

i can

...do something
more meaningful



SA Health Job Pack

Job Title	Casual Consultants - General Medicine
Job Number	686755
Applications Closing Date	22/3/19
Region / Division	Central Adelaide Local Health Network
Health Service	The Royal Adelaide Hospital
Location	Adelaide
Classification	MOC13G / MOC14G
Job Status	Casual Consultant - General Medicine/Acute Geriatric Medicine
Salary	MOC13G \$108.42 per hour plus 25% leave loading MOC14G \$137.47 per hour plus 25% leave loading

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 - see Career Information, or by referring to the nominated contact person below.

Contact Details

Full name	Ralph Annetta
Phone number	7074 3115
Email address	Ralph.Annetta@sa.gov.au

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 Title:	Medical Consultant / Visiting Medical Specialist – General Medicine / Acute Medicine Unit		
Classification Code:	MD2 / MOV	Position Number	
LHN/ HN/ SAAS/ DHA:	Central Adelaide Local Health Network (LHN)		
Site/Directorate	Royal Adelaide Hospital / Queen Elizabeth Hospital		
Division:	Medicine		
Department/Section / Unit/ Ward:	Medical Directorate / Acute Medicine & Support Services / General Medicine		
Role reports to:	Clinical Director Medical Directorate / CALHN Head of General Medicine		
Role Created/ Reviewed Date:			
Criminal History Clearance Requirements:	x Aged (NPC) x Child- Prescribed (DCSI) x Vulnerable (NPC) General Probity (NPC)		

ROLE CONTEXT

Primary Objective(s) of role:

The Medical Consultant / Visiting Medical Specialist – General Medicine / Acute Medicine Unit will contribute to the provision of high standard clinical services to patients of, and those referred to, General Medicine / Acute Medicine Unit. Contribute to teaching/training at undergraduates and postgraduate levels. Participate in research. Assist SA Health and the Central Adelaide Local Health Network in its mission of promoting the health of the general community.

Direct Reports:

Responsible to the Medical Directorate's CALHN Head of General Medicine.
Will be required to collaborate closely with Clinical Nurse Consultant, other health professional seniors and senior administrative staff of the Directorate and CALHN.
Responsible for junior medical staff assigned to their unit / team.

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. Similarly the Head of Unit will undertake Performance Review & Development process for staff working in the Acute Assessment Unit.

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.
 - Must participate in the Unit's after hours on-call roster.
 - Intra and interstate travel may be required.

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.

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
------------------	------------------------

<p>Provide clinical leadership to the Directorate by:</p>	<ul style="list-style-type: none"> • Leading and contributing to the management and delivery of services including advice and recommendation to management, contributing to the development of a Directorate Service Plan and key performance indicators that aligns with CALHN's Strategic Plan. • Contribute to, maintain and implement the General Medicine / Acute Medicine Unit's Service Delivery Model. • Ensuring compliance with accreditation standards including leading and guiding workforce change and clinical improvement activities involving and achieving confidentiality of patient information and privacy, safety, evidence based, best practice clinical services, evaluation of clinical processes and service outcomes, clinical audits, quality assurance programs and clinical performance indicators. • Systematically identifying, analysing, evaluating and addressing any significant risks that might impact on service delivery. • Ensure Divisional service provision is customer focussed and professionally conducted including leading senior clinicians and facilitating the development of an integrated team approach and culture which is responsive to the needs of patient, consumers, business partners and external clients. • Ensuring the Directorate's clinical services are coordinated and integrated with other Hospital services. • Contributing to casemix management including ensuring appropriate practices are in place to ensure the timely coding of required data. • Ensuring patient medical and clinical care records are effectively maintained including the provision of timely discharge summaries, written specialist opinions and requested medical reports. • Ensuring the Directorate's clinical services are planned and provided in a manner that is patient focused, fostering and optimising consumer participation in planning and evaluation of services and ensuring patient complaints are investigated and addressed in a positive and constructive manner. • Ensuring consistent policies / protocols for medical and clinical assigned staff of the Directorate regarding clinical practice and administrative procedures are developed and regularly maintained. • Ensuring sentinel events, potential medical negligence claims and adverse patient incidents are appropriately reported, investigated and resultant recommendations to improve services are implemented. • Applying and promoting practices that ensure patients' rights are respected. • Maintaining an active clinical work load within the Consultant's / Visiting Medical Specialist speciality including providing a specialist opinion on medical services to patients and those patients referred for specialist consultation.
---	--

