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## SA Health Job Pack

Job Title	Medical Scientist
Eligibility	Open to Everyone
Job Number	739338
Applications Closing Date	20/11/20
Region / Division	Central Adelaide Local Health Network
Health Service	The Royal Adelaide Hospital
Location	Adelaide
Classification	MeS-1
Job Status	Permanent part-time working 30 hours per week
Total Indicative Remuneration*	\$71,596/\$87,209 p.a.

## Contact Details

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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>	Medical Scientist, Lung Function Laboratory		
<b>Classification Code:</b>	MeS1	<b>Position Number</b>	M40915
<b>LHN/ HN/ SAAS/ DHA:</b>	Central Adelaide Local Health Network (LHN)		
<b>Site/Directorate</b>	CALHN/ Royal Adelaide Hospital		
<b>Division:</b>	Heart and Lung		
<b>Department/Section / Unit/ Ward:</b>	Thoracic Medicine		
<b>Role reports to:</b>	Senior Medical Scientist, Lung Function Laboratory; Accountable to the Principal Medical Scientist, Thoracic Medicine		
<b>Role Created/ Reviewed Date:</b>	21-2-2018		
<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"/> <i>Category C (minimal patient contact)</i>		

## ROLE CONTEXT

### Primary Objective(s) of role:

Required to perform lung function tests on patients referred to the laboratory which is a major referral centre offering an extensive range of tests. Requires skills in operating computer-based testing equipment and must be able to interact with and encourage patients to achieve maximal performance on tests, . Must employ scientific knowledge and rigour to all aspects of laboratory work to maintain the highest quality work and comply with national and international best practice. Contributes to research and development activities in the laboratory.

### Key Relationships/ Interactions:

#### Internal

- > Primary working relationship with multidisciplinary teams including but not limited to scientific, technical, nursing, allied health, medical and administrative staff.
- > The Medical Scientist may provide guidance and training to junior technical and scientific staff within the laboratory

#### External

- > Liaises with healthcare providers in other Local Health Networks, private practice and the community

are required.

- > Liaises with a range of equipment vendors for reagent, consumable and equipment management as required.

### Challenges associated with Role:

Major challenges currently associated with the role include:

- > Working under pressure to provide timely results without compromising quality, patient care or patient safety
- > Managing priorities to meet set tasks
- > Motivating patients to achieve maximal results in the presence of physical and/or mental limitations

### Delegations:

<b>Staff supervised:</b>	N/A
<b>Budget:</b>	N/A
Salaries and wages:	N/A
Goods and services:	N/A
<b>Delegations:</b>	N/A
HR Delegation	N/A
Procurement Delegation	N/A
Financial Delegation	N/A

### Special Conditions:

- > Some out of hours work and a flexible approach to working hours may be required..
- > The incumbent may be required to work across campuses within CALHN.
- > The Medical Scientist is required to attend and participate in relevant meetings and staff development/education activities as appropriate.
- > Must possess a current driver's licence and a willingness to drive
- > Some diagnostic services may be provided at other sites and travel to these sites will be expected
- > It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory Background Screening and National Criminal History Clearance.
- > Prescribed Positions under the Children's Protection Act (1993) must obtain a satisfactory Background Screening and National Criminal History Clearance through the Screening and Licensing Unit, Department for Communities and Social Inclusion.
- > Background Screening and National Criminal History Clearances must be renewed every 3 years thereafter from date of issue for 'Prescribed Positions' under the Children's Protection Act 1993 (Cth) or 'Approved Aged Care Provider Positions' as defined under the Accountability Principles 1998 made in pursuant to the Aged Care Act 2007 (Cth).
- > Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the Public Sector Act 2009 for Public Sector employees or the SA Health (Health Care Act) Human Resources Manual for Health Care Act employees.
- > The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.

