

Position	Principal Respiratory Scientist
Classification	MeS4
Division	Medicine, Cardiac and Critical Care
Department / Section / Unit / Ward	Respiratory and Sleep
Role reports to	Operationally: > Head, Respiratory and Sleep Services Professionally: > Clinical Director, Respiratory Function Laboratories
CHRIS 21 Position Number M62610	Role Created / Review Date
Criminal History Clearance Requirements <input checked="" type="checkbox"/> National Police Clearance <input type="checkbox"/> Child - Prescribed (Working with Children Check)	Immunisation Risk Category Category A (direct contact with blood or body substances)

JOB SPECIFICATION

Primary Objective(s) of role:

The Respiratory Function Laboratories provide high quality diagnostic respiratory measurements to the patients within the SALHN catchment area.

The Principal Respiratory Scientist manages a highly specialised team performing lung function tests on patients referred to the Respiratory Function Laboratories.

The principal ensures there are appropriate resources across the regional sites, primarily Flinders Medical Centre and Noarlunga Hospital.

The laboratories are a major referral centre and offer an extensive range of tests.

The incumbent must possess higher level management skills and demonstrate higher level discipline knowledge to ensure appropriate training of staff to perform their specific roles.

The principal must ensure that all aspects of laboratory work are conducted to the highest quality and comply with national and international best practice.

Direct Reports: (List positions reporting directly to this position)

- > Mes2 staff
- > MeS1 staff

Key Relationships / Interactions:

Internal:

- > Reports to the Clinical Director of the Respiratory Laboratories and Head of RSS
- > Manages scientific complement of the Respiratory Function Laboratories
- > Fosters good professional relationships with all health disciplines within RSS

External:

- > Develops productive working relationships with other senior scientific staff from SA Health Networks and interstate.
- > Fosters good professional relationships with key staff from other disciplines within SALHN

Challenges associated with Role:

Major challenges currently associated with the role include:

- > Management and allocation of resources to meet clinical demands across multiple sites within SALHN.
- > Development of service delivery strategies and priorities consistent with Health policy

Delegations: (As defined in SALHN instruments of delegations)

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

Financial	Level 4
Human Resources	Level 4
Procurement	Level 4

Resilience

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

Performance Development

As an individual it is your responsibility to actively participate in the Performance Review & Development Program which will include a six (6) monthly review of your performance against the responsibilities and key result areas associated with your position.

As a Manager you, or your delegate, are required to action the Performance Review & Development Program inclusive of six (6) monthly reviews, for all employees for whom you are responsible.

General Requirements

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Policies, Procedures and legislative requirements including but not limited to:

- > National Safety and Quality Health Care Service Standards.
- > *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 in the Immunisation for Health Care Workers in South Australia Policy Directive.
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > *Children and Young People (Safety Act) 2017 (SA)*
- > *Public Interest Disclosure Act 2018*.
- > Disability Discrimination.
- > Information Privacy Principles.
- > 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.
- > *Mental Health Act 2009 (SA)* and Regulations.

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.

