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SA Health Job Pack

Job Title	Director, Infection Control Service
Eligibility	Open to Everyone
Job Number	748161
Applications Closing Date	Wednesday, 3 March 2021
Region / Division	Department for Health and Wellbeing
Health Service	Communicable Disease Control Branch, Infection Control
Location	Adelaide
Classification	PO5 / RN/M5.2
Job Status	Full Time / Term Contract (up to 2 July 2021)
Salary	PO5: \$117,254-\$122,722 RN/M5.2: \$144,313

Contact Details

Full name	Alasdair McGregor
Position Title	Finance / Project Officer
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Criminal History Assessment

Applicants will be required to demonstrate that they have undergone an appropriate criminal and relevant history screening assessment/ criminal history check. Depending on the role, this may be a Department of Communities and Social Inclusion (DCSI) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:

Working With Children's Check (WWCC) - DHS	Yes
Vulnerable Person-Related Employment Screening - NPC	Yes
Aged Care Sector Employment Screening - NPC	No
General Employment Probity Check - NPC	No

Further information is available on the SA Health careers website at <https://www.sahealthcareers.com.au/information/>, or by referring to the nominated contact person above.

Immunisation Risk Category

Category C (minimal patient contact)

Salary

This role carries specific immunisation requirements. To be eligible for appointment in this role you will be required to meet the immunisation requirements associated with Category C (minimal patient contact).

[Please click here for further information on these requirements.](#)

Guide to submitting an application

Thank you for considering applying for a position within SA Health. Recruitment and Selection processes across SA Health are based on best practice and a commitment to a selection based on merit. This means treating all applications in a fair and equitable manner that aims to choose the best person for the position.

A well presented, easy to read application will allow the panel to assess the information they need from your application. To give yourself the best opportunity to reach interview, the application should clearly and concisely demonstrate to the selection panel that you are suitably equipped to perform the role, and that you possess all of the stated minimum essential skills, abilities, knowledge, experience and educational qualifications (where required).

The online application form to apply for this position will ask for employment history, education, qualifications and referees however to understand the position and requirements we suggest you become familiar with the attached Job and Person Specification.

We request that you attach the following to your application -

✎ **A covering letter** of up to 2 pages introducing yourself to the selection panel and describing your skills, abilities, knowledge, qualifications and experience in relation to the position;

✎ **A current Curriculum vitae/Resume** that includes your personal details, relevant employment history, education, training courses, qualifications and professional memberships.

* Refer to <http://www.sahealthcareers.com.au/information/> for further information regarding

- The Indicative Total Remuneration which is inclusive of Award salary, superannuation and other monetary benefits.
- Information for Applicants
- Criminal History Assessment requirements



ROLE DESCRIPTION

Role Title:	Director, Infection Control
Classification Code:	PO5
LHN/ HN/ SAAS/ DHW:	DHW
Division:	Health Regulation and Protection
Department/Section / Unit/ Ward:	Communicable Disease Control Branch, Infection Control
Role reports to:	Director, Communicable Disease Control Branch
Role Created/ Reviewed Date:	01/09/2017, review 11/04/2019
Criminal and Relevant History Screening:	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Working With Children's Check (WWCC) (DHS) <input checked="" type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)
Immunisation Risk Category Requirements:	<input type="checkbox"/> Category A (direct contact with blood or body substances) <input type="checkbox"/> Category B (indirect contact with blood or body substances) <input checked="" type="checkbox"/> Category C (minimal patient contact)

ROLE CONTEXT

Primary Objective(s) of role:

Responsible for the over-all management, co-ordination and oversight of the Infection Control Service that provides leadership, guidance and specialist advice in infection prevention, monitoring and control to healthcare establishments state-wide (including public/private hospitals, aged care and other healthcare facilities). . With expert knowledge in the field, and as the State's representative on national committees, the Director oversees the implementation of best-practice programs, policies and procedures that ensures the reduction of healthcare-associated infection state-wide. This is achieved through surveillance, analysis and reporting, research and training provided to the State's healthcare establishments.

