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## SA Health Job Pack

<b>Job Title</b>	Cardiology Consultant
<b>Job Number</b>	687506
<b>Applications Closing Date</b>	29/3/19
<b>Region / Division</b>	Central Adelaide Local Health Network
<b>Health Service</b>	The Queen Elizabeth Hospital
<b>Location</b>	Woodville
<b>Classification</b>	MD-2
<b>Job Status</b>	Permanent part-time working 3.75 hours per week
<b>Indicative Total Remuneration*</b>	\$313,002/\$580,096 (pro rata)

## 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:

- Child Related Employment Screening - **DCSI**
- 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](http://www.sahealth.sa.gov.au/careers) - see Career Information, or by referring to the nominated contact person below.

## Contact Details

<b>Full name</b>	Janice Cain
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# 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

<b>Role Title:</b>	<b>Consultant/Senior Consultant</b>		
<b>Classification Code:</b>	MD2	Position Number	M57200
<b>LHN/ HN/ SAAS/ DHA:</b>	Central Adelaide Local Health Network (LHN)		
<b>Site/Directorate</b>	The Queen Elizabeth and Royal Adelaide Hospitals		
<b>Division:</b>	Medicine A / Cardiology		
<b>Department/Section / Unit/ Ward:</b>	CALHN Cardiology		
<b>Role reports to:</b>	Head of Unit, Cardiology		
<b>Role Created/ Reviewed Date:</b>	January 2019		
<b>Criminal History Clearance Requirements:</b>	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) <input type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)		

### ROLE CONTEXT

#### Primary Objective(s) of role:

The Consultant:

- Contributes to the provision of safe, best practice clinical services to patients of, and referred to, the CALHN Cardiology Unit.
- Contributes to teaching/training at undergraduates and postgraduate levels.
- Contributes to the service achieving best practice in the design and delivery of clinical services to its patients.

#### Direct Reports:

- Will be required to supervise the clinical practice of allocated trainee medical officers in the unit.

#### Key Relationships/ Interactions:

##### Internal

- Will be required to collaborate closely with other medical staff within the Unit, other health professions, and administrative staff of the Cardiology Unit, as well as relevant nursing and allied health leaders and managers of the LHN.
- The Consultant also plays a vital supervisory, support and educational role to junior medical officers in the Unit.

##### External

- Community health providers and training organisations relevant to the unit

### Challenges associated with Role:

Major challenges currently associated with the role include:

- Contribute to teaching and training in a continuously changing environment by assigning and supervising the clinical practice of allocated trainee medical officers to maintain best practice clinical services to patients of, and referred to, the Cardiology Unit.
- Contribute to the efficient management of the financial and material resources of the Unit by using facilities, equipment and supplies in the most cost efficient manner.

### Delegations:

- **Staff supervised:** 0 Direct, 0 Indirectly
- **Budget:**
  - Salaries and wages: \$ Nil
  - Goods and services: \$ Nil
- **Delegations**
  - HR Delegation Level 7
  - Procurement Delegation Level NIL (\$ NIL)
  - Financial Delegation Level NIL (\$ NIL)

### Resilience:

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

### 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.

### **General Requirements:**

*Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Policies and Procedures 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 2014.*
- *Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).*
- *Children’s Protection Act 1993 (Cth) – ‘Notification of Abuse or Neglect’.*
- *Disability Discrimination.*
- *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.*

### **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.

### Special Conditions:

- It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory Background Screening and National Criminal History Clearance.
- *Prescribed Positions* under the *Children's Protection Act (1993)* must obtain a satisfactory Background Screening and National Criminal History Clearance through the Screening and Licensing Unit, Department for Communities and Social Inclusion.
- Background Screening and National Criminal History Clearances must be renewed every 3 years thereafter from date of issue for 'Prescribed Positions' under the *Children's Protection Act 1993 (Cth)* or 'Approved Aged Care Provider Positions' as defined under the *Accountability Principles 1998* made in pursuant to the *Aged Care Act 2007 (Cth)*.
- 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.

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Clinical Care	<p>Contribute to the provision of high standard clinical services to patients of, and referred to, the service by:</p> <ul style="list-style-type: none"> <li>• Providing high quality professional services</li> <li>• Providing a specialist cardiologist opinion and management for referred clients</li> <li>• Providing Cardiac Electrophysiology management and advice on inpatient and outpatients of the service</li> <li>• Participate in regular Arrhythmia Outpatient clinics</li> <li>• Providing clinical leadership to facilitate and support a team approach to the provision of clinical services</li> <li>• Participating in relevant interdisciplinary meetings</li> <li>• Ensuring appropriate documentation in patients' medical records, including written specialist opinions and requested medical reports</li> <li>• Assisting the Head of Unit in planning, organising and implementing the delivery of clinical services</li> <li>• Provision of, or assisting in, the provision of services at all sites within CALHN.</li> <li>• Other duties as directed by the relevant Head of Unit</li> </ul>
Teaching and Research	<p>Contribute to teaching/training by:</p> <ul style="list-style-type: none"> <li>• Contributing to medical teaching/training programs at undergraduate &amp; postgraduate levels</li> <li>• Assisting in the supervision of staff providing services in the LHN</li> <li>• Contributing to the training of other health professionals</li> </ul> <p>Contribute to advances in knowledge in the specialty by:</p> <ul style="list-style-type: none"> <li>• Initiating and participating in research.</li> </ul>
Continuous Improvement	<p>Contribute to continuous evaluation and improvement of clinical services by:</p> <ul style="list-style-type: none"> <li>• Initiating and supporting clinical improvement activities. This will involve evaluation of clinical processes and service outcomes, identifying possible areas for improvement and implementing the required changes</li> <li>• Maintaining an awareness of risk in the clinical environment</li> <li>• Actively supporting and contributing to risk management initiatives</li> <li>• Reporting sentinel events, potential medical negligence claims and adverse patient incidents.</li> </ul>
Resource Management	<p>Contribute to the efficient management of the financial and material resources of the Service by:</p> <ul style="list-style-type: none"> <li>• Using facilities, equipment and supplies in the most cost efficient manner</li> <li>• Contributing to casemix management by ensuring that appropriate practices are in place to ensure the timely coding of required data.</li> </ul>

Patient Centred	<p>Contribute to a patient focused approach in the provision of clinical care by:</p> <ul style="list-style-type: none"> <li>• Adhering to and supporting practices that ensure patients' rights are respected</li> <li>• Investigating and addressing patient complaints in a positive, constructive matter</li> <li>• Maximising the participation of consumers in planning and evaluating services.</li> </ul>
Personal Development	<p>Contribute to personal development by:</p> <ul style="list-style-type: none"> <li>• Completing all CALHN mandatory training to ensure knowledge and skills in core competencies are up to date.</li> <li>• Meet annually with direct supervisor or head of department to complete a performance review and development</li> <li>• Maintaining &amp; improving personal knowledge &amp; skills &amp; participating in continuing medical education</li> <li>• Contributing to the activities of professional associations where appropriate</li> <li>• Carrying out reviews and investigations relevant to the advancement of the specialty</li> <li>• Promoting where possible the Service's reputation for research and clinical excellence at state, national and international forums.</li> </ul>
Intellectual Property	<p>Contribute to the safeguard of confidential information and intellectual property of the Hospital by:</p> <ul style="list-style-type: none"> <li>• Adhering to the LHN and SA Health policies on confidentiality of patient information and privacy</li> <li>• Adhering to the LHNs policies on information technology security</li> <li>• Adhering to the LHNs policies on intellectual property.</li> </ul>



## **Knowledge, Skills and Experience**

### **ESSENTIAL MINIMUM REQUIREMENTS**

#### **Educational/Vocational Qualifications**

- Bachelor of Medicine; Bachelor of Surgery (MBBS) or equivalent.
- Appropriate Specialist Qualifications and Registrable with the Australian Health Practitioner Registration Authority with Specialist Registration.

#### **Personal Abilities/Aptitudes/Skills:**

- Demonstrated clinical excellence in Cardiology
- Training and experience in Cardiac Electrophysiology
- Demonstrated professional integrity
- Enthusiastic participation in all professional activities
- Commitment to personal and professional development
- Participation in an appropriate program for the Maintenance of Professional Standards
- Demonstrated strong spirit of co-operation with all co-workers while retaining a primary focus on provision of patient care
- Highly developed interpersonal skills with demonstrated ability to communicate effectively to all levels of staff within a multidisciplinary clinical team
- Demonstrated ability to be flexible and work as part of a team while ensuring quality outcomes clinically and administratively
- Demonstrated skills in clear and concise oral and written communication
- Ability to liaise with people from diverse cultures and backgrounds
- Demonstrated ability to work in a multidisciplinary team environment
- Demonstrated commitment to quality improvement
- Demonstrated ability to be adaptable to change

#### **Experience**

- Experience in the Clinical Practice of Cardiology
- Experience in Cardiac Electrophysiology
- Experience in quality improvement activities.

#### **Knowledge**

- Knowledge at a Specialist level of the theoretical understanding and clinical practice of Cardiology
- Knowledge of appropriate clinical standards
- Knowledge of policies, protocols & procedures to ensure acceptable practices
- Understanding of quality improvement principles
- Understanding of the rights and responsibilities of patients and their families.

## **DESIRABLE CHARACTERISTICS**

### **Educational/Vocational Qualifications**

- Demonstrated participation in continuing medical education in the field of Cardiology.
- MD, PhD or other higher degree in an appropriate field
- Published writings or educational material in an appropriate field.

### **Personal Abilities/Aptitudes/Skills:**

- None stated

### **Experience**

- Demonstrated high standard of clinical practice in the relevant specialty
- Demonstrated professional integrity
- Demonstrated ability to work in a multidisciplinary team environment
- Demonstrated commitment to quality improvement
- Demonstrated ability to be adaptable to change.

### **Knowledge**

- Understanding of budgetary requirements affecting the Health System
- Understanding of the casemix funding model
- Knowledge of health unit, systems, policies, procedures and the inter-relationship of various hospital
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## 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 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.

### Central Adelaide Local Health Network:

CALHN is one of five Local Health Networks (LHNs) in South Australia established in July 2011. CALHN is responsible for the following health services:

- Royal Adelaide Hospital (RAH)
- The Queen Elizabeth Hospital (TQEH)
- Hampstead Rehabilitation Centre (HRC)
- St Margaret's Rehabilitation Hospital (SMRH)
- Glenside Health Service (GHS) Psychiatric Intensive Care Unit; Inpatient Rehabilitation Services and Acute beds only
- Adelaide Dental Hospital (ADH).

CALHN also has governance over numerous community mental health and primary health services including Prison Health Service, SA Dental Service and DonatLife SA. Of note also is governance of the Statewide Clinical Support Services (SCSS) including Imaging, Pathology and Pharmacy, responsibility of which has vacillated between CALHN and DHW over the past few years.

CALHN is one of three metropolitan LHNs and its core population is approximately 390,000 people. CALHN also provides services to patients from other SA networks, rural and remote areas, the Northern Territory, NSW (Broken Hill) and western parts of Victoria. These services usually relate to complex services such as head and neck cancer, radiation therapy, cardiac surgery, spinal surgery or rehabilitation.

CALHN's purpose is to deliver quality and sustainable healthcare. While the delivery of high quality patient care is our number one priority, we face a significant challenge in achieving financial sustainability. A quality-assured financial recovery plan has been developed to meet these challenges. Through effective leadership and change management, the plan which is applicable to all Directorates and departments, will be implemented over the next three years.

## Values

### Central Adelaide 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.

<b>Patient Centred:</b>	Our patients are the reason we are here and we will provide the best service to our patients and customers
<b>Team Work:</b>	We value each other and work as a team to provide the best care for our patients
<b>Respect:</b>	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
<b>Professionalism:</b>	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:**

**Role Title:**

**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:**