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SA Health Job Pack

Job Title	Medical Administration Registrar
Eligibility	Open to Everyone
Job Number	737407
Applications Closing Date	11 December 2020
Region / Division	Barossa Hills Fleurieu Local Health Network
Health Service	Mount Barker District Soldiers' Memorial Hospital
Location	Mount Barker
Classification	MDP2
Job Status	Temporary Full-time position working up to 1/2/2022
Total Indicative Remuneration	\$97,548 - \$158,330 p.a.

Contact Details

Full name	Genevieve deVries
Phone number	8393 1777
Email address	Genevieve.deVries@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 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 Check - **DHS**
- Unsupervised Contact with Vulnerable Groups Employment Screening - **NPC**
- Disability Services Employment Screening - **DHS**
- 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:	Medical Administration Registrar		
Classification Code:	MDP2 (Level 3-8)	Position Number	P01929
LHN/ HN/ SAAS/ DHA:	Barossa Hills Fleurieu Local Health Network (LHN)		
Site/Directorate	BHF LHN Various		
Division:	Medical Services		
Department/Section / Unit/ Ward:	Medical Administration		
Role reports to:	Executive Director Medical Services		
Role Created/ Reviewed Date:	31 January 2017		
Criminal History Clearance Requirements:	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) <input type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)		
Immunisation Risk Category:	<input checked="" type="checkbox"/> Category A (direct contact with blood or body substances) <input type="checkbox"/> Category B (indirect contact with blood or body substances) <input type="checkbox"/> Category C (minimal patient contact)		

ROLE CONTEXT

Primary Objective(s) of role:
<ul style="list-style-type: none"> As a member of Medical Administration, the Medical Administration Registrar is responsible for supporting the provision of high quality health care services across the network by assisting the Executive Director of Medical Services in providing leadership for: medical workforce recruitment, retention, industrial relations, credentialing systems, medicolegal matters as appropriate as well as facilitating the efficient provision of surgical, medical, obstetric, emergency and anaesthetic services across the network. As a registrar, the medical officer will be encouraged to participate in and where appropriate functions within the broader range of BHFLHN activities as agreed and directed by the Executive Director of Medical Services.
Direct Reports:
> Nil.

Key Relationships/ Interactions:
<p><u>Internal</u></p> <ul style="list-style-type: none"> > Responsible to the Executive Director Medical Services, BHFLHN. > Liaises with other Directorates and Services of BHFLHN, with the broader community in the pursuit of comprehensive patient care. > The trainee works closely with the medical administration staff and other Medical, Nursing and Allied Health Leaders within the BHFLHN > Sits on committees within BHF and for SA Health at the request of the EDMS. > Assist in the development and implementation of workforce planning for the LHN > > > <u>External</u> > Liaises with other health providers in the community and hospital sector and with the broader community in the pursuit of comprehensive patient care.

Challenges associated with Role:
<p>Major challenges currently associated with the role include:</p> <ul style="list-style-type: none"> > Managing a rapidly changing peri urban environment with growing demand. > Managing difficult situations and people in times of stress. > Ensuring good communication between health care professionals. > Ensuring that our salaried and contracted workforce provide safe appropriate and efficient care to our community.

Delegations:
<ul style="list-style-type: none"> > Nil

Special Conditions:
<ul style="list-style-type: none"> > Appointment is subject to a satisfactory Background Screening and National Criminal History Check obtained through the Screening and Licensing Unit, Department for Communities and Social Inclusion to be renewed every 3 years thereafter from date of issue. > 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.
- > > Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.

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 Guidelines 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.*
- *Code of Fair Information Practice.*
- *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.

Cultural Commitment:

BHFLHN welcomes and respects Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. In acknowledgement of this, BHFLHN is committed to increasing the Aboriginal and Torres Strait Islander Workforce.

Resilience:

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

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
<p>Medical Workforce Planning, Development and Reform:</p>	<ul style="list-style-type: none"> > Participating in the development of workforce plans to ensure a skilled, qualified, and competent Medical workforce aligned with BHFLHN future clinical directions and models of care, including job design > Supporting the change management processes relating to the development and implementation of new multi-disciplinary work roles and work practice change consistent with the BHFLHN strategic plan, future clinical directions and models of care > Fostering a culture of leadership, accountability, innovation, continuous improvement and respectful behaviour across BHFLHN > Supporting the development and implementation of recruitment and retention strategies for junior and senior medical staff > Ensuring that a safe and healthy work environment, free from discrimination is provided for employees > Providing for the achievement of high quality, contemporary clinical practices across BHFLHN in partnership with the Clinical Directors by ensuring professional leadership and vision to medical staff and promoting the ongoing professional development of medical staff. > Promoting the provision of training and education programs that will enable the effective delivery of services by BHFLHN > Implementing performance review and development processes for medical staff as well as fostering a conducive learning environment where innovation is encouraged > Working with Clinical Directors to ensure that clinical activity is in line with commissioning plans and that work is undertaken in the most appropriate location > Developing and implementing initiatives aimed at the efficient and cost effective use of medical labour in the LHN e.g. rostering and scheduling of staff. > Liaising with relevant industrial bodies to ensure appropriate workforce relations practices are in place as well as the consistent implementation of enterprise agreement arrangements for all medical staff. > Working with Clinical Directors to ensure that appropriate rosters and schedules are in place.
<p>Human Resource Management:</p>	<ul style="list-style-type: none"> > Ensuring suitable performance management processes are applied across BHFLHN for medical staff in conjunction with Clinical Directors > Supporting regular performance review and providing professional and personal development for staff; > Providing mechanisms for consultation and the development of positive relationships with employee representative groups; > Ensuring the promotion and implementation of a safe, productive and healthy work environment across the Health Service in line with the BHFLHN commitment to the attraction, retention and development of staff to support the achievement of the BHFLHN strategic objectives and the health reform agenda.

	<ul style="list-style-type: none"> > Ensuring that a safe and healthy work environment, free from discrimination is provided for employees by: <ul style="list-style-type: none"> o Ensuring compliance with BHFLHN human resource and occupational health safety and welfare policies o Ensuring that the principles of Equal Employment Opportunity and Ethical Conduct are a normal part of doing business o Managing industrial relations issues appropriately as they arise
<p>Quality, Safety and Risk Management:</p>	<ul style="list-style-type: none"> > Supporting the development and implementation of clinical governance systems including accountability frameworks > Risk management and service improvement > Clinical Audit including mortality review and incident management > Ensuring compliance with standards of care, quality and safety systems > Ensuring there are processes and systems in place to deal with Coronial matters and complaints, including relevant HCSCC matters > Leading the creation of a culture of performance accountability, review and evaluation, feedback, team work, risk management, collaboration and continuous improvement within Medical Services throughout the LHN > Leading the identification and implementation of evidence-based process and practice redesign > Ensuring that systems and processes are in place for the appropriate credentialing of all Medical staff across the LHN and ensuring compliance with all statutory requirements, policies and procedures > Ensuring that risk management programs and processes are implemented, monitored and review across the region > Monitoring, reviewing and evaluating compliance with standards of care, Medical practice, quality and safety performance, patient journey outcomes and other legislative and policy requirements > Ensuring the effective deployment of education and clinical practice to address changes in service delineation through the implementation of the SA Health Strategic Plan and the Performance Agreement between SA Health and BHFLHN > Ensuring that clinical procedures undertaken are in accordance with commissioning plans in terms of cost and volume.

<p>Medical Education and Research:</p>	<ul style="list-style-type: none"> > Supporting BHFLHN to meet accreditation standards for postgraduate medical education across the spectrum of medical staff, ranging from junior medical officers to senior consultants. > Managing external relationships with relevant external organisations such as universities, SAMET and colleges > Supervising and supporting Directors of Clinical Training and Specialty training supervisors > Ensuring that medical staff are able to access an appropriate range of professional development programs and mandatory training, through the promotion of efficient use of resources in the development of quality programs through collaboration and partnership with local, regional and state-wide services, including higher education and vocational institutions > Leading the identification and implementation of evidence-based research to drive practice improvement > Supporting processes for research ethics and research governance within the LHN as the primary point of contact for medical specialty colleges, medical schools and research institutes.
<p>Clinical Information Systems and Records:</p>	<ul style="list-style-type: none"> > Taking a role, in liaison with ICT Services in relation to the development and implementation of clinical information systems.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- > Bachelor of Medicine or equivalent, registrable with the Medical Board of Australia as a Medical Practitioner, and has had completed no less than 3 years of clinical experience in a teaching hospital.

Personal Abilities/Aptitudes/Skills:

- > Demonstrated high level interpersonal skills
- > A willingness to accept constructive feedback on performance or behaviour from any member of the organisation.
- > Demonstrated ability to communicate both orally and in writing, to a wide range of audiences on a range of issues.
- > Demonstrated understanding of time management and organisational skills.
- > Demonstrated personal and professional integrity.
- > Demonstrated respect for the members of a multi-disciplinary team and the ability to work with teams from diverse backgrounds with diverse values
- > Demonstrated commitment to quality improvement and safe practice.
- > Demonstrated ability to be adaptable to change.

Experience

- > As per recognised undergraduate medical program and minimum of 3 years of clinical experience.

Knowledge

- > As per recognised undergraduate medical program.
- > Understanding of the rights and responsibilities of patients and their families.
- > Understanding of fundamental medico-legal issues.
- > Knowledge of Work, Health & Safety principles and procedures.
- > Knowledge of basic computing skills, including use of email and Microsoft Office suite.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- > Enrolled as a trainee in the Royal Australasian College of Medical Administrators.

Personal Abilities/Aptitudes/Skills:

>

Experience

- > Management experience in health care.

Knowledge

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 Ageing and the Minister for Mental Health and Substance Abuse.

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

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 Barossa Hills Fleurieu Local Health Network(BHFLHN) comprises of the Royal Adelaide Hospital and The Queen Elizabeth Hospital as the major health sites within the LHN. BHFLHN was created in 2011 as the first step in the long term reform of South Australia's health system and is seeking to develop new and innovative models of healthcare delivery to improve health outcomes for its client base

Values

Barossa Hills Fleurieu Local Health Network Values

Our shared values confirm our common mission by promoting an organisational climate where the patient's needs are put first and where the teamwork and professionalism of our workforce help us to attract and retain the best staff. These values guide our decisions and actions.

Patient Centred:	Our patients are the reason we are here and we will provide the best service to our patients and customers
Team Work:	We value each other and work as a team to provide the best care for our patients
Respect:	We respect each other, our patients and their families by recognising different backgrounds and choices, and acknowledging that they have the right to our services
Professionalism:	We recognise that staff come from varied professional and work backgrounds and that our desire to care for patients unites our professional approach to practice

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: Dr Sharon Morton

Role Title: Executive Director Medical Services

Signature:

Date:

Role Acceptance

Incumbent Acceptance

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

Name:

Signature:

Date:

Version control and change history

ADAPTED FROM CALHN

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	06/01/2019	Updated legal entities for Minister and Department title on Page 7. Updated Immunisation Guidelines to Policy Directive under general requirements.
V5	07/01/2019		<p>Statement regarding Financial recovery plan added to Organisational context for BHFLHN</p> <p>White Ribbon statement included</p> <p>Cultural Commitment statement included</p> <p>Child protection legislation "<i>Children and Young People (Safety) Act 2017</i>" updated under Special Conditions</p> <p>Link to HR Delegations and Financial Delegations included under Delegations</p> <p>Statement regarding South Australian Charter of Health Care Rights included under General Requirements</p> <p>Minor formatting with order of information amended.</p>
V6	06/3/2019		<p>Immunisation Risk Category checkbox has been included</p> <p>Statement regarding immunisation requirements has been included under Special conditions – "<i>Appointment is subject to immunisation risk category requirements. There may be ongoing immunisation requirements that must be met.</i>"</p>