

## Statement of Duties

<b>Position Title:</b> Career Medical Officer (Employment Register)	<b>Position Number:</b> Generic	<b>Effective Date:</b> March 2020
<b>Group:</b> Department of Health		
<b>Section:</b> Various	<b>Location:</b> South, North, North West	
<b>Award:</b> Medical Practitioners (Tasmanian State Service)	<b>Position Status:</b> Permanent/Fixed-Term/Casual	
	<b>Position Type:</b> Full Time/Part Time/Casual	
<b>Level:</b> 10-13	<b>Classification:</b> Medical Practitioner	
<b>Reports To:</b> Head of Department		
<b>Check Type:</b> Annulled	<b>Check Frequency:</b> Pre-employment	

### Focus of Duties:

Responsible for the day to day management of private and public inpatients and outpatients within the allocated site/facility.

Provide after-hours emergency cover at the allocated site/facility as determined by the Head of Department.

### Duties:

1. Admission and care of patients including daily ward round and liaison with Consultants regarding patient care.
2. Attend Consultant ward rounds and record all decisions made in the patient medical record.
3. Promote and maintain close links with multidisciplinary team assigned to patient.
4. Respond to calls by Registered Nurses related to patient care as soon as possible.
5. Undertake procedures as required.
6. Ensure accurate and timely recording of drugs and treatment administered to patients, including inclusion of progress notes each day.
7. Discharge Planning
8. Completion of interim or full discharge summaries on inpatients as required.
9. Communicate with patients and/or relatives as required.
10. Supervision of Residents, Interns and Medical Students.
11. Participation in medical student teaching and in-service training of staff.
12. Provision of on-call/after-hours service through participation in after-hours duty roster.

13. Participation in educational activities and self directed professional development.
14. 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.
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.

### **Scope of Work Performed:**

The Career Medical Officer is expected to work with a high level of individual responsibility but is accountable to the Head of Department for all aspects of performance. Direction and supervision are provided by consultant staff, as well as the Head of the Department. The occupant of this role is responsible for:

- Adherence to professional protocols, policies, clinical pathways and standards.
- Demonstrating sound judgement and competence with skills and knowledge when undertaking tasks.
- The level and quality of medical care provided.
- Complying at all times with 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.

**Selection Criteria:**

1. Demonstrated clinical experience to exercise independent medical judgement and to work with minimal assistance from colleagues.
2. Knowledge of recent advances in medicine, including current drugs and technology.
3. Commitment to delivering sound clinical outcomes within the resource capacity of the service.
4. Knowledge and understanding of patient's rights and responsibilities.
5. High level communication and interpersonal skills with ability to work as a member of a multidisciplinary team.
6. Effective conflict resolution and counselling skills.
7. Commitment to National Quality and Safety Healthcare Standards.

**Working Environment:**

- Participation in after-hours, on call and shift work is a requirement of the role.

The Department of Health (DoH) 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, safe and people-focussed health system. Alongside this, staff are expected to act with integrity, be accountable for their actions, and work collegially with colleagues and others to provide better outcomes for Tasmanians.

*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 has 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 Chief People Officer or to the Manager Internal Audit. The DoH 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. The DoH and 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 DoH and THS policy) within DoH and THS 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 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:* DoH and THS workplaces are smoke-free environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.