<p>Ensure effective directorate management by:</p>	<p>Leading and contributing to the development of a Directorate Strategic Plan, developing policies and procedures and monitoring practices to ensure compliance with agreed standards and protocols.</p> <p>Effectively managing financial, human and physical assets – including:</p> <ul style="list-style-type: none"> • In conjunction with the Clinical Director, participating in annual budget discussions, service activity, equipment acquisition and replacement program. • Managing expenditure of the financial resources delegated to the Director/ Head of Unit and managing activity in the Unit to ensure that budget parameters are achieved. • Deploying and managing staff resources including leave approval and rostering of medical staff to inpatient, outpatient, operating theatre and consultation services. • Budget preparation, monitoring and reporting and adherence to resources allocations. • Establishing and refining organisational structures and work practices that facilitate efficiency in service delivery. • Ensuring training and continuing education opportunities are available for medical and Directorate staff. <p>Fostering quality research activities including promoting and encouraging Directorate staff to contribute to undergraduate and postgraduate teaching / training programs.</p> <p>Collaboration with Universities of Adelaide and South Australia to support training of health professional in acute care medicine with General Medicine.</p> <p>Making sure facilities, equipment and supplies are managed and used in the most cost efficient manner.</p> <p>Leading and ensuring the implementation and maintenance of CALHN's policies and procedures including:</p> <ul style="list-style-type: none"> • Human Resource Management. • Performance Management and staff appraisal. • Equal Employment Opportunity and the prevention of bullying, harassment and intimidation. • Confidential information, record security and intellectual property.
--	--

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

Bachelor of Medicine; Bachelor of Surgery (MBBS) or equivalent
Appropriate Specialist Qualifications in Acute and General Medicine and registrable with the Medical Board of Australia as a Medical Practitioner with this Specialist registration; or another qualification as defined in the SA Medical Officers Award.

Personal Abilities/Aptitudes/Skills

- An ability to manage to the spirit and principles of the premier's safety Commitment and the legislative requirements of the Occupational Health Safety and Welfare Act, utilising AS/NZS 4360 Risk Management, or to an equivalent set of standards.

Demonstrated

- professional integrity.
- high standard of clinical practice in the relevant specialty.
- leadership, management and motivational skills.
- ability to work in a multidisciplinary team environment.
- high level of skills in communicating, negotiating and mediating.
- skills in problem solving and decision making.
- commitment to quality improvement.
- ability to be adaptable to change.

Experience

Experience

- at a level of professional practice
- in teaching at the undergraduate and postgraduate levels.
- with managing budgets.
- in system development and quality improvement activities.

Knowledge

Understanding

- of quality improvement principles
- of administrative policies and practices in a public hospital.
- of management issues within a clinical setting.
- of budgetary requirements affecting the Health System.
- of contemporary health issues.
- of the rights and responsibilities of patients and their families.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- Participation in continuing medical education since attaining specialist qualification.
- MD, PhD or other higher degree in an appropriate field.
- Tertiary qualification in management.

Personal Abilities/Aptitudes/Skills

- Commitment to communication on health care issues both within CALHN, state wide and nationally.
- Commitment to staff and consumer participation in service planning.

Experience

Experience

- in research initiatives.
- in managing change.
- in the development and application of clinical information systems.

Knowledge

Understanding

- of the operation of a major teaching hospital.
- of benchmarking resources such as Healthroundtable.
- of the Casemix and activity based funding model.
- of occupational health, safety and welfare practices.

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 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.

Health Network/ Division/ Department:

General Medicine is a large inpatient service within the Medical Directorate in the Acute and Complex Medicine Service of CALHN. General Medicine in the Royal Adelaide provides care to the community of South Australia by supporting the activities of acute care in conjunction with the Emergency Department. The patients cared for by the General Medical service have requirements for care that commonly encompass multiple acute and interacting medical conditions in the setting of functional, cognitive and socially complex situations. In a number of situations the patient condition still remain undifferentiated at the time of referral to the General Medical Service. General Medicine also provides support within the hospital by providing an acute consult service and significant contribution to the Medical Emergency Team. General Medicine provides acute care medicine in the Acute Assessment Unit and General Medical Wards. Continuity of care and completion of the acute care episode are undertaken by the inpatient service and supported by outpatient review clinics. This role of Head of the Acute Assessment Unit is important in providing the breadth of care needs and options within the General Medicine Service.

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.

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

Code of Ethics

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

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

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

Approvals

Role Description Approval

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

Name: _____ **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: _____