



ROLE DESCRIPTION

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| Role Title: | Consultant | | |
| Classification Code: | MD2 | Position Number | M57442 |
| LHN/ HN/ SAAS/ DHA: | Central Adelaide Local Health Network (LHN) | | |
| Site/Directorate | Queen Elizabeth Hospital | | |
| Division: | Critical Care Services | | |
| Department/Section / Unit/ Ward: | Anaesthesia | | |
| Role reports to: | Anaesthetic Director | | |
| Role Created/ Reviewed Date: | May 2019 | | |
| 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 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

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| Primary Objective(s) of role: |
| <ul style="list-style-type: none"> • To provide clinical services to the highest possible standard to patients, by individual performance and by clinical leadership and contribution to a multidisciplinary approach to the delivery of patient care. • Provision of professional medical services in accordance with Regional, Hospital and Departmental policy manuals and with the Professional Document of the Australian and New Zealand College of Anaesthetists. • Active involvement in the teaching of trainee medical officers, interns and medical students and, where appropriate, nursing and allied health. • Participation in clinical audit and quality, safety and clinical risk management activities. • Participation in research and continuous medical education activities. |

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| Direct Reports: |
| <ul style="list-style-type: none"> • Responsible to the Site Director, Anaesthesia within the Central Adelaide Local Health Network. • Will be required to collaborate closely with the, other medical specialists in the Unit and other senior health professionals of the Unit. • Will be required to supervise the clinical practice of trainee medical officers in the Unit. |

Key Relationships/ Interactions:

Internal

- Required to work collaboratively on a daily basis with nursing, surgeons, allied health and other health profession staff, and administrative staff within the Directorate for matters regarding Anaesthetic Services.
- A required active member of internal review committees and other committees/working parties as directed by the Senior Management team and where a representative of Anaesthetic Services is required.

External

- May be required to attend external meetings as a representative of Anaesthesia across the Central Adelaide LHN.

Challenges associated with Role:

- Ability to cope with change impacting current operational activities as well as future provision of services.
- Ongoing development and improvement to service delivery and models of care

Delegations:

Delegations: n/a

Staff supervised: In Direct – approx. 16 FTE

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.
- Conditions of service are in accordance with the South Australian Salaried Medical Officers Award and the relevant Enterprise Bargaining Agreement.
- Maintaining medical board registration and producing appropriate documentation as directed by the hospital
- Participation in an on-call roster and out of hours work will be required as directed by the Site Director Anaesthesia.
- A formal performance appraisal will be conducted annually.
- Limited rights of private practice in accordance with the current agreement.
- A formal process of credentialing will define the scope of clinical practice.
- *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.

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.

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 |
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| Clinical Service Provision – patient focused approach | <ul style="list-style-type: none"> • Provide high quality professional Anaesthesia services, • Carry out pre-operative assessments either in clinics or ward, • Participate in post-operative management and carry out post-anaesthesia visits where appropriate, • Providing a specialist opinion on patients referred for consultation, • Depending on individual experience and ability, and following discussion with Directors, assist in the provision of other Department clinical services: hyperbaric medicine and pain management medicine, • May be required to provide professional services at other hospitals within the region according to agreed rosters under the direction of the Directors of Clinical Anaesthesia at these hospitals, • Providing clinical leadership to facilitate and support a team approach to the provision of clinical services, • Assigning and supervising the clinical practice of trainee medical officers, • Participating in relevant multidisciplinary meetings, • Ensuring the appropriate documentation of clinical care in patients' medical records and electronic patient records and ensuring the timely provision of discharge summaries, written specialist opinions and requested medical reports, • Assisting the Director/Head of Unit in planning and organising the delivery of clinical services, • Fostering the development of community networks appropriate to the Unit's work, • Other duties as directed by the Director/Head of Department. • Adhering to and supporting practices that ensure patients' rights are respected, • Investigating and addressing patient complaints in a positive, constructive matter, • Maximising the participation of consumers in planning and evaluating services. |
| Contributing to Teaching/Training | <ul style="list-style-type: none"> • Contributing to medical teaching/training programs at undergraduate and postgraduate levels, • Contributing to the teaching and supervision of clinical practice of anaesthetic trainees, International Medical Graduates, medical students, nurses and paramedical trainees. • Providing appraisals of medical undergraduates and trainee medical officers assigned to the Unit, • Contributing to the training of other allied health professionals. • Initiating and participating in research. |
| Improvement of Clinical Services | <ul style="list-style-type: none"> • Initiating and supporting clinical improvement activities. This will involve evaluation of clinical processes and service outcomes, identifying possible areas for improvement and implementing the required changes. |