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 *Child Safety (Prohibited Persons) Act 2016* and Child Safety (Prohibited Persons) Regulations 2019 must obtain a Working with Children Clearance through the Screening Unit, Department of Human Services.
- > Working with Children Clearance must be renewed every five (5) years.
- > 'Approved Aged Care Provider Positions' as defined under the Accountability Principles 1998 made in pursuant to the *Aged Care Act 2007* (Cth) must be renewed every 3 years.
- > Appointment and ongoing employment is subject to immunisation requirements as per Risk Category identified on page 1.
- > 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 2008* 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 Areas	Major Responsibilities
Lead the team	<ul style="list-style-type: none"> > Ensure the delivery of high quality and safe care consistent with the SALHN Integrated Governance Framework and Consumer Engagement Framework and Plan. > Ensure that service provision and the activities of the Division / Unit / Ward / Service are person and family centred and professionally and effectively conducted by contributing to the development of an integrated team approach and culture which is highly responsive to the needs of our consumers. > Ensure the effective management of human, financial and physical assets through appropriate planning and allocation of resources to achieve agreed Division / Unit / Ward / Service and strategic plans. > Lead, develop and foster a positive work culture which is based on SA Public Sector and SALHN values and promotes patient / client focused service, learning and development, safety and welfare of employees, acknowledges differences, and encourages creativity and innovation. > Budget preparation, monitoring and reporting and adherence to resources allocations.
Professional Leadership	<ul style="list-style-type: none"> > Ensure the provision of a high quality, timely, cost effective and customer-focused diagnostic lung function testing service within SALHN. > Assume managerial responsibilities for a small, dedicated work unit demonstrating significant skills including work prioritisation, monitoring productivity, and setting local strategic directions within the area of professional practice. > Exercise substantial independent professional judgement and demonstrate high levels of expertise and experience to determine the professional clinical standards, priorities, and operational objectives of the RFL. > Utilise high level analytical skills to provide information to support strategic decision making. > Maintain a high standard of professional practice and an up-to-date knowledge of respiratory and cardiopulmonary technology
Service Coordination	<ul style="list-style-type: none"> > Undertake the recruitment, supervision, training, and management of high-quality staff and accepting professional responsibility for standards of work performed and > Demonstrate the ability to monitor resource allocations and evaluate the professional, technical, and economic impacts of programs. > Review financial information and provide recommendations on budget and activity targets. > Design, implement and oversee a quality management system which meets the needs of external regulatory bodies such as the National Association of Testing Authorities and the Thoracic Society of Australia and New Zealand to ensure the reliability and integrity of measurements. > Review the RFL's existing services and resources by establishing, monitoring and summarising key performance indicators for critical activities to ensure that they meet the strategic directions of SA Health > Participate in the ongoing education, implementation, monitoring and > evaluation of safety and quality initiatives relevant to The National Safety and Quality Health Services Standards and the Australian Council on Healthcare Standards (ACHS) Evaluation and Quality Improvement Program (EQuIP).

<p>Professional Relationships</p>	<ul style="list-style-type: none"> > Contribute appropriate professional skills within the discipline and providing scientific consultancy to clinical users of the service, > Represent the RFL and its staff in relevant national and institutional work groups and committees. > Establish functional relationships with other respiratory services to share expertise and establish professional networks and improve service delivery. > Establish professional relationships with diagnostic services in other disciplines to share expertise and establish professional networks to address system-wide issues. > Provide advice to senior management/authorities regarding current relevant developments in the discipline and their potential implications. > Provide expert advisory consultancy advice to outside bodies, agencies and the public may be provided as well as participation on inter- agency committees to develop policy, planning and other initiatives. > Contribute to the teaching programs in the Department including teaching respiratory physiology to medical and scientific graduate and undergraduate students. > Involvement in in-service education for medical, nursing, scientific and administrative staff of the Department. > Providing lectures in areas of special expertise to professional and lay organisations. > Participating in other appropriate diagnostic and respiratory physiology teaching activities. > Designing, undertaking, and supervising research projects within the area of respiratory physiology. > Involvement in established research programs within the Department and other areas. > Attendance at and participation in local, national, and international scientific and clinical meetings
<p>Strategic Planning and Policy Setting</p>	<ul style="list-style-type: none"> > Contributing to strategic and policy decision-making affecting the SALHN RFL as part of the senior management team of the Department, > Apply conceptual thinking and demonstrate an understanding of the RFL's strategic directions within SALHN and the broader context of SA Health. > Contribute to the development of policies and strategic objectives for the RFL including review of broad policy directions. > Design and manage discrete quality improvement projects. > Demonstrate a sound knowledge of governmental policies and procedures, and an appreciation of their application in relation to RFL operations. > Interpret and provide advice on legislation, regulations and other guideline material relating to the operations and functions of the RFL.
<p>Service Development</p>	<ul style="list-style-type: none"> > Monitor advances in science and technology and demonstrate an awareness of the latest developments in respiratory function testing through the examination of current literature and collaboration with other professionals with recognised expertise; > Exercise significant professional judgement in the development and/or application of professional discipline principles and new technology. > Recommend equipment purchases and integrate new equipment and procedures into the RFL service. > Prepare budgets, monitor, report and adhere to resource allocation

1. ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- > Bachelor of Science degree or equivalent

Personal Abilities/Aptitudes/Skills

- > Commitment to quality
- > Professionally independent, innovative, and competent
- > High levels of analytical skill to identify and progress work group objectives.
- > Demonstrated high level of initiative.
- > Demonstrated high level of organisational skills to efficiently complete required tasks.
- > Demonstrated high level of interpersonal skills.
- > Demonstrated high level of written and verbal communication skills.
- > Demonstrated thoroughness and attention to detail.
- > Able to educate and impart knowledge.
- > Advanced word processing
- > Proven commitment to the principles and practise of:
 - EEO, Ethical Conduct, Diversity and Worker Health & Safety.
 - Quality management and the provision of person and family centred care.
 - Risk management.

Experience

- > Proven experience in basic computing skills, including email and word processing.
- > Experience in physiological measurement, particularly around lung function or respiratory physiology.
- > Experience in a laboratory environment.
- > Experience with Quality Assurance processes
- > Proven experience in delivering high quality and safe care consistent with the National Safety and Quality Health Care Service Standards. (Mandatory for all clinical positions.)

Knowledge

- > Awareness of National Safety and Quality Health Service Standards.
- > Understanding of Delegated Safety Roles and Responsibilities.
- > Understanding of Work Health Safety principles and procedures.
- > Understanding of Quality Management principles and procedures.
- > Awareness of person and family centred care principles and consumer engagement principles and procedures.
- > Comprehensive knowledge of respiratory physiology
- > Knowledge of laboratory procedures

2. DESIRABLE CHARACTERISTICS (to distinguish between applicants who meet all essential requirements)**Personal Abilities/Aptitudes/Skills**

- > Demonstrated presentation skills

Experience

- > Proven experience in basic computing skills, including email and word processing.
- > Experience in Respiratory Function Laboratory management

Knowledge

- > Awareness of the Charter of Health and Community Services rights.
- > Knowledge of national and international standards relating to Respiratory Function testing
- > Knowledge of Respiratory Laboratory quality assurance practices

Educational/Vocational Qualifications

- > A higher degree in science at Masters or PhD level.
- > Evidence of ongoing professional development through attendance at, and participation in national and international meetings of professional societies
- > Achievement of Certification as a Respiratory Function Scientist through the Australian and New Zealand Society of Respiratory Science.

Other Details

- >

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.

SA Health Challenges

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce strategies, and ageing infrastructure. The SA Health Strategic Plan has been developed to meet these challenges and ensure South Australians have access to the best available health care in hospitals, health care centres and through GPs and other providers.

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.

Governing Boards

The State Government is reforming the governance of SA Health, including from 1 July 2019 the establishment of 10 Local Health Networks, each with its own Governing Board.

Statewide	> Women's and Children's Health Network
Metropolitan	> Central Adelaide Local Health Network > Southern Adelaide Local Health Network > Northern Adelaide Local Health Network
Regional	> Barossa Hills Fleurieu Local Health Network > Yorke and Northern Local Health Network > Flinders and Upper North Local Health Network > Riverland Mallee Coorong Local Health Network > Eyre and Far North Local Health Network > South East Local Health Network

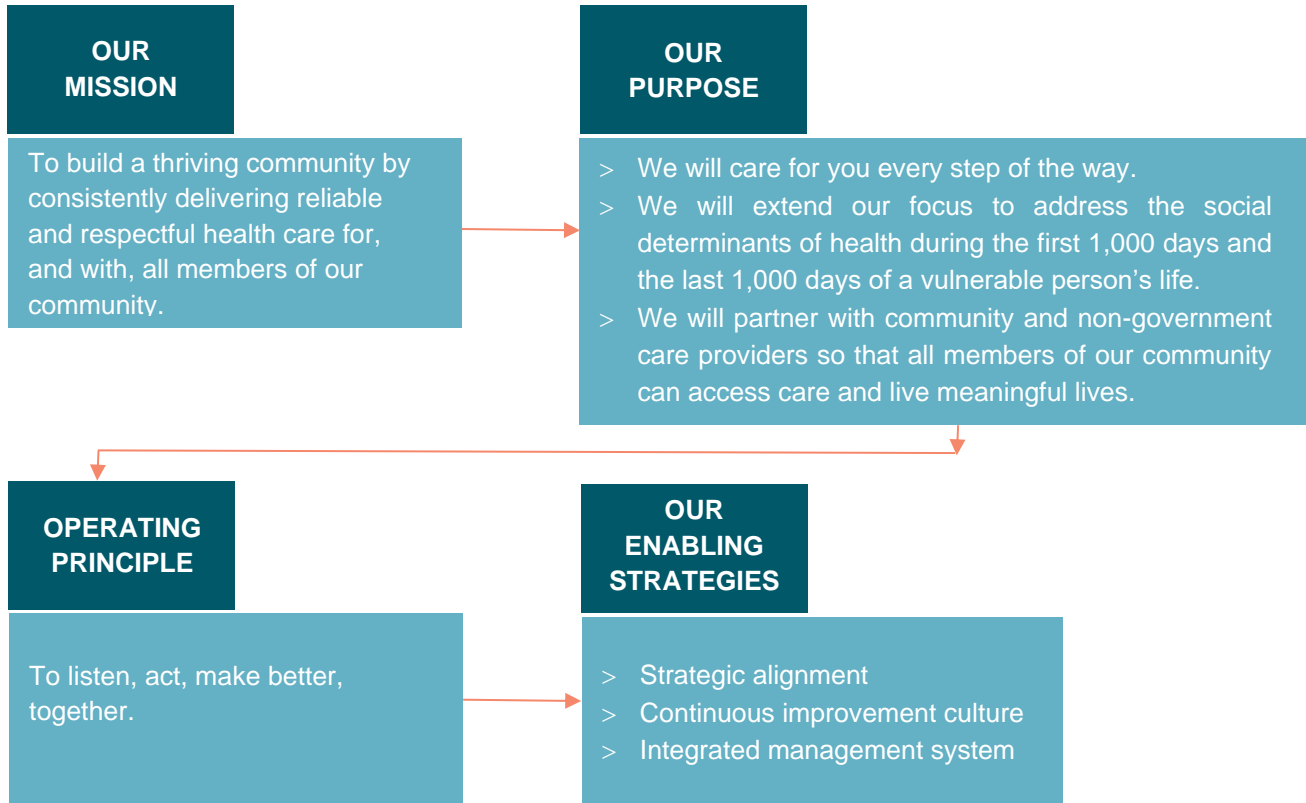
Southern Adelaide Local Health Network (SALHN)

SALHN provides care for more than 350,000 people living in the southern metropolitan area of Adelaide as well as providing a number of statewide services, and services to those in regional areas. More than 7,500 skilled staff provide high quality patient care, education, research and health promoting services.

SALHN provides a range of acute and sub-acute health services for people of all ages.

SALHN includes

- > [Flinders Medical Centre](#)
- > [Noarlunga Hospital](#)
- > [GP Plus Health Care Centres and Super Clinics](#)
- > [Mental Health Services](#)
- > Sub-acute services, including [Repat Health Precinct](#)
- > [Jamie Larcombe Centre](#)
- > [Aboriginal Family Clinics](#)



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; it sets out the **South Australian Public Sector Values** as:

- > **Service** – We proudly serve the community and Government of South Australia.
- > **Professionalism** – We strive for excellence.
- > **Trust** – We have confidence in the ability of others.
- > **Respect** – We value every individual.
- > **Collaboration & engagement** – We create solutions together.
- > **Honesty & integrity** – We act truthfully, consistently, and fairly.
- > **Courage & tenacity** – We never give up.
- > **Sustainability** – We work to get the best results for current and future generations of South Australians.

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

Domestic and Family Violence

The Southern Adelaide Local Health Network (SALHN) recognises the devastating impact domestic or family violence can have on the lives, of those who experience abuse and are committed to supporting employees who experience domestic or family violence by providing a workplace environment that provides flexibility and supports their safety.

Role Acceptance

I have read and understand the responsibilities associated with the Principal Respiratory Scientist in the Division of Medicine, Cardiac and Critical Care and organisational context and the values of SA Health as described within this document.

Name

Signature

Date