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SA Health Job Pack

Job Title	SAAS MedSTAR Retrieval Registrars
Eligibility	Open to Everyone
Job Number	703575
Applications Closing Date	11 October 2020
Region / Division	Rescue, Retrieval and Aviation Services (RRAS), MedSTAR
Health Service	SA Ambulance Service
Location	Adelaide Airport
Classification	MDP2
Job Status	Multiple Vacancies – Full Time / Term Contract (Temporary up to 6 months and 12 months)
Salary	$82,042.00 - $132,633.00 pa

Contact Details

Full name	Dr Stefan Mazur, Head of Unit, Training and Education
Phone number	0417 654 945
Email address	Stefan.Mazur@sa.gov.au

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 Human Services (DHS) Working With Children Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:

☒ Working With Children Check - **DHS**

☒ Vulnerable Person-Related Employment Screening - **NPC**

☐ Aged Care Sector Employment Screening - **NPC**

☒ General Employment Probity Check - **NPC**

Further information is available on the SA Health careers website at www.sahealth.sa.gov.au/careers - see Career Information, or by referring to the nominated contact person below.

Immunisation

Risk Category A (direct contact with blood or body substances)

· *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 A (direct contact with blood or body substances). 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:	Retrieval Registrar MedSTAR
Classification Code:	MDP2G
LHN/ HN/ SAAS/ DHW:	SA Ambulance Service (SAAS)
Division:	Rescue, Retrieval and Aviation Services (RRAS)
Department/Section / Unit/ Ward:	MedSTAR
Role reports to:	Head of Unit, Training & Education
Role Created/ Reviewed Date:	May 2019
Criminal and Relevant History Screening:	☐ Aged (NPC) ☒ Working With Children's Check (WWCC) (DHS) ☒ Vulnerable (NPC) ☒ General Probity (NPC)
Immunisation Risk Category Requirements:	☒ Category A (direct contact with blood or body substances) ☐ Category B (indirect contact with blood or body substances) ☐ Category C (minimal patient contact)

ROLE CONTEXT

Primary Objective(s) of role:

> The Retrieval Registrar will work with an experienced Retrieval Paramedic or Nurse colleague to deliver high quality, patient focussed care to critically injured adults and children. Responding by helicopter, rapid response road vehicle or turbo prop fixed wing aircraft.

> The Retrieval Registrar will bring experience in a critical care medical discipline to patients in both the pre-hospital and inter-facility transport and retrieval environments.

> The Retrieval Registrar will also participate in patient retrieval and repatriation utilising jet fixed wing and commercial airlines.

> The Retrieval Registrar will be supported and mentored prior to independent retrieval operations and via ongoing teaching, training, audit and quality assurance activities.

Direct Reports:

> Nil

Key Relationships/ Interactions:

This position relates to:
Internal
> SAAS MedSTAR medical
> Paramedical and nursing staff
> SA Ambulance Staff
External
> Royal Flying Doctor Service (RFDS)
> Babcock Helicopters (BH)
> Country Health SA (CHSA)
> SA Health Local Health Networks (LHN's)
> Private Hospitals
> Other related service provider

Challenges associated with Role:

Major challenges currently associated with the role include:
> Operating/coordinating within varied and unfamiliar clinical environments
> Exposure to mentally demanding environments

Delegations:

> Nil

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Performs clinical duties for the retrieval service	> Participates in the operational retrieval shift roster (10 or 12 hour shifts) including day, evening and night shift duty in addition to periods of on-call.
	> Functions as the medical team member with a paramedic or nurse to stabilise and safely transport critically injured and ill adults and children in the pre-hospital and retrieval environments.
	> Participates in retrievals by road, rotary wing and fixed wing throughout SA and occasionally interstate or overseas.
	> Writes clear documentation and completes the computerised record of patient care and the process of retrieval.
	> Participates in the Medical Retrieval and Clinical Coordination roster providing high level clinical advice and logistic coordination in collaboration with the SAAS MedSTAR Retrieval Nurse Clinical Coordinators, SAAS, RFDS, referring and receiving facilities and other relevant groups and stakeholders.
	> Ensures adequate liaison with SAAS, RFDS, Babcock Helicopters, referring groups or individuals, receiving facilities, nominated specialist or clinical network representatives and retrieval service or transport teams to oversee appropriate prioritisation of patient movement and alignment of the transport vehicle and patient escort requirements.
	> Ensures the appropriate health facility destination, including critical care bed availability, as determined by the patient's health care requirements.
	> Provides high level advice to referring agencies on clinical care for patients requiring retrieval and transport to a facility able to provide the required level of ongoing patient care.
	> Provides high level clinical advice and assistance to retrieval and aero medical transport teams during all facets of their operations.
	> In collaboration, develops and implements state wide retrieval and aero medical transport clinical coordination policy and standard operating procedures.
	> Utilises developing information technology solutions to conduct logistic and clinical coordination and facilitate early high level clinical advice when required.
	> Utilises a problem solving approach in providing comprehensive clinical coordination of patients, with most effective resource allocation.
Ensure that all SAAS MedSTAR clinical equipment is in a state of readiness by:	> Participating in equipment checking procedures.
	> Having a sound understanding of functions of all medical equipment.
	> Having thorough knowledge of contents and use of emergency packs.
	> Being able to trouble-shoot problems, if required.
	> Participating in restoration of equipment (cleaning & restocking) at the completion of retrievals.
	> Communicating any problems regarding equipment as soon as possible to the appropriate personnel.
	> Contributing to the evaluation of new clinical equipment.

Participates in SAAS MedSTAR's audit and quality assurance processes by:	> Undertaking a constant review of work practice. > Aiming for improved quality in all areas. > Entering clinical and operational data entered into the database. > Participating in daily case review meetings through reviewing team management and patient outcomes, as well as prepare and present specific case presentations. > Participating in the continuing development and review of SAAS MedSTAR policies and procedures, using evidence-based principles. > Participating and initiating relevant SAAS MedSTAR research projects. > Reporting on relevant incidents utilising the Safety Learning System (SLS).
Complies with and utilises procedures, policies, regulations and standards which impact upon the position:	> Utilising contemporary human resource management requirements and practices, such as workplace health and safety, equal employment opportunity and anti-discrimination policies.
Promotes a positive image of SA Ambulance Service's emergency retrieval portfolio ie. SAAS MedSTAR, in a proactive way:	> By Fostering: > Professionalism > Integrity > Integration > Innovation > Collaboration > Teamwork > Contributing 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. > Contributing 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.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications
> Bachelor of Medicine: Bachelor of Surgery (MBBS) or equivalent, registrable with the Medical Board of Australia as Medical Practitioner.
> International medical graduates must satisfy mandatory registration requirements in accordance with Australian Health Practitioner Regulation Agency (AHPRA) and Medical Board of Australia.
> Enrolled in an advanced critical care training program (Emergency Medicine, Anaesthesia, Pre-hospital Care, Intensive Care or equivalent).

Personal Abilities/Aptitudes/Skills:
Demonstrated ability to contribute to flexible teams assembled in the pre and inter-hospital setting to address urgent and emergency health responses.
> Ability to assess and manage urgent and critical patients within the scope of response and governance of the pre-hospital and retrieval service.

> Excellent communication skills with a focus on problem solving and conflict resolution.
> Demonstrated skills in the initial management of critically ill and injured adults and children. Competent procedural interventions and drug administration as defined by service clinical practice guideline. This may include but is not limited to:
> > Sedation
> > Analgesia,
> > Advanced airway management
> > Mechanical ventilation
> > Central and peripheral vascular access and pressure monitoring

- > Inotropic support
- > Cricothyrotomy
- > Tube thoracostomy
- > Diagnostic ultrasound
- > Splinting
- > Management of circulatory assist devices
- > Advanced Cardiac Life Support including cardiac defibrillation, cardioversion and external pacing.

Experience
- > At least 5 years post graduate medical experience
- > The minimum experience required, demonstrated at advanced (post Primary) training Registrar level in a post recognised by the relevant Specialist College is:
  - > 6/12 experience in Intensive Care or equivalent and;
  - > 6/12 experience in Anaesthesia or 12/12 experience in procedural General Practice (Anaesthesia) or equivalent and;
- > Plus at RMO level (or more senior):
  - > 6/12 experience in Paediatrics or 12/12 experience in a mixed Adult/Paediatric Emergency Department or 12/12 in procedural General Practice (Emergency Medicine) in a mixed Adult/Paediatric Emergency Department or equivalent and;
  - > 6/12 experience in Emergency Medicine or 12/12 experience in procedural General Practice (Emergency Medicine or equivalent).
- > Independent or autonomous experience in the initial management of acutely ill and injured adults and children.

Knowledge
- > Adult and paediatric resuscitation guidelines.
- > Advanced trauma care guidelines.
- > Contemporary critical care medicine.

DESIRABLE CHARACTERISTICS

Personal Abilities/Aptitudes/Skills:
- > Instructor level ALS, APLS/PLS, EMST/ATLS, MIMMS

Experience
- > Experience as a member of highly functioning teams

Special Conditions:

> 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 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.

> May be subject to a medical examination.

> Undertake training as directed to attain or maintain required competency skills and knowledge applicable to the role.

> To complete further training as specified by the RRAS Director Clinical Services, Head Of Unit, Retrieval Coordination and/or Head of Unit, Training and Standards.

> May be required to perform after hours and on-call work.

> May be required to travel interstate and/or overseas.

> You holding a driver's licence that does not legally restrict your ability to drive an operational ambulance. This must be a South Australian licence, if resident in South Australia (or be in the process of transferring an interstate or international licence to a full South Australian licence within published timeframes).

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 (Aug 2017).*

> Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).

> *Children and Young People (Safety) Act 2017* (SA) '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 & 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.

SA Ambulance Service:

SA AMBULANCE SERVICE VISION

At the forefront of care for South Australians

PURPOSE

To save lives, reduce suffering and enhance quality of life through the provision of accessible and responsive quality patient care.

Underpinning the SA Ambulance Service (SAAS) Strategic Directions are the agreed values that reflect honesty, respect and integrity for every individual. These values drive how we conduct our business and how we behave. We aim to make the values "live". It is important that we incorporate the values into our behaviour systems and processes.

Australia has one of the most culturally and ethnically diverse populations in the world. Having bi-lingual and bi-cultural employees can enhance the department's ability to negotiate with, and meet the needs of, the full range of its clients and customers. Such employees also add to the diversity of the workforce, and give added opportunities to fully capitalise on difference as a valuable asset in an increasingly competitive environment.

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.

SA Ambulance Service Values

P	**Patient First**	We will put our patients and the care we provide to them first in everything we do
A	**Accountability and responsibility**	We will be accountable and responsible for our actions and those of others
T	**Transparent and open communication**	We will communicate openly and transparently with each other and all our stakeholders
I	**Integrity and honesty**	We will at all times act with integrity and be honest
E	**Empowered leadership**	We will empower our leaders to deliver high quality services
N	**No harm**	We will continue to enhance our no harm learning culture where we learn from our mistakes
T	**Team work**	We will work as a team across SAAS, SA Health and with our partners
F	**Flexible and responsive**	We will be flexible and responsive to the needs of our patients, staff and stakeholders
I	**Innovative and research driven**	We will be innovative using research and best practice to drive the services we provide
R	**Respect and courtesy**	We will act with respect and courtesy towards our patients, each other and all those we work with
S	**Safe and high quality**	We will offer safe and high quality services to all our patients
T	**Trust and confidence**	We will act in ways that builds and maintains trust and confidence in our service and in each other

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: Associate Professor Andrew Pearce   **Role Title: Director, Clinical Services MedSTAR**

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	04/06/2019	Added categories for immunisation requirements on front page.
V6	05/06/2019		Updated changes to the Criminal Relevant History and Screening.