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| Risk Management | <ul style="list-style-type: none"> • Maintaining an awareness of risk in the clinical environment, • Actively supporting and contributing to risk management initiatives, • Reporting sentinel events, potential medical negligence claims and adverse patient incidents. |
| Personal Development | <ul style="list-style-type: none"> • Maintain and improve personal knowledge and skills and participate in continuing medical education, • Contribute to the activities of professional associations where appropriate, • Carry out reviews and investigations relevant to the advancement of the specialty, • Promoting where possible the Unit's/Region's research profile at state, national and international forums. |

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- Appropriate Specialist Qualifications for Consultant, registerable as a Specialist with the Australian Health Practitioner Regulation Agency.
- Fellow of the Australian and New Zealand College of Anaesthetists or equivalent.

Personal Abilities/Aptitudes/Skills:

- Demonstrated clinical excellence in the Specialty of Anaesthesia
- Demonstrated professional integrity
- Commitment to provision of high quality professional services to patients of the Anaesthesia Service both in and out of hours
- Enthusiastic participation in all Department professional activities
- Commitment to personal and professional development
- Participation in an appropriate Continuing Medical Education program (e.g Maintenance of Professional Standards)
- Maintain a strong spirit of co-operation with all co-workers while retaining a primary focus on provision of patient care
- Highly developed interpersonal skills with demonstrated ability to communicate effectively to all levels of staff within a multidisciplinary clinical team
- Demonstrated ability to be flexible and work as part of a team while ensuring quality outcomes clinically and administratively
- Demonstrated skills in clear and concise oral and written communication
- Ability to liaise with people from diverse cultures and backgrounds
- Demonstrated ability to work in a multi-disciplinary team environment
- Demonstrated commitment to quality improvement
- Demonstrated ability to be adaptable to change.

Experience

- Proven experience in Clinical Teaching
- Experience in quality improvement activities

Knowledge

- Knowledge of appropriate clinical standards
- Knowledge of policies, protocols & procedures to ensure acceptable practices
- Understanding of quality improvement principles
- Understanding of the rights and responsibilities of patients and their families.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- Recent experience in teaching for the Diploma of Fellowship of the Australian and New Zealand College of Anaesthetists, with current knowledge of the examination requirements

Personal Abilities/Aptitudes/Skills:

- Contribution to non-clinical Departmental and Hospital activities and to professional bodies outside of the Hospital
- Demonstrated presentation skills.

Experience

- Special expertise in one or more subspecialty areas of anaesthesia eg hyperbaric medicine
- Experience of professional practice
- Experience in teaching at an undergraduate and postgraduate level
- Experience in research initiatives
- Familiarity with the use of PC based computer programs and information systems.
- Proven experience in administrative services of acute pain services.
- With an interest and experience in Allergy Testing.

Knowledge

- Understanding of budgetary requirements affecting the Health System
- Knowledge of health unit structures and functions of a large hospital
- Knowledge of health unit, systems, policies, procedures and the inter-relationship of various hospital services and 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 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.

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 incorporates the following clinical services:

- Emergency Services
- Trauma Services
- Intensive Care Services
- Medical Emergency Response
- Anaesthetic (Medical) Services
- Acute and Chronic Pain
- Hyperbaric Medicine

With over 1200 employees from various employment groups such as Medical, Nursing, Allied Health, Administration, Scientific, Technical and Health Ancilliary, Critical Care Services is one of the largest Directorates within the Central Adelaide Local Health Network.

Critical Care Services is also responsible for the research activities undertaken by the clinical services and also consists of several special purpose funds.

Critical Care Services operates services at both the RAH and TQEH, with some services providing outreach support to intra and interstate communities.

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.

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| 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: Sarah Flint

Role Title: Medical Lead, Critical Care & Perioperative Services

Signature:



Date: 07/07/2021

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: