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SA Health Job Pack

Job Title	Senior Coordinator (consent and collection) SACRB
Job Number	677457
Applications Closing Date	25/1/19
Region / Division	Central Adelaide Local Health Network
Health Service	The Royal Adelaide Hospital
Location	Adelaide
Classification	PO-2
Job Status	Full-time temporary up to 29/11/19
Indicative Total Remuneration*	\$88,075/\$97,786

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:

- X Child Related Employment Screening - **DCSI**
- X Vulnerable Person-Related Employment Screening - **NPC**
 - Aged Care Sector Employment Screening - **NPC**
- X 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.

Contact Details

Full name	Kate Harrison
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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

Role Title:	Senior Coordinator (consent and collection) of the South Australian Cancer Research Biobank	
Classification Code:	PO-2	
LHN/ HN/ SAAS/ DHA:	LHN/ HN/ SAAS/ DHA:	CALHN
Hospital/ Service/ Cluster		
Division:	Haematology	
Department/Section / Unit/ Ward:		
Role reports to:	Director of the South Australian Cancer Research Biobank	
Role Created/ Reviewed Date:	September 2018	
Criminal History Clearance Requirements:	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) <input checked="" type="checkbox"/> Vulnerable (NPC) <input checked="" type="checkbox"/> General Probity (NPC)	

ROLE CONTEXT

Primary Objective(s) of role:

- > The Senior Coordinator is responsible for firstly, liaison with patients in the Clinical Haematology Services in the Metropolitan Teaching Hospitals to obtain informed consent and to facilitate collection of biospecimens for the South Australian Cancer Research Biobank (SACRB); secondly, liaison with specific non-haematology medical, nursing and scientific staff in these hospitals to facilitate recruitment, collection and storage of targeted solid cancer biospecimens and thirdly, liaison with the SACRB laboratory in terms of data and biospecimen workflow. SACRB is a statewide initiative to collect and store blood, bone marrow and other tissue samples with the aim of optimising this vital resource for South Australian cancer researchers. Cancer research contributes to better patient outcome and is vital for the attraction and retention of high quality staff in South Australia.

Direct Reports:

- > N/A

Key Relationships/ Interactions:

Internal

- > Reports to the Director of SACRB in terms of the duties to liaise with patients/family and hospital staff to obtain informed consent and to arrange collections of biospecimens.
- > Together with the Scientific Manager of SACRB, works collaboratively with the outpatient and inpatient Haematology staff and the Day Surgery Suite/bone marrow biopsy service staff at the Operating Suites in SA public hospitals to obtain informed consents from patients with possible or definitive diagnosis of acute and chronic leukaemias, myelodysplasia, myeloproliferative neoplasia or multiple myeloma and related disorders and to arrange collections of biospecimens.
- > Together with the Scientific Manager of SACRB, works collaboratively with staff of the SACRB, medical

and staff of solid cancer health care teams in SA public hospitals to obtain informed consents from patients with possible or definitive diagnosis of targeted solid cancers and to arrange for collections of biospecimens.

- > Contributes to the day to day operations of the unit

External

- > Patient/carers/parents who are the donors of research biospecimens.
- > Relevant government and non-government organisations as required, to meet the needs of the client.

Challenges associated with Role:

Major challenges currently associated with the role include:

- > Coordinating the expert delivery of effective awareness raising, patient consent and biospecimen collection for the SACRB laboratory, and working efficiently to strict timelines, which underpins the achievement of Unit goals within a complex, diverse and politically sensitive environment.
- > Contributing effectively to the ongoing management of internal and external relationships that underpin the work of the Unit.
- > Working with a high level of personal and professional integrity and motivation, and support the maintenance of a positive, collaborative and professional team.

Delegations:

(Levels/ limits of authority in relation to finance, human resources and administrative requirements as defined by Departmental delegations and policies.)

- > N/A

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
<p>Deliver professional coordination to obtain informed consent and to collect research biospecimens that contribute to the SACRB biospecimen collection, that would in turn contribute to advancement of scientific knowledge in relation to treatments for patients by:</p>	<ul style="list-style-type: none"> > The Senior Coordinator liaise with patients/family in the Clinical Haematology and solid tumour Services in the Metropolitan Teaching Hospitals to facilitate their enrolment to the South Australian Cancer Research Biobank; > Scrutinise in-patient and out-patient lists of Haematology Departments to identify patients with possible or definitive diagnoses of acute and chronic leukaemias, myelodysplasia, myeloproliferative neoplasm or multiple myeloma and related disorders; > Liaise with the staff of solid tumour teams to identify patients with possible or definitive diagnoses of targeted solid tumours; > Liaise with the clinicians and the patients involved to obtain informed consent for donating their blood, bone marrow and tissue samples to the Biobank; > Coordinate the collection process including the collection of blood, bone marrow, biopsy materials and hair follicles and buccal swabs. > Overseeing the delivery of informed consents and biospecimens to staff of SACRB; > Coordinate the recording of consent and collection data, including ensuring the maintenance of data quality and accuracy to auditable standards, and undertaking the effective management of clinical data associated with the biospecimens; > Undertake complex liaison with, and provide professional guidance, advice and training to, the medical, nursing, technical and administrative staff, as required; > maintain appropriate reporting schedules and outcomes of consent and collection to ensure the achievement of all required objectives and targets.
<p>Contribute to, and promote, a planned, integrated and outcomes focused, approach to the operation of SACRB by:</p>	<ul style="list-style-type: none"> > Ensure that own professional delivery is consistent with the unit/department and corporate objectives, philosophies, policies and procedures, including reprioritising activities in response to sudden changes in the care delivery context, and undertaking the continuous evaluation and reassessment of the outcomes of care; > Ensure that consent and collection process is effectively integrated into total patient management, and that protocols are effectively implemented, including undertaking professional assessments of the health needs of patient groups and individuals, liaising with medical, allied health and clerical/administrative staff to implement planned, systematic processes to the consent and collection protocols, and ensure that volunteer subjects retain their dignity, cleanliness, comfort and safety; > Implement and maintain timely, accurate and appropriate verbal and written communication processes to facilitate effective working relationships that support the unit's agreed operational model of care; > Contribute to the ongoing development, delivery and improvement of the effectiveness of SACRB by assisting the Director of SACRB to identify and implement new initiatives that could improve public awareness of the biobanking initiative, attract institutional and philanthropic support of SACRB and improve donor recruitment. Promote the improvement of patient outcomes and recovery processes, including assisting in the development and delivery of research projects, policy and practice guidelines;

	<ul style="list-style-type: none"> > Contribute to assigned collaborative research functions with researchers in related fields, or in other cancer biobanks, including supporting the preparation of publishable papers, as required.
Deliver effective resource and staff management to ensure the business needs of the unit are met by:	<ul style="list-style-type: none"> > Ensure the effective management of human, financial and physical assets within the unit through appropriate planning and allocation of resources to achieve agreed business and strategic plans; > Ensure that the activities of SACRB are customer focussed and professionally and effectively conducted, including supporting an integrated team approach and culture which is highly responsive to the needs of business partners and external clients; > Lead, develop and foster a positive work culture which is based on SA Health's values and promotes customer service, learning and development, safety and welfare of employees, acknowledges differences, and encourages creativity and innovation; > Determine requirements for, and deliver, effective training for staff, and identify opportunities for external education programs and conferences, which ensures the professional delivery of Unit activities.
Ensure the provision of a safe environment for volunteer subjects, visitors and staff by:	<ul style="list-style-type: none"> > Ensure that the work undertaken within the Unit complies with human ethics, animal ethics, privacy and other appropriate guidelines; > Ensure ongoing compliance with relevant legislation, policies and guidelines, including reporting all incidents, supporting a pro-active approach to risk management, undertaking preventive behaviours and processes, and supporting positive ways to manage work pressures. Ensure that the work undertaken within the Unit complies with institutional and State Government policies on records management, reporting and intellectual property; > Ensure the ongoing maintenance of the confidentiality of research proposals and research findings within the Unit; > Ensure that staff and other persons in their work areas are safe from risks to health and safety by carrying out responsibilities as detailed in organisational occupational health, safety and injury management (OHSM&IM) policies and procedures, and implementing and monitoring relevant OHS&IM policies and procedures within their work area.
Organisational Contribution	<ul style="list-style-type: none"> > Contribute to the provision of innovative and efficient approaches to SACRB's research development and delivery by undertaking relevant continuous improvement activities; > Provide support and guidance across the workgroup to improve team performance and communication; > Participate in relevant training and development activities, decision making processes, and the development and review of Unit and agency policies and procedures.
Insert key result area	<ul style="list-style-type: none"> > >
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Insert key result area	<ul style="list-style-type: none"> > >

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- > A degree in Science, Health Science, Allied Health or other related discipline.

Personal Abilities/Aptitudes/Skills

- > Proven capacity to communicate effectively at all levels, firstly to relate to patients/family in order to explain and discuss complex issues in relation to biobanking and secondly to work effectively, either autonomously or as part of a multi-disciplinary team, including providing specialist advice and reports, undertaking consultation, and facilitating the achievement of positive business results.
- > Demonstrated ability to work effectively under limited professional direction, and to achieve positive and effective consent and collection outcomes, including displaying competence, initiative, sound judgement, knowledge and professionalism to identify and develop process improvement and opportunities, analyse and solve complex problems, meet deadlines and evaluate outcomes.
- > Well-developed ability to supervise and motivate a team in a complex and challenging environment, and to undertake the effective delegation and assessment of professional tasks, and review, develop and implement changes to work practices on an ongoing basis.
- > Skills to perform venepuncture, hair follicles and buccal swab collections.

Experience

- > Proven experience in working as a clinical service or research coordinator, including coordinating professional projects and research activities, and contributing to the delivery of project planning, policy, reporting and quality management processes.
- > Proven experience in coordinating or supporting the delivery of effective clinical/research activities, including contributing to scientific published work and/or presentations
- > Proven experience in working with computerised information systems, working with computerised statistical packages, preferably within a clinical or medical environment. .

Knowledge

- > Well-developed knowledge of research design methods and practices, and its application and utilisation within a clinical research and service delivery environment, and knowledge of cancers and their treatment, and of their scientific and medical terminology.
- > Proven knowledge of clinical/research procedures, and guidelines for compliance with safety, risk management and equal opportunity, particularly in cancer care.
- > Well-developed knowledge of computer based information systems and their application within the clinical research and health fields.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- > An honours or higher degree involving a significant research component in human service related disciplines.

Personal Abilities/Aptitudes/Skills

- > Demonstrated leadership skills and an ability to apply effective and innovative management principles and methods to build staff capacity and achieve high quality results.

Experience

- > Demonstrated experience in working within an acute health care environment, particularly the South Australian Public Health System, and preferably in the haematology and oncology sector.
- > Demonstrated experience in dealing with external and media institutions bodies.

Knowledge

- > Knowledge of state, national and international clinical research and health structures, systems, policies and procedures, and the inter-relationship of various hospital divisions and departments, including:
 - > An understanding of biospecimen banking, informed consent and;
 - > A sound knowledge of medical terminology, records practice and procedures, confidentiality standards, human ethics committees and good clinical practice;
 - > An understanding of the Declaration of Helsinki.

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.
- > Some out of hours work may be required to meet the needs of the clinical trials unit. Interstate or overseas travel to attend meetings concerning clinical trials will be required

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 2014.*
- > *Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).*
- > *Children's Protection Act 1993 (Cth) – 'Notification of Abuse or Neglect'.*
- > *Disability Discrimination.*
- > *Independent Commissioner Against Corruption Act 2012 (SA)*
- > *Information Privacy Principles Instruction*
- > *Relevant Awards, Enterprise Agreements, Public Sector Act 2009, Health Care Act 2008 and the SA Health (Health Care Act) Human Resources Manual.*
- > *Relevant Australian Standards.*
- > *Duty to maintain confidentiality.*
- > *Smoke Free Workplace.*
- > *To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.*
- > *Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.*

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

Performance Development

The incumbent will be required to participate in the organisation's Performance Review & 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, the Minister for Ageing, and the Minister for Mental Health and Substance Abuse. The Department for Health and Ageing 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.

Financial Recovery:

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.

Health Network/ Division/ Department:

SACRB is within the Haematology Department of CALHN but the SACRB primarily reports to Adelaide Biomedical City Precinct via a Governance and Strategic Committee chaired by the Executive Director of Medical Services, CALHN. Its biospecimen collection occurs in all SA public hospitals with approvals from the relevant Human Ethics Committee.

Values

SA Health Values

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

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

Code of Ethics

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

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

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

Approvals

Role Description Approval

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

Name:

Role Title:

Signature:

Date:

Role Acceptance

Incumbent Acceptance

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

Name:

Signature:

Date: