conditional upon the recommendation of the Credentials and Clinical Privileges Committee that the applicant is able to adequately fulfil the responsibilities of the position  Conditions of service will be in accordance with the Tasmanian Visiting Medical Practitioners (Public Sector) Agreement  Some Interstate and Intrastate travel may be required  Some out of hour’s work may be required. This will be limited, will be by mutual agreement and will be paid at the appropriate award rate |

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:

This position:

* Is a clinical leadership role that provides high level advice as required to the Director, Population Screening and Cancer Prevention and senior management on clinical, policy and medico-legal issues relating to the BreastScreen Tasmania (BST) Program.
* Is responsible for the provision of high standards of clinical care to clients of BST. This includes screening and assessment, by the provision and oversight of clinical services in accordance with BreastScreen Australia National Accreditation Standards (NAS) and established BST evidence based clinical protocols and practice.
* Provides leadership, supervision, support and direction to clinicians employed by the BST Program to ensure the professional and clinical service delivery standards are of the highest quality and that the NAS are met.

### Duties:

1. Provide clinical leadership and professional support within the clinical governance framework, with particular reference to clinical performance, evaluation and management of clinical risk, and adherence to relevant state and federal legislation, common law, professional standards of practice and protocols, NAS and agency policies and procedures.
2. Responsible for the performance management of all clinicians working with BST, ensuring that clinicians and health professionals work within NAS standards and that timeframes are met in relation to screening and assessment services. Recommend improvements and alternatives in accordance with evidence-based best practice in breast screening and assessment.
3. In collaboration with the Director, Population Screening and Cancer Prevention, Designated Radiologist and senior managers, maintain effective links and relationships with other breast cancer screening programs, government and non-government organisations relating to the clinical component of the local and national breast cancer screening programs.
4. Lead the development of strategies for recruitment and retention of clinicians to the BST Program.
5. Establish mentoring, support and constructive supervision of both new and established BST clinicians.
6. Undertake and support approved research activities.
7. Promote effective partnerships, through consultation and liaison, with key internal and external stakeholders, including pathology services and general practitioners.
8. 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 Clinical Director works closely with the Director, Population Screening and Cancer Prevention and Designated Radiologist to ensure the effective, efficient and timely provision of breast screening and assessment services for Tasmanian women.
* The Clinical Director works collaboratively with BST senior managers.
* The occupant will perform the role of Clinical Director as an independent professional practitioner operating in the absence of any professional guidance.
* 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.
* 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.

### 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. A sound knowledge of population-based screening and public health theory, practice and risk management, with particular emphasis on the tenet of breast cancer screening and women’s health.
2. Knowledge of and understanding of BreastScreen Australia’s NAS, BST and its agency objectives, policies and procedures.
3. Proven experience in performance review and management in a clinical setting and the ability to formulate and implement conflict management, resolution and mediation strategies.
4. Demonstrated ability in strategic management and planning skills along with high level conceptual and analytical skills.
5. Proven high level verbal and written communication skills to promote effective management, liaison and interaction with a broad range of people within the workplace and to facilitate working relationships within and external to BST.
6. Demonstrated clinical experience in the multidisciplinary management of breast cancer, with reference to screen detected cancers, and the ability to provide effective and harmonious leadership of a multi-disciplinary team.
7. An understanding of relevant medico-legal issues, especially those relating to a population-based screening program.
8. Demonstrated commitment to quality assurance and quality improvement activities.
9. Evidence of on-going participation and commitment to continuing professional development.
10. Demonstrated clinical and management problem solving skills applicable to the day-today management of BreastScreen Tasmania.
11. Commitment and availability to maintain provision of appropriate clinical services at short notice.

### 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](http://gormpr-cm01/pandp/showdoc.aspx?recnum=P19/000365).