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SA Health Job Pack

Job Title	Paediatric Oncologist, Michael Rice Centre
Eligibility	Open to Everyone
Job Number	730415
Applications Closing Date	3/7/2020
Region / Division	Division of Paediatric Medicine
Health Service	Women's and Children's Health Network
Location	North Adelaide
Classification	MD2
Job Status	Full time, ongoing
Total Indicative Remuneration	\$320,800 - \$594,570 (Pro-rata)

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 Human Services 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 Check - DHS
- National Police Check (vulnerable unsupervised)
- 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.](#)

Contact Details

Full name	Ben Saxon
Phone number	<u>816173127</u>
Email address	<u>Ben.Saxon@sa.gov.au</u>

NOTE: Please refer to the accountability statement at the end of this document.

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:	Paediatric Oncologist
Classification Code:	MD-2
LHN/ HN/ SAAS/ DHA:	Women's and Children's Health Network
Hospital/ Service/ Cluster	Women's and Children's Hospital
Division:	Division of Paediatric Medicine
Department/Section / Unit/ Ward:	Michael Rice Centre for Haematology/Oncology
Role reports to:	Medical Director, Division of Paediatric Medicine via the Medical Unit Head, Michael Rice Centre
Role Created/ Reviewed Date:	June 2020
Criminal History Clearance Requirements:	Working with Children Check (issued by DHS) National Police Check – Vulnerable Unsupervised
Immunisation Risk Category	<input checked="" type="checkbox"/> Category A (direct contact with blood or body substances) <input type="checkbox"/> Category B (indirect contact with blood or body substances)

ROLE CONTEXT

Primary Objective(s) of role:

The Paediatric Oncologist:

- > Is responsible for the provision of high quality paediatric oncology services to an assigned portfolio of cases within the objectives and philosophies of the Michael Rice Centre for Haematology/Oncology, Division of Paediatric Medicine, Directorate of Acute Services in the Women's and Children's Health Network.
- > Will contribute to education and research within the Department.
- > Will encourage and support team work.
- > Does not involve the provision of Laboratory services.

Direct Reports:

- > Nil

Key Relationships/ Interactions:

- > The Paediatric Oncologist reports to the Medical Director, Division of Paediatric Medicine via the Medical Unit Head, Michael Rice Centre.
- > Works in close liaison with Allied Health, senior nursing staff, other medical specialists and other health professionals in a collaborative manner.
- > Supervise the clinical practice of allocated trainee medical officers and medical students.

Challenges associated with Role:

Major challenges currently associated with the role include:

- > To ensure best practice in the delivery of paediatric oncology services.
- > To establish and maintain strong links with other departments and services, both within and external to WCHN.
- > To promote a population health approach, with a focus on prevention and early intervention.

Delegations:

- > As per WCHN Delegations Manual.

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, 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 for Health Care Workers in South Australia Policy Directive*.
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > *Children and Young People (Safety) Act 2017 (SA)* '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.

Handling of Official Information:

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

SA Health employees will not misuse information gained in their official capacity.

SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

Special Conditions:

- > It is mandatory that no person, whether or not already working in SA Health, may be appointed to a position in SA Health unless they have provided the a satisfactory current Criminal and Relevant History Screening, as required by the SA Health Criminal and Relevant History Screening Policy Directive.
- > For appointment in a Prescribed Position under the Child Safety (Prohibited Persons) Act (2016), a current Working with Children Check (WWCC) is required from the Department for Human Services Screening Unit. For other positions, a satisfactory National Police Certificate (NPC) assessment is required.
- > For 'Prescribed Positions' under the Child Safety (Prohibited Persons) Act (2016), the individual's WWCCs must be renewed every 5 years from the date of issue; and for 'Approved Aged Care Provider Positions' every 3 years from date of issue as required by the Accountability Principles 2014 issued pursuant to the Aged Care Act 1997 (Cth).
- > Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.
- > As a state-wide service, WCHN employees may be required to undertake work at various locations in metropolitan Adelaide, and provide outreach to other parts of South Australia (the latter in consultation with the incumbent of the role).
- > 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.
- > This Role Description provides an indication of the type of duties you will be engaged to perform. You may be lawfully directed to perform any duties that a person with your skills and abilities would reasonably be expected to perform.

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 always 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
Provision of high standard clinical services to patients using evidence based practice.	<ul style="list-style-type: none"> > The provision of a high standard of clinical practice through adherence to policies, protocols and procedures. > Active participation in clinical review programmes to monitor standards of practice and ensure the maintenance of quality outcomes. > The provision of effective and efficient medical services to inpatients, outpatients and community. > Clinical indicators are developed and met for performance within the service. > Clinical records are maintained in accordance with organisational policy. > Development of partnerships both internal and external to support quality patient needs and outcomes. > There is no requirement for diagnostic haematology laboratory work.
Encourage and foster a positive culture and safe work environment.	<ul style="list-style-type: none"> > A team environment, which promotes positivity, learning and development, safety and welfare of employees, acknowledges differences, and encourages creativity, innovation and honesty. > Team members develop a positive approach and commitment to patient service. > A positive team is maintained by actively dealing with conflict and inappropriate behaviours expediently and effectively.
Ensure undergraduate and postgraduate training in the discipline of paediatric oncology.	<ul style="list-style-type: none"> > Contribution and facilitation of continuing education programmes. > Junior medical staff are provided with opportunities for learning and education. > Medical undergraduates and trainee medical officers have their performance assessed/appraised. > Other health professionals are provided with opportunities for learning and education in paediatric oncology.
Contribution to advances in knowledge in the specialty.	<ul style="list-style-type: none"> > Research initiatives are co-ordinated and planned. > Initiate, support and contribute to clinical research initiatives within the specialty area. > Participation in multi-centre research trials.
Leading the unit and participating in quality management, quality assurance and risk management activities and ongoing improvement of services.	<ul style="list-style-type: none"> > Continuously reviewing existing practices and promoting change where required. > Contribute to the development of practice guidelines, protocols and quality indicators. > Clinical risks are assessed and appropriate corrective strategies are developed.
Contribution to the ongoing review of Credentialing & Scope of Clinical Practice for medical staff.	<ul style="list-style-type: none"> > Ensuring that appropriate credentials and a defined scope of practice is maintained and participating in regular reviews.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

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

Personal Abilities/Aptitudes/Skills:

- > Clinical excellence in the speciality of paediatric oncology
- > Leadership, management and motivational skills to maximise individual and team performance.
- > Well-developed interpersonal and communication skills (written and verbal), including the ability to work with individuals and families for positive health outcomes and to foster productive working relationships both internally and externally.
- > Understanding the rights and responsibilities of patients and their families.

Experience

- > Clinical experience in paediatric oncology.
- > Experience with undergraduate and postgraduate teaching programs.
- > Proven experience in problem solving and decision making at an organisational and individual level.
- > Experience in and commitment to working within a multidisciplinary team with an interdisciplinary approach to services.

Knowledge

- > Sound knowledge of scientific basis of paediatric oncology.
- > Knowledge of administrative policies and practices of a large public hospital.
- > Knowledge of contemporary practice, issues and research in relation to paediatric oncology.
- > Knowledge of the principles and practice of WHS, Equal Opportunity, the Public Sector Act 2009, Code of Ethics and diversity appropriate to the requirements of the position.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- > FRACP or equivalent.
- > Proof of current participation in Specialty College CPD programs
- > Additional and relevant postgraduate tertiary qualifications.

Personal Abilities/Aptitudes/Skills:

- > Skill in problem solving and decision making at a senior level.
- > High level skills in negotiation and mediation.
- > Leadership, management and motivational skills to maximise individual and team performance.
- > Demonstrated ability to be adaptable to change.

Experience

- > Previous experience in paediatric oncology as a Fellow or Consultant.
- > Experience in leading and coordinating multidisciplinary teams.
- > Managing a team to achieve specific outcomes.
- > Involvement in research initiatives.
- > Experience in quality improvement activities.

Knowledge

- > Sound knowledge of clinical resource management.

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 legal entities include but are not limited to Department for Health and Wellbeing, 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 Women's and Children's Health Network (WCHN) was established to promote, maintain and restore the health of women, children and young people in South Australia. The Service plans, develops and coordinates health services as part of an integrated health system.

The Women's and Children's Health Network efficiently conducts and manages, within its identified resources, health services for children, young people and women, including:

- Specialist hospital services
- Primary health care and population health programs
- Integrated community care services
- Services to address the health and wellbeing of particular populations, including Aboriginal Health Programs
- Education and training programs
- Research.

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.

Domestic and Family Violence

The WCHN recognises violence against women as a human rights issue that must be addressed in the workplace, and is committed to a zero tolerance policy towards violence against women in the workplace. Accordingly employees must appropriately report and respond to any such acts in the workplace, and make available appropriate support to employees who may be experiencing violence in the community.

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

Accountability – what does it mean for me?

Within WCHN everyone is accountable for their contribution to the safety and quality of care delivered to consumers.

Consumers

Consumers and their families participate as partners to the extent that they choose. These partnerships can be in their own care, and in organisational design and governance.

Staff including Contractors, Locums, Agency, Students and Volunteers

All staff (as described above) have a role in the delivery of safe, high quality care to consumers, and are expected to perform their roles with diligence; and with a person-centred approach to the best of their ability. It is the responsibility of all staff to raise concerns when it is recognised that something is not right. Safety and quality is the responsibility of all staff, at all levels and across all locations.

Clinicians

All clinicians are accountable for the provision of competent, consistent, timely, safe, reliable, contemporary and person centred care within a defined scope of practice.

Clinicians work in teams with professionals from a variety of disciplines based on mutual respect and clear communication, with an understanding of responsibilities, capabilities, constraints and each other's scope of practice.

All clinicians are responsible for providing care that is person centred, evidence based and which focuses on safety through minimising risk while achieving optimal outcomes for consumers. This is helped by participating in clinical governance, in WCHN health and safety forums, fostering a learning environment and supporting other clinicians to provide high quality services which are safe.

Clinicians are expected to speak up when there are concerns about safety so that these can be rectified and learnt from. Clinicians are accountable for their own individual professional practice, including maintaining currency of credentialing, registration and professional practice.

Managers

Managers are accountable for implementing systems and practices that support high quality clinical practice. Managers oversee, guide and direct staff by providing leadership and advice ensuring appropriate clinical governance, continuous quality improvement, and leading safety programs. Managers develop, implement and monitor performance indicators for the identification, management and reporting of risk. Managers implement the Clinical Governance Framework; Consumer Engagement Framework and the requirements of the National Safety & Quality Standards within their areas of responsibility. Managers are expected to demonstrate diligence and honesty in the management of public resources.

Managers organise, direct and manage the performance of staff to meet operational requirements; implement and promote evidence based standards and policies that are compliant with relevant, professional, industrial and legislative requirements. Managers engage with and listen to staff, and create an environment where staff feel able to speak up in relation to concerns about safety. Managers address concerns raised and provide regular, ongoing feedback in the interests of improving care and safety.

Executive/Divisional Directors

Executive/Divisional Directors are accountable for embedding the Clinical Governance Framework; Consumer Engagement Framework and the requirements of the National Safety & Quality Standards into their areas of responsibility and providing assurance to the Executive and Board that these systems are in place and work effectively, all risks are known and mitigated and that staff understand their safety and quality responsibilities.

It is expected that those holding senior leadership positions will model the highest standards of ethical and professional behaviour.

WCHN Committees

WCHN Committees support Executive Directors to implement and evaluate organisational systems, support divisions to work together to identify and mitigate risk and continuously improve practice. They support the organisation to work as a single entity.

Chief Executive Officer

The Chief Executive has overall accountability for safety, care delivery, system governance and monitoring.

Board

The Board is accountable for governance, monitoring, compliance and ensuring the executive are discharging their responsibilities in managing the organisation.

Strategic Management Plan 2018-2020

Our Purpose: Improving the health and wellbeing of our community

Lead

Imagining the future

- Care for our staff so that we can care for our community
- Continue to strengthen person and family centred care
- Enable an innovative and productive culture to ensure we are delivering excellent care
- Ensure women, youth and children's safety
- Improve health outcomes for Aboriginal women, children and families
- Improve wellbeing and resilience of our young people
- Plan for the new Women's and Children's Hospital
- Work towards embedding a focus on the first 1000 days of life

Partner

Together we do better

Build a caring, innovative, productive and safe workplace culture that enables an engaged, skilled workforce

Create a climate to foster research excellence and translation into practice

Embed collaboration, teamwork and partnership to lead quality service delivery for a range of complex needs

Encourage consumer and community engagement at all levels

Envision what excellence in care and continuous learning means

Deliver

Improving the experience

Achieve ongoing accreditation under the National Safety and Quality Health Service Standards

Capitalise on service delivery benefits of modernised ICT infrastructure

Deliver greater efficiencies across outpatient services

Key goals

Develop resourceful strategies for sustainment of current WCH site

Ensure that all of our services are financially sustainable

Implement recommendations from the Child Protection Systems Royal Commission

Implement successful CAMHS and CaFHS service model improvements



Government of South Australia
SA Health