

## DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Staff Specialist – ENT
<b>Position Number:</b>	523062
<b>Classification:</b>	Specialist Medical Practitioner Level I-I I
<b>Award/Agreement:</b>	Medical Practitioners (Public Sector) Award
<b>Group/Section:</b>	Tasmanian Health Service (THS) – Launceston General Hospital (LGH) – Department of Surgery
<b>Position Type:</b>	Fixed-Term, Full Time
<b>Location:</b>	North
<b>Reports to:</b>	Director of Surgery
<b>Effective Date:</b>	January 2017
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment
<b>Essential Requirements:</b>	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.*

*Note: 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:

Provide quality specialist and subspecialty medical services to the Launceston General Hospital within the limits of specified clinical privileges.

## Duties:

Duties include the following weekly activities:

### 1. Clinical Activities

- a. Operating in Main Theatre Suite.
- b. Operating in Day Procedure Unit.
- c. Seeing patients in Out Patient Clinic.
- d. Weekly Ground Rounds
- e. On call for emergencies during and out of hours
- f. Provide consultative services for other specialty units.
- g. Supervise the clinical work of the junior medical staff in the unit.

### 2. Quality Assurance Activities

- a. Unit managers meetings.
- b. Department and Hospital Management Committee meetings.
- c. Continuing education meetings.
- d. Teaching of clinical staff (doctors & nurses) of quality activities.
- e. Collecting and co-ordinating data and statistics so that they can be utilised for accreditation purposes.
- f. Ensure accurate clinical records are maintained for each patient.
- g. Oversee the quality of care provided by junior medical staff.

### 3. Teaching and Research

- a. Undergraduate teaching including tutorials for students of the Tasmanian Medical School.
- b. Supervision and teaching of junior medical staff.
- c. Participate in clinical reviews and research activities at the LGH.

### 4. Call Backs

- a. Participate in out of hour's on-call roster with other consultants.

5. 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.
6. 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:

- Responsible to the Director of Surgery for the provision of specialist medical services to public and private patients at the LGH.

- Responsible for junior medical staff and medical students attached to the Unit.
- Required to operate independently acting with clinical privileges, as defined.
- Work closely and liaises with professional colleagues and the Director of Surgery.
- Follow recommended practices according to the Royal Australian College of Surgeons Guidelines and Standards, hospital guidelines and Department of Surgery guidelines, policies and protocols.
- 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:
  - 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. Recent knowledge of current specialty practice.
2. Demonstrated ability to provide speciality services as defined by allocated clinical privileges.
3. Recent experience in an acute hospital setting.
4. Demonstrated ability to work with a multidisciplinary team of medical, nursing and allied health staff.
5. Demonstrated effective communication skills in dealing with patients, their relatives and professional colleagues.

6. Knowledge of continuous quality improvement activities relevant to practices within the clinical discipline.
7. Evidence of ongoing participation and commitment to continuing your own medical and surgical education.

## 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](#).