Direct Reports:

The Infection Control Section, CDCB reports to this position. The team consists of:

- > Infection Control Nurse Advisor RN4A
- > Surveillance Coordinator RN3A
- > Sterilising and Reusable Medical Device Reprocessing State Coordinator ASO6

Key Relationships/ Interactions:Internal

- > Reports to the Director Communicable Disease Control Branch (CDCB).
- > Supervision of a multi-disciplinary team.
- > Close working relationships with other CDCB Unit staff

External

- > Close working relationship with key stakeholders within healthcare establishments (state-wide) and other Government agencies & National committees.
- > Liaison with the general public and tertiary institutions/students at times.

Challenges associated with Role:

Major challenges currently associated with the role include:

- > Ensuring positive engagement of LHN infection prevention leads and infectious diseases physicians
- > Promotion of new or emerging technologies and interventions that have shown potential benefit for reducing healthcare associated infection risk
- > Assessment of the cost-benefit of introduction of new technologies and interventions and monitoring the outcomes.

Delegations:

HR Delegations	Level 4
Finance Delegations	Level 5

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Overseeing surveillance Programs	<p>Responsible for the development, prioritisation, promotion, implementation, maintenance and review of best-practice programs and operational policies/procedures designed to prevent and control the occurrence of healthcare-associated infection across healthcare establishments state-wide by:</p> <p>overseeing surveillance activities that include:</p> <ul style="list-style-type: none"> > monitoring the incidence and prevalence of healthcare-associated infection in contributing hospitals and other healthcare establishments; > assessing the relevance of routine infection control indicators and providing expert advice on appropriate infection rate targets to the Service Performance & Monitoring Branch; > advising on the development of appropriate surveillance reporting tools and editing of annual surveillance data reports; > overseeing the development of appropriate training programs and resource materials for surveillance data contributors.
Providing expert advice and professional guidance	<p>Responsible for the provision of expert advice on the risk of transmission of infectious agents by:overseeing the writing, implementation, monitoring and reviewing of State policies, guidelines, procedures, systems and quality assurance activities relating to infection control;</p> <ul style="list-style-type: none"> > assessing and reporting on existing, re-emerging and emerging healthcare associated infection risks and critical incidents; > undertaking planning and forecasting activities and reporting to key stakeholders; > compiling, providing and reviewing resources, tools, data and other related information to key stakeholders and other government departments;

	<ul style="list-style-type: none"> > designing and overseeing the provision of appropriate training and feedback to healthcare establishments upon request and as areas of improvement are identified; > overseeing the design and co-ordination of training courses and networking forums for infection control practitioners and link nurses, contributing to the content where appropriate; > advising tertiary academic institutions in the design and provision of appropriate infection control post-graduate training courses; > providing professional advice on the nature of infections currently arising within the community so that precautions to minimise the spread of disease outbreaks may be implemented by healthcare establishments. > writing ministerial briefings and responding to media enquiries on infection prevention and control issues.
Leadership	<p>Responsible for the provision of leadership, guidance, direction and advice to healthcare establishments (state-wide) by:</p> <ul style="list-style-type: none"> > establishing and maintaining effective communication amongst metropolitan and country healthcare establishments; > liaising on the management of complex infection control issues with clinicians in the local health networks and community health settings; > coordinating response to a significant outbreak of cross-infection with potential public health implications (e.g. critical antibiotic resistance) > forecasting issues that are likely to impact on infection transmission risks and suggesting appropriate strategies; > identifying statewide training and development requirements; > representing SA Health on the state peak Infection Control Advisory body.
Professional expertise	<p>As South Australia's delegated representative, contribute professional expertise in the reduction of healthcare-associated infection to National initiatives by participating:</p> <ul style="list-style-type: none"> > as the member of relevant National committees/Associations; > as the member of relevant National sub-committees; > in National safety and quality assurance activities; > in providing Commonwealth-funded research, data collection, data analysis, reporting and training/development activities and reporting back outcomes; > in State joint projects.
Human Resource Management	<p>Ensure the effective financial and equitable human resource management of the Infection Control Service through:</p> <ul style="list-style-type: none"> > design and development of operational/business plans which ensure the achievement of strategic objectives; > being part of CDCB's Management Team and participating in relevant activities, including strategic planning; > managing the Service's finances, including the preparation and monitoring of the budget and providing relevant end-of-month reports on financial and business plan performance; > developing individual work plans and performance indicators for all employees; > developing integrated staff development plans for all employees; > establishing and regularly reviewing internal policies and procedures to ensure a safe and equitable work environment; > fostering a work environment that encourages and expects team work, innovation and accountability; > managing the operational and administrative activities of the team.

<p>Innovative & efficient approaches</p>	<p>Contribute to the provision of innovative and efficient approaches to the Communicable Disease Control Branch's service development and delivery by:</p> <ul style="list-style-type: none"> > undertaking relevant continuous improvement activities; and > maintaining effective links and relationships within the Department of Health, with, health units and external organisations, as required.
<p>Corporate compliance</p>	<ul style="list-style-type: none"> > Contribute to the well-being of people in South Australia through participation in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident. > Contribute to the promotion and implementation of the General Public Sector Management Aims, Personnel Management Standards and employee conduct standards and in particular Equal Opportunity and Occupational Health Safety and Welfare by adhering to the provisions of relevant legislative requirements.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- > Appropriate qualification in health science or related discipline from a recognised tertiary institution giving eligibility for membership with the relevant professional association where appropriate.

Personal Abilities/Aptitudes/Skills:

Demonstrated ability in:

- > maintaining self-direction and high levels of initiative and judgement, whilst working under pressure to meet timeframes;
- > motivating and working with a multi-disciplinary team and managing conflict situations;
- > strategic planning, prioritising and identifying appropriate levels of resources, support and information and the application of problem solving techniques in complex situations;
- > communicating effectively with a wide range of professional and non-professional people, both in verbal and written formats;
- > An ability to manage to the spirit and principles of the premier's safety Commitment and the legislative requirements of the Occupational Health Safety and welfare Act, utilising AS/NZS 4360 Risk Management, or to an equivalent set of standards.

Experience

Demonstrated experience in:

- > providing leadership and direction in managing a multi-disciplinary, highly technical team;
- > the application of epidemiological principles and approaches, particularly surveillance systems and reporting mechanisms;
- > the development of infection prevention, monitoring and control programs to address current and future developments in healthcare associated infection;
- > interpreting complex data and information and utilising the data to plan appropriate policies and interventions.
- > initiating, undertaking, co-ordinating, completing research and project work.

Knowledge

Comprehensive knowledge of:

- > communicable disease control and the epidemiology of healthcare-associated infections and antibiotic resistance;
- > current state, national and international infection control prevention, monitoring and control strategies/approaches;
- > epidemiological principles and surveillance methods, including data validation and quality control techniques/approaches.

Broad knowledge of:

- > the principles of human resource management, equal employment opportunity and occupational health, safety and welfare.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- > Post-graduate qualifications in epidemiology and/or biostatistics, public health or other relevant disciplines.

Personal Abilities/Aptitudes/Skills:

- > Ability to develop and facilitate professional and public forums.

Experience

- > Research experience in an infectious diseases, infection prevention, or public health area.

Special Conditions:

- > Some out-of-hours work is required.
- > Some intra and Interstate travel will be required.
- > Participation in an after-hours roster that responds to any emergency disease outbreak across the State is required.
- > The incumbent will uphold the values of the Department of Health as reflected in the Strategic Plan.
- > The incumbent may be required to enter into an annual performance agreement for the achievement of Branch outcomes.
- > It is mandatory that no person, whether or not already working in SA Health, may be appointed to a position in SA Health unless they have provided the a satisfactory current Criminal and Relevant History Screening, as required by the *SA Health Criminal and Relevant History Screening Policy Directive*.
- > *For appointment in a Prescribed Position under the Child Safety (Prohibited Persons) Act (2016)*, a current Working with Children Check (WWCC) is required from the Department for Human Services Screening Unit. For other positions, a satisfactory National Police Certificate (NPC) assessment is required.
- > *For 'Prescribed Positions' under the Child Safety (Prohibited Persons) Act (2016)*, the individual's WWCCs must be renewed every 5 years from the date of issue; and for *'Approved Aged Care Provider Positions'* every 3 years from date of issue as required by the *Accountability Principles 2014* issued pursuant to the *Aged Care Act 1997 (Cth)*.
- > Appointment is subject to immunisation risk category requirements. There may be ongoing immunisation requirements that must be met.
- > Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the *SA Health (Health Care Act) Human Resources Manual* for Health Care Act employees.
- > The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.

General Requirements:

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Directives, Determinations and Guidelines, and legislative requirements including but not limited to:

- > *Work Health and Safety Act 2012 (SA) and when relevant WHS Defined Officers must meet due diligence requirements.*
- > *Return to Work Act 2014 (SA), facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.*
- > *Meet immunisation requirements as outlined by the Immunisation for Health Care Workers in South Australia Policy Directive.*
- > *Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).*
- > *Children's Protection Act 1993 (Cth) – 'Notification of Abuse or Neglect'.*
- > *Disability Discrimination.*
- > *Independent Commissioner Against Corruption Act 2012 (SA).*
- > *Information Privacy Principles Instruction.*
- > *Relevant Awards, Enterprise Agreements, Public Sector Act 2009, Health Care Act 2008 and the SA Health (Health Care Act) Human Resources Manual.*
- > *Relevant Australian Standards.*
- > *Duty to maintain confidentiality.*
- > *Smoke Free Workplace.*
- > *To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.*
- > *Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.*

The SA Health workforce contributes to the safety and quality of patient care by adhering to the South Australian Charter of Health Care Rights, understanding the intent of the National Safety and Quality Health Service Standards and participating in quality improvement activities as necessary.

Performance Development:

The incumbent will be required to participate in the organisation's Performance Review and Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.

Handling of Official Information:

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

SA Health employees will not misuse information gained in their official capacity.

SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

White Ribbon:

SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

Resilience:

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

Organisational Context

Organisational Overview:

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians.

Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Wellbeing. The Department for Health and Wellbeing is an administrative unit under the Public Sector Act 2009.

The legal entities include but are not limited to the Central Adelaide Local Health Network Inc., Northern Adelaide Local Health Network Inc., Southern Adelaide Local Health Network Inc., Women's and Children's Health Network Inc., Country Health SA Local Health Network Inc. and SA Ambulance Service Inc.

SA Health Challenges:

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

Health Network/ Division/ Department:

The Health Regulation and Protection Division works with and for the South Australian community to improve public health and clinical care. This encompasses providing services, advice, education, support, policy, leadership and advocacy, administering legislation and partnering with service providers, government agencies and the non-government sector to identify and respond to current and emerging public health and clinical issues and opportunities. The Health Regulation and Protection Division comprises of the following Branches:

- Office of the Chief Public Health Officer
- Communicable Disease Control Branch
- Health Protection and Licencing Services
- Emergency Management
- Blood, Organ and Tissue Programs

The Communicable Disease Control Branch aims to reduce the incidences of communicable and infectious diseases in SA through the following service areas:

- Specialist Services Section
- STI & Blood Borne Virus Section
- Disease Surveillance and Investigation
- Immunisation Section
- Infection Control Service
- Data & Corporate Services

Values

SA Health Values

The values of SA Health are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

- > We are committed to the values of integrity, respect and accountability.
- > We value care, excellence, innovation, creativity, leadership and equity in health care provision and health outcomes.
- > We demonstrate our values in our interactions with others in SA Health, the community, and those for whom we care.

Code of Ethics

The *Code of Ethics for the South Australian Public Sector* provides an ethical framework for the public sector and applies to all public service employees:

- > Democratic Values - Helping the government, under the law to serve the people of South Australia.
- > Service, Respect and Courtesy - Serving the people of South Australia.
- > Honesty and Integrity- Acting at all times in such a way as to uphold the public trust.
- > Accountability- Holding ourselves accountable for everything we do.
- > Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

Approvals

Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

Name:

Role Title:

Signature:

Date:

Role Acceptance

Incumbent Acceptance

I have read and understood the responsibilities associated with role, the organisational context and the values of SA Health as outlined within this document.

Name:

Signature:

Date:

Version control and change history

Version	Date from	Date to	Amendment
V1	10/02/17	09/04/17	Original version.
V2	10/04/17	04/07/17	Safety & Quality statement in General Requirements.
V3	04/07/17	10/07/2018	Minor formatting with order of information amended.
V4	11/07/2018	26/03/2019	Updated legal entities for Minister and Department title on Page 7. Updated Immunisation Guidelines to Policy Directive under general requirements.
V5	27/03/2019		Added categories for immunisation requirements on front page.