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SA Health Job Pack

Job Title	Radiation Oncology Clinical Operations Manager
Job Number	673721
Applications Closing Date	14/12/18
Region / Division	Central Adelaide Local Health Network
Health Service	The Royal Adelaide Hospital
Location	Adelaide
Classification	AHP-5
Job Status	Permanent full-time
Indicative Total Remuneration*	\$128,405/\$140,444

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

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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 Title:	Radiation Oncology Clinical Operations Manager
Classification Code:	AHP5
LHN/ HN/ SAAS/ DHA:	Central Adelaide Local Health Network (CALHN)
Site/Directorate	Royal Adelaide Hospital
Division:	Cancer Directorate
Department/Section / Unit/ Ward:	Radiation Oncology
Role reports to:	Director, Radiation Oncology
Role Created/ Reviewed Date:	August 2018
Criminal History Clearance Requirements:	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) <input type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)

ROLE CONTEXT

Primary Objective(s) of role:

The Radiation Oncology Clinical Operations Manager along with the Director of Radiation Oncology and the Chief Medical Physicist is responsible for the strategic leadership, operational management and policy direction of the radiation oncology services at Royal Adelaide Hospital, The Queen Elizabeth Hospital and Lyell McEwin Hospital ensuring that high quality standards are maintained and a responsive and efficient service is provided through planning, coordinating and managing the resources and service delivery.

The incumbent is responsible for ensuring radiation oncology services at Royal Adelaide Hospital, The Queen Elizabeth Hospital and Lyell McEwin Hospital comply with relevant state/national regulations and accreditation requirements in accordance with departmental, hospital, and regional policies and procedures, legislative requirements and professional guidelines.

The incumbent will ensure that the implementation of processes and practices with respect to radiation oncology services at Royal Adelaide Hospital and Lyell McEwin Hospital is in accordance with strategic plans, business policies and directives and ensure a quality management approach to service delivery.

The incumbent will ensure that teaching, research and education programs are aligned with best practice and available to Radiation Therapists at Royal Adelaide Hospital and Lyell McEwin Hospital.

As a qualified Radiation Therapist, the incumbent carries a clinical workload or portfolio responsibilities as determined from time to time by the Director, Radiation Oncology.

Direct reports:

- > The Radiation Oncology Clinical Operations Manager reports to the Director of Radiation Oncology
- > 55.4 FTE (direct and indirect) Radiation Therapist staff at the Royal Adelaide Hospital and Lyell McEwin Hospital

Key Relationships/ Interactions:

Internal

- > Works collaboratively with relevant medical, nursing, allied health, medical physics, radiation engineers and administrative leaders and managers within the CALHN Cancer Directorate, and other CALHN departments.
- > Works collaboratively with relevant medical, nursing, allied health medical physics and administrative leaders and managers in NAHLN
- > Reports to the Executive Director, Allied Health and Intermediate Care, CALHN on professional issues.

External

- > Liaison with the Department of Health and Aging, Central Adelaide Local Health Network, other Local Health Networks, Government Agencies, interstate health organisations, private sector organisations, and internal/external clients of the health service on behalf of the CALHN Cancer Directorate.
- > University of South Australia
- > Australian Society of Medical Imaging and Radiation Therapy (ASMIRT)
- > Australian Health Practitioner Regulation Agency (AHPRA)

Challenges associated with Role:

Major challenges currently associated with the role include:

- > Planning the future needs to ensure the department continues to serve the community and stays at the forefront of Cancer treatment.
- > Driving effective leadership and collaboration within the discipline across the two LHNs
- > Ensuring the ongoing safety, effectiveness, availability and compliance of a range of assets used for patient treatment
- > Driving continuous improvement within an increasingly constrained financial environment.
- > Supporting the development of new and emerging processes and technologies in a changing environment.
- > Managing the delivery of Radiation Oncology services Royal Adelaide Hospital, The Queen Elizabeth Hospital and Lyell McEwin Hospital.

Delegations:

- > As per the CALHN Finance / HR delegations manual.

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
<p>Provide effective leadership and strategic direction in relation to delivery of Radiation Oncology services by:</p>	<ul style="list-style-type: none"> > Developing a participative process that involves consumers and staff in planning and evaluation processes that devolve decision making and accountability for provision of care as close as possible to the consumer. > Providing leadership and management in the development and implementation of relevant policies, standards, systems and practices to facilitate the safe and effective delivery of Radiation Oncology services. > Providing operational direction, leadership and determination of service design, planning and treatment methods, and efficiency improvement objectives, in response to clinical issues. > Participating where appropriate, in Hospital committee structures to achieve overall efficient and effective use of resources. > Actively contributing as a member on professional statewide and/or national committees. > Contributing to the development and implementation of Radiation Oncology service objectives, policies and procedures, agreed key performance indicators and of quantitative and qualitative monitoring, measurement and reporting on service delivery at the Hospital sites. > Ensuring the organisation structure, systems and standards are effective and responsive to deliver quality Radiation Oncology services and achieve high levels of client satisfaction. > Creating a safe work environment ensuring the highest quality and safety standards are met. > Managing the Radiation Oncology Risk Management Strategy, including developing and implementing solutions in conjunction with the other senior staff. > Representing the department, and consulting with and providing advice to other departments or bodies within the hospital, state or interstate in relation to planning and delivery of Radiation Oncology services. > In conjunction with management of Nursing and Radiation Oncology, further developing collaborative relationships with peers in Medical Oncology.
<p>Ensure that financial, physical and human resources in Radiation Oncology are managed appropriately by:</p>	<ul style="list-style-type: none"> > Working collaboratively with the Manager, Business Operations, Cancer Service to manage and monitor financial performance ensuring expenditure is contained within budget, revenue generation maximised and corrective actions are undertaken to counter adverse developments. > Ensuring an effective departmental data collection system is maintained and providing, analysing and interpreting data to meet the Directorate, CALHN, SA Health or external professional departmental requirements. > Exercising financial, human resource and procurement delegations as authorised, and ensuring compliance with policies, guidelines and procedures for effective financial, environmental, risk and quality management. > Analysing and planning radiation therapy workforce requirements to ensure adequate resources are available to meet the service expectations of the South Australian public in a financially constrained environment. > Encouraging and modelling collaboration and teamwork. > Facilitating employee participation in attaining and maintain a culture that focusses on the achievement of Departmental objectives. > Providing leadership, setting clear directions and managing the performance and development of Radiation Therapy staff, by giving them opportunities to grow personally and professionally. > Managing, leading and empowering the team decision making processes and developing, implementing and monitoring relevant operational management policies and procedures.
<p>Undertaking responsibility for asset</p>	<ul style="list-style-type: none"> > Managing and monitoring an asset replacement program based on the strategic service profile of the Hospital sites.

Key Result Areas	Major Responsibilities
management and maintenance in Radiation Oncology by:	<ul style="list-style-type: none"> > Managing and monitoring the condition of all equipment and infrastructure used and reporting any problems or damage, identifying business needs and technological advancements. > Advising on and being involved the selection, tender processes and procurement of equipment, services and consumables. > Overseeing the installation and testing of equipment and related systems in compliance with the specifications and requirements of the appropriate regulations. > Developing and monitoring performance metrics for equipment utilisation and, in collaboration with other Heads of Sections within Radiation Oncology, developing strategies for improving utilisation. > In conjunction with SA Biomedical Engineering, managing the maintenance contracts across the Hospital sites. > Liaising with external agencies/vendors in relation to infrastructure, facility or equipment issues.
Establish continuous quality improvement programs to ensure a safe, effective and efficient delivery of Radiation Oncology services by:	<ul style="list-style-type: none"> > Analysing data arising from recording systems to develop and implement system improvements to achieve best practice standards. > Implementing continuous quality improvement activities including the identification of performance indicators and benchmarks to increase efficiencies and to ensure relevant accreditation is attained and maintained. > Assisting in the identification, establishment and review of Radiation Oncology performance standards and outcomes. > Ensuring that Radiation Oncology services comply with relevant state/national regulations and accreditation requirements in accordance with hospital, SA Health and Commonwealth policies and procedures and professional guidelines. > Overseeing the development of professional practice standards of Radiation Therapy staff and embedding these into their daily duties and broadly within Radiation Oncology. > As Lead AHP actively participate and provide specialist advice to Radiation Oncology Quality and Safety Committee.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- > Appropriate Degree or equivalent qualification, which entitles a statement of accreditation in Radiation Therapy from the Australian Institute of Radiography, or its recognised equivalent (up to July 2012) and then registration with the Medical Radiation Practice Board of Australia (post July 2012).
- > Licensed under the Radiation Protection and Control Act SA (1982).

Personal Abilities/Aptitudes/Skills

- > Commitment to clinical governance, quality and business excellence and ability to establish a team environment which supports continuous improvement.
- > Demonstrated self-motivation and ability to accept responsibility and co-ordinate own activities to meet deadlines while exercising significant levels of independent judgement and initiative.
- > Demonstrated leadership and interpersonal skills in a senior management position with an ability to manage lead and motivate a team of employees whilst stimulating high level performance and fostering the co-operation and support of others, particularly in a multi-disciplinary team environment.
- > Proven ability to advise, consult, liaise and negotiate complex issues and advocate on behalf of the department with a diverse range of people.
- > Demonstrated excellent verbal and written communication skills including the ability to conduct thorough analyses and assessments and develop clear, concise reports, plans and recommendations.
- > Demonstrated high standard of organisational skills.
- > High-level skills in analysing and conceptualising problems, and demonstrated ability in providing innovative and pragmatic solutions when dealing with problems or pursuing opportunities.
- > Ability to build partnerships with external health providers and community organisations.

Experience

- > Experience in management of radiation therapy services at a major hospital with a comprehensive knowledge of current radiation therapy planning and treatment procedures.
- > Demonstrated experience at a senior management level that includes management of multi-disciplinary functions (e.g., financial, human resources, administration, minor works, information technology etc.).
- > Experience in achieving financial targets in complex organisations in context of a wide range of competing priorities.
- > Experience in business process improvement and change management.
- > Experience in effective management and direction of staff and negotiating outcomes (and/or conflict resolution) that facilitate the achievement of departmental objectives.
- > Demonstrated experience incorporating quality improvement into work practices.

Knowledge

- > Demonstrated knowledge and understanding of the strategic issues relevant to the management and delivery of South Australia's public radiation therapy services.
- > Knowledge of risk and safety management systems, standards and responsibilities as they relate to a supervisory/management role.
- > An understanding of relevant medico-legal issues.
- > Understanding of the mechanisms for measuring and reporting service outcomes.
- > Sound knowledge of benchmarking and best practice principles.
- > Knowledge of public sector management aims, personnel management standards and employee conduct standards, in particular Equal Opportunity and Occupational Health, Safety and Welfare policies and procedures.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- > Recognised tertiary qualifications in management.
- > Relevant post-graduate qualification in clinical or management.

Personal Abilities/Aptitudes/Skills:

- > Knowledge of future directions in radiation therapy including emerging technologies and techniques.
- > Ability to be flexible in attaining high standards both personally and professionally.
- > Ability to collate and present data and reports.

Experience

- > Experience in program evaluation and continuous improvement activities.
- > Experience in research management.

Knowledge

- > Knowledge of relevant State and Commonwealth policies associated with health service provision.

Other

- > Professional body affiliation.

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 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.
- > Some inter and intra state and overseas travel may be required.
- > Some out of hours work may be required including public holidays and on-call.

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 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.

Health Network/ Division/ Department:

The Central Adelaide Cancer Directorate provide a wide range of cancer-related ambulatory and inpatient services and programs to clients, predominantly at the Royal Adelaide Hospital, and The Queen Elizabeth Hospital (TQEH) campuses. Radiation Oncology also has a significant satellite site at Lyell McEwin Hospital. Both hospitals (RAH & TQEH) provide inpatient, outpatient, emergency and statewide services to the Central Adelaide community and those from many regional and rural areas.

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 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: