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SA Health Job Pack

Job Title	ICU Research Officer - GSC2
Eligibility	Open to Everyone
Job Number	723295
Applications Closing Date	12/6/20
Region / Division	Central Adelaide Local Health Network
Health Service	The Royal Adelaide Hospital
Location	Adelaide
Classification	GFSc-2
Job Status	Full-time temporary up to 30/5/21
Total Indicative Remuneration	\$92,017/\$105,461 (pro rata)

Contact Details

Full name	Ryan Bradbrook
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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:

- Working with Children Screening - **DHS**
- 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.

Immunisation

Risk Category A (direct contact with blood or body substances)

This role carries specific immunisation requirements. To be eligible for appointment in this role you will be required to meet the immunisation requirements associated with Category A (direct contact with blood or body substances). [Please click here for further information on these requirements.](#)

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:	Research Officer		
Classification Code:	GFSc2	Position number	P06956
LHN/ HN/ SAAS/ DHA:	Central Adelaide Local Health Network		
Hospital/ Service/ Cluster	Royal Adelaide Hospital		
Division:	Critical Care and Perioperative Services		
Department/Section / Unit/ Ward:	Intensive Care Research		
Role reports to:	Director of Research, Intensive Care Unit		
Role Created/ Reviewed Date:	24 March 2020		
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)		
Immunisation Risk Category:	<input type="checkbox"/> Category A (direct contact with blood or body substances) <input type="checkbox"/> Category B (indirect contact with blood or body substances) <input type="checkbox"/> Category C (minimal patient contact)		

ROLE CONTEXT

Primary Objective(s) of role:

The Research Officer, Intensive Care Research is accountable to the Director of Research, Intensive Care Unit, for the provision of and establishing collaborative research studies between intensive care and other collaborative entities aimed at improving clinical outcomes in the critically ill within the Intensive Care Unit and following ICU admission. The Research Officer is a member of the research team in the Intensive Care Unit, Critical Care and Perioperative Service. The Research Officer will coordinate and/or contribute to the development and submission of research proposals and research grant applications, including developing new techniques and methods, as appropriate, to support the scope of the proposed research. The Research Officer will contribute to a range of research activities including submission of competitive funding applications.

Direct Reports:

- > Responsible to the Director, Intensive Care Research for all professional and workforce related matters.
- > Responsible to the ICU Research Manager, Nurse Unit Manager on a day to day basis particularly with regards to HR and finance matters and works closely with a multi-disciplinary team.

Key Relationships/ Interactions:

- > Working within a multidisciplinary team, including medical, nursing, allied health, other research specialities and administrative staff.
- > Liaises with other departments as required.

Challenges associated with Role:

Major challenges currently associated with the role include:

- > Maintaining optimal communication with the team during complex and stressful situations
- > Physical and mental resilience to operate within a fast pace and complex environment
- > Securing funding to establish and continue research projects

Delegations:

- > **Staff supervised:** Technical Officer (TGO1) - 2.0FTE
Grant Funded Scientist (GFSc1) – 1.0FTE
- > **Budget:**
 - Salaries and wages: N/A
 - Goods and services: N/A
- > **Delegations**
 - HR Delegation N/A
 - Procurement Delegation N/A
 - Financial Delegation N/A

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 work outside normal hours.
- > Interstate and overseas travel involving overnight absences 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.

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.

Cultural Commitment:

CALHN welcomes and respects Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. In acknowledgement of this, CALHN is committed to increasing the Aboriginal and Torres Strait Islander Workforce.

Resilience:

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

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
<p>Contributes to the development, implementation and evaluation of research projects</p>	<ul style="list-style-type: none"> > Apply professional knowledge and skills in contributing to research and/or service development activities of the intensive care research unit. > Participate in professional research planning and implementation functions of the ICU research by providing recommendations on potential research directions. > Participate in project development and co-ordination that requires organisation and implementation of specific tasks or projects. > Keep abreast of international research trends and outcomes that make significant contributions to the technical advancement in the project research area. > Provide professional direction, support and supervision to the Grant Funded Scientist Level 1 and/or Technical support staff by information sharing and building of research capacity across the Unit. > Participate and contribute to an internationally awarded team that performs gastrointestinal, physiological and other studies on healthy volunteers and critically ill patients. > Participate in recruitment of healthy volunteers and recruitment of critically ill patients > Provide specialist support and supervision to staff and monitoring patients throughout the study process. > Contribute to the daily running of the Intensive Care Research Unit. > Manage the performance and evaluation of research studies.
<p>Contributes to the submission and review of grant applications, manuscripts and publications</p>	<ul style="list-style-type: none"> > Undertake timely preparation of research grant submissions to external funding bodies and other agencies. > Coordinate the preparation, or where appropriate individual preparation, and submission of applications to the Research Ethics Committee and Research Governance. > Assist in preparation of research papers and manuscripts for publications and articles in internationally recognised journals. > Attend conferences and seminars to present results and findings and/or contribute to the preparation of the presentations
<p>Contributes to the maintenance of accessible, complete and accurate data collection and management of patient records</p>	<ul style="list-style-type: none"> > Maintain comprehensive records of work performed and outcomes of studies > Seek and review literature and other sources of information via libraries and electronic information systems > Ensure patient files and records of the studies are maintained to a high standard, and in compliance with regulations. > Adhere to procedures regarding the security and storage of medical records whilst held in the unit. > Coordinate the archiving of the study data on completion of studies

<p>Contributes to the effective organisation, operations and continuous quality improvement of the Unit</p>	<ul style="list-style-type: none"> > Identify opportunities for improvement in professional tasks including developing and leading ongoing quality improvement activities with other staff. > Provide professional research and apply professional judgement to select and apply new and existing methods and techniques. > Maintain high quality patient care. > Ensure the work undertaken complies with human ethics, privacy and other relevant guidelines > Ensure a commitment to continuous improvement. > Contribute to the staff development by attending and participating in meetings, training workshops and education sessions. > Participate in staff appraisal and staff development activities. > Conduct, review and report on computerised data analysis and statistics. > Suggest and use new technologies to respond to the ongoing needs of the Department.
<p>Liaise with the ICU Research Manager, Nurse Unit Manager:</p>	<ul style="list-style-type: none"> > Provide reports and feedback in relation to workloads, research improvements and other issues related to the achievement of research outcomes; > Assist in the training and development of new and existing staff by demonstrating procedures and providing support as required.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- > Undergraduate Science Degree (BSc or BHSc) or equivalent Degree and/or previous working experience in a parallel role
- > Post-graduate Research Degree (PhD) in Biological/Health Sciences.

Personal Abilities/Aptitudes/Skills:

- > Exercises initiative in the application of professional practices either as a team member or as an individual.
- > Proven capacity to conduct research effectively and meet deadlines with minimal supervision
- > Proven ability to work under pressure and to produce work of a high standard.
- > Ability to work within ethical and clinical guidelines on critically ill patients
- > Meticulous attention to detail with data acquisition and analysis
- > Proven ability to assess, plan, implement and evaluate multiple workloads and prioritise to meet deadlines.
- > Demonstrated ability to readily assimilate new information and procedures and react positively in implementing changes.
- > Ability to communicate effectively with both internal and external clients.
- > Proven ability to demonstrate team behaviours and participate in decision making.
- > Ability to communicate effectively and tactfully with the public, hospital staff, healthy volunteers, critically ill patients and their families.
- > A commitment to providing excellent customer service to people requiring assistance and people from varied backgrounds.

Experience

- > Expertise in stable isotope tracer methodology in clinical populations; specifically intrinsically labelled tracer technique
- > Demonstrated experience in development of high quality grants preparations and fellowship applications.
- > Proven experience in the conduct and development of hypothesis driven research.
- > Proven experience in carrying out clinical research or performance of diagnostic tests.
- > Experience in working in areas where confidentiality must be applied and maintained.
- > Well-developed experience in using computerised systems and databases for the recording, analysis and reporting of data and relevant information.
- > Experience with Microsoft Products, in particular Word, Excel and Power Point.

Knowledge

- > Demonstrated knowledge of clinical research procedures, application and utilisation of methods and practices within a health environment.
- > Proven knowledge of biology, biochemistry and human physiology (in particular gastrointestinal function)
- > Knowledge of principles in statistics and selection of appropriate statistical tests.
- > Proven knowledge of scientific and medical terminology, particularly within the specific field that is relevant to the ICU Research.
- > Demonstrated knowledge of Human Research Ethics Committee processes, Research Governance and Good Clinical Practice.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- > Bachelor of Science in Clinical Dietetics or equivalent

Personal Abilities/Aptitudes/Skills:

- > Ability to create and coordinate studies with multiple attendances.
- > Proven ability to develop grant and fellowship applications.
- > Demonstrated ability to develop hypothesis driven research questions and projects.
- > Well-developed skills in managing research assistants.
- > Proven ability to handle difficult situations with confidence.

Experience

- > Extensive experience in clinical research studies dealing with patients in gastroenterology or intensive care.
- > Understanding and compliance with Good Clinical Practice guidelines for clinical research on patients and healthy volunteers.
- > Experience in using and knowledge of computerised systems using medical statistics.

Knowledge

- > Detailed knowledge of and appropriate use of diagnostic tests used to investigate gastrointestinal motility and nutrition.
- > Knowledge of hospital and units policies and procedures.
- > Knowledge of the inter-relationship of hospital departments.

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 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., Barossa Hills Fleurieu Local Health Network Inc., Eyre and far North Local Health Network Inc., Flinders and Upper North Local Health Network Inc., Limestone Coast Local Health Network Inc., Riverland Mallee Coorong Local Health Network Inc., Yorke and Northern 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.

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.

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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: _____