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## SA Health Job Pack

Job Title	Fellow, Trauma Service 2020
Eligibility	Open to Everyone
Job Number	705137
Applications Closing Date	25/10/19
Region / Division	Central Adelaide Local Health Network
Health Service	The Royal Adelaide Hospital
Location	Adelaide
Classification	MDP-3
Job Status	Full-time temporary from 3/2/20 up to 3/1/21
Total Indicative Remuneration	\$155,191/\$165,178 (pro rata)

## Contact Details

Full name	Melissa Fimmano
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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](http://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

<b>Role Title:</b>	Fellow, Trauma Service		
<b>Classification Code:</b>	MDP3	Position Number	M41591
<b>LHN/ HN/ SAAS/ DHA:</b>	Central Adelaide Local Health Network (LHN)		
<b>Site/Directorate</b>	Royal Adelaide Hospital		
<b>Division:</b>	Critical Care Services		
<b>Department/Section / Unit/ Ward:</b>	Trauma Service		
<b>Role reports to:</b>	Director, Trauma Service		
<b>Role Created/ Reviewed Date:</b>	08/04/2019		
<b>Criminal History Clearance Requirements:</b>	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) <input type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)		
<b>Immunisation Risk Category:</b>	<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) <input type="checkbox"/> Category C ( <i>minimal patient contact</i> )		

## ROLE CONTEXT

<b>Primary Objective(s) of role:</b>
<ul style="list-style-type: none"> <li>To provide clinical services of the highest possible standard to Trauma Service patients, both in terms of individual performance and by providing clinical leadership and contribution to a multidisciplinary approach to the delivery of patient care.</li> <li>Active involvement in teaching Medical Students and Trainee Medical Officers and, where appropriate, Nursing and Allied Health.</li> <li>Participation in clinical audit and quality, safety and clinical risk management activities.</li> <li>Participation in research and continuous medical education activities.</li> <li>The Fellow is responsible for the immediate, consistent and accurate assessment and management of severely injured trauma patients. The role of the Fellow in the Trauma Team is to assist the Trauma Team Leader and facilitate the patient's journey through the hospital.</li> </ul>

<b>Direct Reports:</b>
<ul style="list-style-type: none"> <li>Acts under the supervision of the Trauma Service and Emergency Department Consultants</li> <li>Directly responsible to the site based Trauma Service Director</li> <li>Responsible for the supervision of Trainee Medical Officers and Medical Students in consultation with Consultants with their learning, as well as assessment and treatment of trauma patients</li> </ul>

<b>Key Relationships/ Interactions:</b>
<p><u>Internal</u></p> <ul style="list-style-type: none"> <li>• Working within a multidisciplinary team, including nursing, allied health, other clinical support specialities and administrative staff</li> <li>• Responsible for the supervision of resident medical staff and students in consultation with the Trauma Consultants</li> </ul> <p><u>External</u></p> <ul style="list-style-type: none"> <li>• Liaises with other Divisions and services of CALHN, with other health providers in the community and hospital sector and with the broader community in the pursuit of comprehensive patient care.</li> </ul>

<b>Challenges associated with Role:</b>
<p>Major challenges currently associated with the role include:</p> <ul style="list-style-type: none"> <li>&gt; Responsible for the supervision of resident medical staff and students in consultation with the Trauma Consultants</li> <li>&gt; Responsible for the supervision of resident medical staff and students in consultation with the Trauma Consultants</li> </ul>

<b>Delegations:</b>
<b>Delegated Level</b> N/A in accordance with CALHN's Delegation of Authority Document
<b>Staff supervised:</b> Direct N/A                                  Indirect                                  N/A

<b>Special Conditions:</b>
<ul style="list-style-type: none"> <li>• 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.</li> <li>• <i>Prescribed Positions</i> under the <i>Children's Protection Act (1993)</i> must obtain a satisfactory Criminal and Relevant History 'child-related' employment screening through the Screening and Licensing Unit, Department for Communities and Social Inclusion.</li> <li>• Criminal and Relevant History Screening must be renewed every 3 years thereafter from date of issue for 'Prescribed Positions' under <i>the Children and Young People (Safety) Act 2017</i> or 'Approved Aged Care Provider Positions' as defined under the <i>Accountability Principles 2014</i> pursuant to the <i>Aged Care Act 2007 (Cth)</i>.</li> <li>• Appointment is subject to immunisation risk category requirements. There may be ongoing immunisation requirements that must be met.</li> <li>• 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 <i>Public Sector Act 2009</i> for Public Sector employees or the <i>SA Health (Health Care Act) Human Resources Manual</i> for Health Care Act employees.</li> <li>• 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.</li> </ul>

## 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.

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Contribute to the provision of high standard clinical services to patients:	<ul style="list-style-type: none"> <li>&gt; Accepting clinical responsibilities under minimal supervision.</li> <li>&gt; Perfecting communication and counselling skills.</li> <li>&gt; Using diagnostic and consultative services with discretion.</li> <li>&gt; Perfecting an understanding of ethical and legal issues relating to medical practice.</li> <li>&gt; Assisting in the implementation and development of clinical and management protocols aimed at delivering high quality patient care and using Evidence Based Best Practice principles.</li> <li>&gt; Participating in Trauma Service educational activities.</li> <li>&gt; Learning and perfecting a range of procedural skills for independent specialist practice.</li> <li>&gt; Undertaking with care and skill, the supervised management of patients, treatment, clinical progress and discharge summary.</li> <li>&gt; Ensuring that one's own medical documentation skills attain a standard that is medico-legally acceptable.</li> <li>&gt; Providing appropriate and timely emotional support to families of patients.</li> <li>&gt; Maintaining good communication and liaison with other members of the team, as well as the patient's General Practitioner where indicated.</li> <li>&gt; Perfecting appropriate behaviours when seeking another opinion, or for managing ongoing care, either as the requestor or the recipient of the request for a referral.</li> <li>&gt; Ensuring Trauma Service documentation is kept up to date.</li> </ul>
Contribute to Teaching/Training:	<ul style="list-style-type: none"> <li>&gt; Contributing to medical teaching/training programs at undergraduate and postgraduate level.</li> <li>&gt; Providing timely feedback to junior medical staff.</li> <li>&gt; Timely reporting of "a problem" with junior staff to the Director of Intern Training or the Medical Education Officer for prompt and appropriate follow up.</li> <li>&gt; Ensuring that junior medical staff maintain thorough and prompt documentation in the medical records, of the initial assessment.</li> <li>&gt; Continually updating and extending personal medical knowledge and skills by regular attendance at relevant clinical meetings and through personal study.</li> </ul>
Contribute to continuous evaluation and improvement of clinical services by:	<ul style="list-style-type: none"> <li>&gt; Initiating and supporting clinical improvement activities. This will involve evaluation of clinical processes and services outcomes, identifying possible areas for improvement and implementing the required changes.</li> <li>&gt; Maintaining an awareness of risk in the clinical environment.</li> <li>&gt; Actively supporting and contributing to risk management initiatives.</li> <li>&gt; Reporting sentinel events, potential medical negligence claims and advert patient incidents.</li> </ul>

<p>Contribute to responsive risk management practices by:</p>	<ul style="list-style-type: none"> <li>&gt; Ensuring that junior medical staff are adequately supervised at all times.</li> <li>&gt; Ensuring that junior medical staff are appropriately orientated to new areas.</li> <li>&gt; Ensuring that junior medical staff are aware of protocols and guidelines relevant to the area.</li> <li>&gt; Maintaining an awareness of “risk” in the clinical environment.</li> <li>&gt; Actively supporting and contributing to risk management initiatives.</li> </ul>
<p>Efficient management of the financial and material resources of the Service:</p>	<ul style="list-style-type: none"> <li>&gt; Using facilities, equipment and supplies in the most cost efficient manner.</li> <li>&gt; Contributing to Casemix management by ensuring that appropriate practices are in place to ensure the timely coding of required data.</li> </ul>
<p>Patient focus of clinical care:</p>	<ul style="list-style-type: none"> <li>&gt; Adhering to and supporting practices that ensure patients’ rights are respected.</li> <li>&gt; Investigation and addressing patient complaints in a positive, constructive matter.</li> <li>&gt; Maximising the participation of consumers in planning and evaluating services.</li> </ul>
<p>Contribute to personal development:</p>	<ul style="list-style-type: none"> <li>&gt; Completing all CALHN mandatory training to ensure knowledge and skills in core competencies are up to date.</li> <li>&gt; Meet annually with direct supervisor to complete a performance review and development.</li> <li>&gt; Maintaining and improving personal knowledge and skills and participating in continuing medical education.</li> <li>&gt; Carrying out reviews and investigations relevant to advancement of the speciality.</li> <li>&gt; Promoting where possible the Services’ reputation for research and clinical excellence at state, national and international forums.</li> </ul>



## **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.
- > Basic Life Support (BLS) training.

#### **Personal Abilities/Aptitudes/Skills:**

- > Clinical skills appropriate for duties in the Trauma Service.
- > Effective interpersonal communication skills.
- > Ability to work independently and exercise a high level of professional judgement and medical competence in a multi-disciplinary setting.
- > Ability to supervise staff.
- > Respect for the rights and responsibilities of patients and their families.
- > Ability to write clear concise reports and correspondence.
- > Ability to organise work priorities in planning, development and implementation of tasks in meeting deadlines.
- > Ability to work as part of a team.
- > Ability to use initiative and judgement where procedures are not clearly defined.
- > Awareness of research principles and strategies.
- > Awareness of quality improvement principles and strategies.

#### **Experience**

- > Clinical experience in Trauma.
- > Experience at Senior RMO, Registrar or comparable level in high acuity trauma practice.
- > Experience with the supervision and teaching of undergraduate and postgraduate medical staff.

#### **Knowledge**

- > Up to date knowledge on the management of trauma service patients.
- > Knowledge of Occupational Health, Safety and Welfare principles and procedures.
- > Knowledge of Equal Employment Opportunity principles.
- > Knowledge of Quality Improvement principles and procedures.
- > Knowledge of the Code of Fair Information Practice.
- > Knowledge of the Policy on Bullying and Harassment.
- > Understanding of the rights and responsibilities of patients and their families.
- > Working knowledge of Microsoft Office applications.

## **DESIRABLE CHARACTERISTICS**

### **Educational/Vocational Qualifications**

- > Obtained a specialist qualification and is registrable with the Medical Board of South Australia.
- > Eligible for full general registration with the Medical Board of Australia (AHPRA).
- > Participating in a recognised program / course aimed at maintaining clinical skills such as Early Management of Severe Trauma (EMST) or (Advanced Trauma Life Support - ATLS), Advanced Life Support (ALS).

### **Personal Abilities/Aptitudes/Skills:**

- > Demonstrate a flexible approach to working within a multi-disciplinary team.
- > Ability to motivate other staff.

### **Experience**

- > Experience in Emergency Medicine/Trauma management of patients.
- > Experience in a variety of settings working with a range of populations including Indigenous and culturally and Linguistically Diverse Communities would be an advantage.
- > Experience in research

### **Knowledge**

- Knowledge of the Public Health System.
- Knowledge of Evidence Based Medicine & Best Practice Principles.
- A sound clinical knowledge of trauma, injury severity and trauma outcomes.



## **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 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., Country Health SA 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.

**Division/ Department:**

Critical Care Services provides a range of clinical services for patient care, including but not limited to:

- > Intensive Care Services
- > Emergency Medicine
- > Trauma Services
- > Anaesthetic Services (including Pain Management – acute and chronic & Hyperbaric Medicine)

These services, including their research component, are delivered across the Central Adelaide Local Health Network – The Royal Adelaide and The Queen Elizabeth Hospital), although some services may be limited to one site only.

## 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.

<b>Patient Centred:</b>	Our patients are the reason we are here and we will provide the best service to our patients and customers
<b>Team Work:</b>	We value each other and work as a team to provide the best care for our patients
<b>Respect:</b>	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
<b>Professionalism:</b>	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:** A/Prof Dan Ellis

**Role Title:** Director Trauma Services

**Signature:**



**Date:**

31/7/18

## 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:**