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SA Health Job Pack

Job Title	Haematology Clinical and Research Fellow positions
Job Number	677125
Applications Closing Date	3/2/19
Region / Division	Central Adelaide Local Health Network
Health Service	The Royal Adelaide Hospital
Location	Adelaide
Classification	MDP-2 / MDP-3
Job Status	Full-time and part-time temporary positions up to 30/6/19
Indicative Total Remuneration*	MDP-2 \$93,111/\$151,157 MDP-3 \$151,539/\$161,381

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	Teresa Abela
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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:	Haematology Clinical and Research Fellow positions
Classification Code:	MDP2G/MDP3G
LHN/ HN/ SAAS/ DHA:	Central Adelaide Local Health Network
Hospital/ Service/ Cluster	Royal Adelaide Hospital
Division:	Cancer
Department/Section / Unit/ Ward:	Haematology
Role reports to:	Director of Haematology
Role Created/ Reviewed Date:	October 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 SA Pathology/Royal Adelaide Hospital Haematology Training programme is offering 3 clinical and research fellowship positions in subspecialty areas of haematology. The incumbents will participate in the SA Pathology/Royal Adelaide Hospital Haematology training programme with a view to gaining additional clinical expertise in the sub-speciality area of their interest, and in addition will be given the opportunity to develop original research initiatives as well as participating in active clinical trial programs.

Available sub-speciality areas include, but are not limited to, acute leukemia/transplantation, myeloma, lymphoproliferative disorders, thrombosis and haemostasis (including haemophilia), myeloproliferative disorders, and diagnostic genetics in haematology.

During training the person will participate in:

- > The provision of outpatient, inpatient, consultative and laboratory services for patients in their particular area of interest under appropriate supervision.
- > The initiation and ongoing oversight of research in their sub-speciality area including active participation in an existing active clinical trial program.

Key Relationships/ Interactions:

Internal

- > Supervision of the position will be provided by the Lead clinician within the relevant disease stream. This will include oversight of the provision of consultative, inpatient and outpatient services, and research activity.
- > Nursing co-ordinators and data managers– the Fellow will be responsible for assisting the existing nurse co-ordinators with the triaging and appropriate initial management of newly referred patients within the relevant subspecialty.
- > Clinical trial manager and co-ordinators involved in trials with the relevant sub-speciality area.

- > Other members of the haematology multi-disciplinary team including inpatient nursing staff, allied health, and other administrative support staff.

External

- > Patients within the relevant subspecialty area.
- > External clinicians, including other members of relevant multidisciplinary teams and referring doctors.
- > Study sponsors and monitors.

Challenges associated with Role:

Major challenges currently associated with the role include:

- > Establishing and maintaining clinical pathways for patients within relevant subspecialty areas.
- > Co-ordination of patients care in the relevant sub-speciality field including patients involved in relevant clinical trials.
- > Formulation of investigator initiated research projects in the candidate's field of choice.

Delegations:

- > Nil

Resilience:

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

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.

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.
- > Information Privacy Principals Instruction – Premier and Cabinet Circular 12.
- > 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.

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.
- > Will be required to work outside of normal hours including weekends and public holidays.

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
Outpatient management	<ul style="list-style-type: none"> > Involvement in weekly outpatients clinics > Involvement in triaging and initial diagnostic work-up newly referred patients. > Ensuring appropriate communication with referring doctors, both external and within CAHLN.
Inpatient management	<ul style="list-style-type: none"> > Rotating participation in supervision of haematology inpatients under the supervision of relevant consultants. > Participation in the provision of a consultative service to inpatients of other clinical units.
Clinical trial involvement	<ul style="list-style-type: none"> > Involvement in the current haematology clinical trial program including clinical oversight of participating patients. > Initiation of investigator driven observational research involving patients in the relevant subspecialty area.
Contributing to teaching and training	<ul style="list-style-type: none"> > Contributing to medical teaching and training at an undergraduate and post-graduate level. > Continuing to update and extend personal knowledge by attendance at relevant local and interstate clinical meetings.
Contributing to quality activities within the haematology clinical service	<ul style="list-style-type: none"> > Initiating and participating in existing clinical improvement and quality activities including morbidity and mortality review meetings. > Maintaining an awareness of clinical risk in the clinical environment.
Ongoing personal development	<ul style="list-style-type: none"> > Completing all CAHLN mandatory training to ensure knowledge and key competencies are kept up to date. > Bi-annual meeting with direct supervisor to complete performance review. > Maintaining and improving personal knowledge and skills by participation in continuing medical education.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- > Bachelor of Medicine; Bachelor of Surgery (MBBS) or equivalent, registrable with the Medical Board of Australia as a Medical Practitioner with General Registration.
- > Completion of part 1 of the RCPA Haematology examinations.

Personal Abilities/Aptitudes/Skills

- > Reliability regarding performing expected duties.
- > Clinical skills appropriate for duties within the haematology service.
- > Effective interpersonal communication skills.
- > Ability to work independently both as a clinician and researcher.
- > High level of professional judgement and competence in dealing with clinical issues in a multi-disciplinary setting,
- > Ability to supervise junior staff.
- > Ability to work as part of a team.
- > Ability to prioritise activities and to meet deadlines.
- > Respect for the rights of patients.
- > Good communication skills including verbal and written communication with external stakeholders
- > Awareness of research principles and strategies.
- > Awareness of quality improvement principles and strategies.

Experience

- > Experience in the field of clinical haematology at a senior registrar level.
- > Experience with the supervision and teaching of undergraduate and postgraduate staff.

Knowledge

- > Good baseline knowledge of laboratory and clinical haematology.
- > Knowledge of Occupational health, Safety and Welfare principles and procedures.
- > Knowledge of Quality Improvement principles and procedures.
- > Knowledge of Policy on Bullying and Harassment.
- > Understanding of the rights and responsibilities of patients and their families.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- > Completion of the part 2 RCPA examinations is highly desirable.

Personal Abilities/Aptitudes/Skills

- > Demonstrated ability to complete research projects.
- > Ability to motivate other staff.

Experience

- > Experience in research.

Knowledge

- > Knowledge of Evidence Based Medicine
- > Statistical knowledge as related to clinical research.

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.

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.

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: