



ROLE DESCRIPTION

Role Title:	HAEMATOLOGY REGISTRAR (Advanced Trainee)
Classification Code:	MDP-2
LHN/ HN/ SAAS/ DHA:	CALHN
Hospital/ Service/ Cluster	ROYAL ADELAIDE HOSPITAL / SA PATHOLOGY
Division:	MEDICAL OFFICERS
Department/Section / Unit/ Ward:	HAEMATOLOGY
Role reports to:	CLINICAL DIRECTOR
Role Created/ Reviewed Date:	
Criminal History Clearance Requirements:	<ul style="list-style-type: none"> Aged (NPC) x Child- Prescribed (DCSI) x Vulnerable (NPC) General Probity (NPC)

ROLE CONTEXT

Primary Objective(s) of role:

The incumbent will enter the SA Pathology Haematology training programme with a view to gaining the FRCPA.

During training the person will participate in :

- > the provision of diagnostic and clinical services under appropriate supervision .
- > undergraduate and postgraduate medical education through teaching, clinico-pathological patient review and personal study
- > advance knowledge through research

Direct Reports:

- > Responsible to the Clinical Director, Haematology, SA Pathology through Haematology Consultants acting as direct supervisors.

Key Relationships/ Interactions:

Internal

- > Frequent communication with Supervisors of the FRCPA and JSAC programs would be expected on both a formal and informal basis in order to discuss progress and other issues related to training.
- > Regular liaison with clinical consultants, fellow trainees, Unit and Section Heads at both clinical and scientific level as it pertains to both day-to-day service provision as well as the clinical and laboratory training programs
- > Regular liaison with research supervisor as it relates to selected research and/or service projects
- > Participation in regular Directorate, laboratory and Clinical Unit/ward-based meetings including Transplant, Radiology, Lymphoma and Bone Marrow meetings.

External

- > Frequent interaction with hospital-based clinical and nursing staff in the capacity of service provision (both inpatient and outpatient) to aligned LHNs. This will include interactions and consultation with private medical practitioners as part of your involvement in the Duty Haematologist On Call roster.
- > Supervision of medical students and junior medical officers is considered a pre-requisite responsibility of this training position.

Challenges associated with Role:

Major challenges currently associated with the role include:

- > Fulfilling clinical and diagnostic service provisions
- > Satisfying RACP/RCPA training requirements
- > Teaching
- > Research

Delegations:

- > None identified

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
LABORATORY	<ul style="list-style-type: none"> > Perform and report patient bone marrows > Perform Screening Pool blood film reporting > Provide medical opinions for laboratory-related report problems by communicating with referring practitioners and laboratory staff > Report on Haemostasis, Transfusion and Flow Cytometry results > Gain competence in the performance of all relevant procedures
INPATIENTS	<ul style="list-style-type: none"> > Undertake with care and skill the clinical management of patients under the supervision of specialist staff > Keep each Specialist on the Unit informed as to the clinical status of the patients under his/her care > Gain confidence in the performance of all relevant procedures > Close liaison with other medical, nursing and para-medical staff and co-ordination of total patient care > Offer support and care to patients and families > Ensure medical records are correctly completed
OUTPATIENTS	<ul style="list-style-type: none"> > Provide direct medical services to the Haematology Outpatient Clinics and other health units on request > Maintain a high standard of patient care > Ensure good communication with referring practitioners and other medical personnel > Ensure medical records are accurately completed > Offer care and support to patients and their families
RESEARCH	<ul style="list-style-type: none"> > To undertake or participate in research after consultation with or at the request of the Head of Division > Carry out research under supervision, where it has been determined by negotiation that this shall make up a component of training or for a postgraduate qualification > Continually update and extend personal medical knowledge and skills, by regular attendance at tutorials and clinical meetings and by reading appropriate texts and current medical journals
TEACHING	<ul style="list-style-type: none"> > Participate in in-service teaching programs for staff > Supervise and teach medical students > Participate in the training program of the Royal College of Pathologists of Australia and relevant programs of other medical colleagues

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- > Bachelor or Medicine: Bachelor of Surgery (MBBS) or equivalent, registrable with the Medical Board of Australia as a Medical Practitioner with General Registration

Personal Abilities/Aptitudes/Skills:

- > Communication skills and empathy with patients and their families.

Experience

- > Experience in Clinical Medicine is required

Knowledge

- > Good knowledge in General Medicine

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- > Completion of the FRACP Part 1 examinations (or equivalent)

Personal Abilities/Aptitudes/Skills:

- > Enthusiastic and innovative
- > Presentation skills

Experience

- > Experience in clinical or diagnostic haematology data analysis
- > Experience in biomedical research

Knowledge

- > Good knowledge of clinical and/or laboratory haematology

Special Conditions:

- > Hours of duty equal 76 hours per fortnight
- > The appointee may be required to participate in the on-call service and will be expected to undertake out-of-hours rostered duties and assist in providing locum and relevant support services to SA Pathology as required.
- > To meet RCPA regulations, will be required to spend at least one year working in another laboratory.
- > Contribute to the Occupational Health and Safety of SA Pathology by taking reasonable care to protect personal health and safety of other staff, wear protective clothing and use safety equipment as directed.
- > Provide services for the South Australian community consistent with the policies of the elected Government by complying with the Code of Conduct for South Australian Public Sector Employees, SA Pathology Code of Conduct and with all other policies contained in the SA Pathology Corporate Manual.
- > Comply with the Principles of the Code of Fair Information Practice, adopted by the Department of Health, which regulate the collection, use, disclosure, storage and transfer of all personal patient/client information within the Organisation and throughout its funded service providers
- > Must maintain registration as a Medical Practitioner with the Australian Health Practitioner Regulation Agency (AHPRA)
- > No rights to private practice
- > 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 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 must be renewed every 3 years thereafter from date of issue for 'Prescribed Positions' under *the Children and Young People (Safety) Act 2017* or 'Approved Aged Care Provider Positions' as defined under the *Accountability Principles 2014* pursuant to the *Aged Care Act 2007 (Cth)*.
- > Appointment is subject to immunisation risk category requirements. There may be ongoing immunisation requirements that must be met.
- > 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.

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 Policy Directive.*
- *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.*
- *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.*

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.

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.

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 Haematology Directorate is an integrated clinical, diagnostic, therapeutic and research service. Our clinicians are responsible for all the Clinical Haematology and Bone Marrow Transplantation Services for all Public Hospitals in South Australia, covering all aspects of diagnosis and care of patients with haematological malignancies. The Directorate is also responsible for the diagnosis and care of patients with haemophilia and other hereditary and acquired disorders of haemostasis or thrombosis. In addition, we provide a clinical service for patients with thalassaemia and other anaemias. The Directorate provides a comprehensive consultancy in both laboratory and clinical transfusion medicine and patient blood management.

The diagnostic/therapeutic units are responsible for specialised haemostasis testing, laboratory support for the transplantation service and provision of a State-wide Transfusion Medicine Service. To achieve this, we interact with other Units within SA Pathology including the Automated, Regional, and Genetic Pathology Directorates within SA Pathology, and we maintain close interactions with other health units within metropolitan and regional SA.

In addition to provision of a comprehensive range of blood and blood products at each of our sites, the Transfusion Medicine Unit through the State Blood Group Red Cell Reference Laboratory provides a State-wide reference service for complex blood grouping and red cell antibody investigations.

The Research Section includes world recognised expertise in acute and chronic leukaemia, transplantation, myeloma, mesenchymal biology, regenerative medicine, apoptosis and lymphangiogenesis.

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 understood the responsibilities associated with role, the organisational context and the values of SA Health as outlined within this document

Name:

Signature:

Date: