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## SA Health Job Pack

Job Title	Trainee Medical Officer Anatomical Pathology
Eligibility	Open to Everyone
Job Number	726399
Applications Closing Date	7/6/2020
Region / Division	Anatomical Pathology
Health Service	SA Pathology
Location	Various
Classification	MDP2
Job Status	Full time temporary up to 31 Jan 2021
Total Indicative Remuneration	\$95,302 - \$154,699

## 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 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 Screening - **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](http://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.](#)*

## Contact Details

<b>Full name</b>	John Pierides
<b>Phone number</b>	<a href="tel:82226706">82226706</a>
<b>Email address</b>	<a href="mailto:John.Pierides@sa.gov.au">John.Pierides@sa.gov.au</a>

## 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>	Registrar Anatomical Pathology
<b>Classification Code:</b>	MDP2
<b>LHN/ HN/ SAAS/ DHA:</b>	SA Pathology
<b>Hospital/ Service/ Cluster</b>	Multiple; rotation including RAH, TQEH, LMH, FMC, WCH
<b>Division:</b>	Anatomical Pathology
<b>Department/Section / Unit/ Ward:</b>	
<b>Role reports to:</b>	Clinical Director, Anatomical Pathology
<b>Role Created/ Reviewed Date:</b>	
<b>Criminal History Clearance Requirements:</b>	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI or WWCC) <input checked="" type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)
<b>Immunisation Risk Category:</b>	<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:

The incumbent will enter the SA Pathology Anatomical Pathology training programme with a view to gaining the FRCPA.

During training the person will participate in :

- the provision of surgical pathology, cytology and mortuary services and diagnose under appropriate supervision the presence and stages of disease in body tissues, fluids, secretions and other specimens
- undergraduate and postgraduate medical education through teaching, clinico-pathological patient review and personal study
- advancement of knowledge through research

### Key Relationships/ Interactions:

#### Internal

- > The role is accountable to the Clinical Director, Anatomical Pathology.
- > The role frequently communicates with other Heads of Departments, Consultant Pathologists, registrar colleagues and scientific/technical and clerical staff where appropriate.

#### External

- > Registrars are expected to play a role in the activities of professional organisations such as the Royal College of Pathologists of Australasia.

**Challenges associated with Role:**

Major challenges currently associated with the role include:

- > To provide a high quality diagnostic service in anatomical pathology that optimises service to clients and proper patient management.
- > To develop the knowledge, skills and expertise in Anatomical Pathology required to practise independently as a specialist consultant.
- > To fulfil the requirements of the Royal College of Pathologists of Australasia in order to obtain Fellowship.

**Delegations:**

- > Not Applicable

**Special Conditions:**

*The majority of information in this section will be standard, however there may be some variation between specific positions e.g. if an incumbent requires an unrestricted drivers licence to travel, work a 24-7 roster etc. Any additions to this section to be approved by HR.*

- > 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 Criminal and Relevant History Screening Assessment clearance.
- > *Prescribed Positions* under the *Children's Protection Act (1993)* must obtain a satisfactory Criminal and Relevant History 'child-related' employment screening through the Screening and Licensing Unit, Department for Communities and Social Inclusion.
- > Criminal and Relevant History Screening Assessment 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.

**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.
- > Meet immunisation requirements as outlined by the *Immunisation Guidelines for Health Workers in South Australia 2010*.
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > Keeping Them Safe Legislation (inclusive of Mandatory Notifier).
- > 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.

**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 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:**

CALHN 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, CALHN 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**

<b>Key Result Areas</b>	<b>Major Responsibilities</b>
Service provision and report production	<ul style="list-style-type: none"> <li>&gt; participate in the preparation and examination of tissue sections and cell smears obtained by surgery, biopsy, smears, autopsy, or other means</li> <li>&gt; examine tissues using scientific techniques and equipment to determine the nature, cause and progress of disease</li> <li>&gt; under consultant supervision, perform autopsies to determine the cause of death, the nature and extent of disease and injury, and the effect of treatment</li> <li>&gt; under consultant supervision, prepare reports for use by other medical practitioners, the State Coroner, and other authorised recipients</li> <li>&gt; prepare and participate in hospital multidisciplinary meetings</li> </ul>
Training and Education	<ul style="list-style-type: none"> <li>&gt; participate in postgraduate and undergraduate medical education</li> <li>&gt; participate in departmental educational programs</li> </ul>
Professional Development	<ul style="list-style-type: none"> <li>&gt; study the nature, cause, development and clinical management of disease in people, and structural and functional changes caused by them, with a view to obtaining Fellowship of RCPA</li> <li>&gt; participate in authorised research and ensuring research objectives are met by publication of results and presentation at conferences.</li> <li>&gt; develop specialist expertise in anatomical pathology by demonstrating a commitment to on-going professional development through participation in formal Continuing Educational Programs offered by relevant professional societies.</li> </ul>
Quality Assurance	<ul style="list-style-type: none"> <li>&gt; understand and contribute to internal and external laboratory quality control programs, such as the RCPA QAP Programme</li> <li>&gt; understand and adhere to the standards required for laboratory safety and accreditation e.g. NATA, NPAAC and ISO standards,</li> </ul>

## **Knowledge, Skills and Experience**

### **ESSENTIAL MINIMUM REQUIREMENTS**

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

- > A medical degree (Bachelor of Medicine; Bachelor of Surgery (MBBS) or equivalent, registrable with the Medical Board of Australia as a Medical Practitioner with General Registration

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

- > ability to work effectively with pathologists, laboratory staff, clerical staff and administrators
- > competency in anatomical pathology commensurate with extent of training
- > ability to meet specified turnaround times for reports
- > ability to pass the professional assessments leading to attainment of the FRCPA within a time-frame acceptable to the designated supervisors
- > high level of written and verbal communication and interpersonal skills
- > ability to satisfy continuing medical education or recertification standards stipulated by the RCPA or other authorised bodies

#### **Experience**

- > Must have met the requirements to be registered as a medical practitioner in Australia

#### **Knowledge**

- >

### **DESIRABLE CHARACTERISTICS**

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

- > A degree by research in pathology
- > Post-graduate training in medicine, surgery or other relevant field
- > Passed Basic Pathological Science examination (RCPA)

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

- >

#### **Experience**

- > Previous experience in anatomical pathology
- > Published work relevant to pathology

#### **Knowledge**

- > Previous knowledge of anatomical pathology

## **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.

### **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 DonateLife 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.

### **Anatomical Pathology Directorate:**

SA Pathology provides a diagnostic anatomical pathology service for the South Australian community whilst developing and advancing knowledge through undergraduate and postgraduate teaching and training and undertaking research. The service includes diagnostic surgical pathology, cytology and autopsies.

There are five anatomical pathology laboratories, located at Royal Adelaide Hospital, The Queen Elizabeth Hospital, Flinders Medical Centre, Lyell McEwin Hospital and the Women's and Children's Hospital each with their own team of medical and scientific staff.



## 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:** John Pierides

**Role Title:** Clinical Director, Anatomical Pathology

**Signature:**

**Date:** 1.7.19

### 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

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		Statement regarding Financial recovery plan added to Organisational context for CALHN White Ribbon statement included Cultural Commitment statement included Child protection legislation " <i>Children and Young People (Safety) Act 2017</i> " updated under Special Conditions Link to HR Delegations and Financial Delegations included under Delegations Statement regarding South Australian Charter of Health Care Rights included under General Requirements Minor formatting with order of information amended.
V6	06/3/2019		Immunisation Risk Category checkbox has been included 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> "