

DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Career Medical Officer
<b>Position Number:</b>	530402
<b>Classification:</b>	Career Medical Officer Level 1-7
<b>Award/Agreement:</b>	Medical Practitioners (Public Sector) Award
<b>Group/Section:</b>	Community Mental Health and Wellbeing Statewide Mental Health
<b>Position Type:</b>	Permanent, Full Time
<b>Location:</b>	South, North, North West
<b>Reports to:</b>	Statewide Specialty Director
<b>Effective Date:</b>	March 2021
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment
<b>Essential Requirements:</b>	<p>General or limited registration with the Medical Board of Australia.</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>
<b>Desirable Requirements:</b>	Current Driver's Licence.

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:

As part of a multidisciplinary mental health service delivering high quality mental health care and, in accordance with Mental Health Service principles, National Mental Health Standards, Agency policy, legal requirements and relevant professional competencies.

## Duties:

1. Carry out assessments, treatments and provide clinical care to individuals referred to the team in collaboration with other team members. This will include the application of a wide range of skills and interventions.
2. Act as a medical and psychiatric resource for other team members.
3. Seek appropriate clinical support and supervision from senior colleagues, the Statewide Specialty Director or Delegate.
4. Promote and maintain close links with colleagues and service providers to ensure continuity of patient care. Liaise with other community service providers, especially GP's.
5. Participate in medical student teaching and in-service training of staff.
6. Maintain a high standard of care in all respects, including agency endorsed documentation and participation in quality improvement activities. May be asked to represent the Department at meetings.
7. Provide medical and psychiatric relief in other areas of Mental Health Services as required.
8. Participate in medical on-call cover, including call-out for nights and weekends as required.
9. Contribute to service planning and promote the identification and achievement of key service goals and objectives.
10. 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.
11. 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:

- Broad clinical direction and overall supervision from the relevant Statewide Specialty Director and the relevant Team Leader, with assistance from Consultant Psychiatrists and other staff as appropriate or delegated.
- Expected to exercise a high level of individual autonomy but is accountable to the Statewide Specialty Director OPMHS and the relevant Team Leader within the specified unit for all aspects of performance.
- Act as an approved Medical Practitioner under the Mental Health Act.
- Responsible for being aware of all policies, procedures and legislation affecting the duties of this position. This will include statements of consumer rights and responsibilities adopted by this service, and a general awareness of the provisions of legislation, which has an overarching effect on the service, including in the areas of Work, Health and Safety (WH&S), Equal Employment Opportunity and Anti-Discrimination.

- 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.
- Health Care Workers within Ambulance Tasmania are expected to comply with the *Ambulance Tasmania Clinical Staff Immunisation Policy*. This position is a designated Category x position.

## 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. Extensive experience and skills in general and psychiatric medicine, including in dementia, in a range of practice settings.
2. Demonstrated high level of verbal and written communication skills, and demonstrated experience and skill in liaison, particularly with GP's.
3. Experience in the area of clinical leadership and demonstrated ability to deal effectively with interpersonal issues.
4. Demonstrated ability to convey medical and psychiatric knowledge effectively to fellow staff, service providers and patients.
5. Understanding of the National and State policy frameworks within which the duties of this position are undertaken.

## 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](#).