## 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
Ensure that lung function tests are performed are of the highest quality by:	<ul style="list-style-type: none"> <li>&gt; Successfully completing core training programs</li> <li>&gt; Ensuring that patient performance is optimal</li> <li>&gt; Operating computer-based testing equipment according to established procedures.</li> <li>&gt; Maintaining accurate patient records</li> <li>&gt; Undertaking calibration and quality assurance procedures according to established standards</li> <li>&gt; Contributing to the resolution of problems by troubleshooting and corrective action</li> <li>&gt; Contributing to the avoidance of problems by involvement in a program of preventative action</li> <li>&gt; Preparing standard reports that are accurate and comprehensive</li> <li>&gt; Communicating with referring doctors where requests are incomplete or unclear</li> <li>&gt; Providing timely results without compromising quality of care</li> </ul>
Ensure that all patients are offered the highest quality of service and personal care by:	<ul style="list-style-type: none"> <li>&gt; Instructing the patient in performance of tests in a professional, respectful and courteous manner</li> <li>&gt; Demonstrating empathy and understanding of the patient's needs in regard to testing</li> <li>&gt; Treating the patient in a holistic manner by being respectful of other issues and needs</li> <li>&gt; Ensuring that patient safety is paramount by rigorous attention to infection control procedures</li> <li>&gt; Ensuring that confidentiality is maintained in all aspects of laboratory function</li> <li>&gt; Seeking appropriate medical assistance and following emergency procedures where required</li> </ul>
Contribute to the continuous improvement in quality of service provided to the referring doctor by:	<ul style="list-style-type: none"> <li>&gt; Preparing standard reports that are accurate and comprehensive</li> <li>&gt; Reviewing the quality of diagnostic tests and reports prior to release from the laboratory</li> <li>&gt; Communicating with referring doctors where requests are incomplete or unclear</li> </ul>
Contribute to improvement in existing laboratory procedures and development of new laboratory procedures by:	<ul style="list-style-type: none"> <li>&gt; Critically appraising existing laboratory and administrative procedures for efficiency and effectiveness</li> <li>&gt; Contributing to all aspects of the laboratory's quality system including documentation of procedures and policies</li> <li>&gt; Contributing to accreditation, credentialing and review processes that meet the requirements of professional and regulatory bodies</li> <li>&gt; Being aware of and able to seek out current literature related to lung function testing and respiratory medicine</li> <li>&gt; Critically appraising existing methods for compliance with published standards and guidelines</li> <li>&gt; Recommending to senior staff changes in laboratory methods</li> <li>&gt; Assisting in validation of new methods using scientifically rigorous methods</li> <li>&gt; Assisting in the assessment and implementation of new equipment using scientifically rigorous methods</li> </ul>
Contribute to the ongoing efficient running of the Lung Function Laboratory by:	<ul style="list-style-type: none"> <li>&gt; Assisting with the maintenance of equipment</li> <li>&gt; Assisting with the maintenance of administrative systems and procedures</li> <li>&gt; Assisting with the maintenance of adequate supplies of reagents and consumables necessary for the laboratory</li> <li>&gt; Promptly reporting problems relating to lung function testing to the Senior staff</li> <li>&gt; Training of new staff in laboratory procedures</li> </ul>
Contribute scientific knowledge to research and evaluation activities within the Lung Function Laboratory	<ul style="list-style-type: none"> <li>&gt; Being involved in data collection, maintenance and analysis</li> <li>&gt; Being involved in existing research protocols</li> <li>&gt; Assisting with the preparation of work for publication in peer-reviewed</li> </ul>

by:	national or international journals > Assisting in the development of new research protocols by application of scientific knowledge > Presenting work at local, national and/or international meetings
Other requirements	> As required, achieve other outcomes commensurate with this classification level

## **Knowledge, Skills and Experience**

### **ESSENTIAL MINIMUM REQUIREMENTS**

#### **Educational/Vocational Qualifications**

Bachelor of Science Degree or Bachelor of Applied Science (Medical Laboratory Science) or equivalent

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

- > Demonstrated ability to apply an analytical and systematic approach to problem solving
- > Thoroughness and attention to detail and commitment to quality of service provided
- > Demonstrated empathy and understanding of the needs of others
- > Demonstrated ability to remain calm when working under pressure
- > Demonstrated ability to plan and organise work to meet deadlines and achieve set goals in short timeframes
- > Demonstrated high level of written, verbal and interpersonal communication skills
- > Initiative in identifying and resolving problems
- > Ability to communicate effectively with departmental staff and external stakeholders

#### **Experience**

- > Experience in a patient/clinical laboratory environment
- > Experience in physiological measurement

#### **Knowledge**

- > Demonstrated computer literacy, including use of Microsoft Office applications.

### **DESIRABLE CHARACTERISTICS**

#### **Educational/Vocational Qualifications**

Achievement of Certification as a Respiratory Function Scientist through the Australian and New Zealand Society of Respiratory Science

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

- > Able to communicate effectively with other health professionals about their work
- > Able to develop research projects involving lung function tests
- > Data analysis skills

#### **Experience**

- > Experience in physiological measurement, particularly in the area of lung function, cardiopulmonary exercise testing or respiratory physiology

#### **Knowledge**

- > Knowledge of respiratory physiology or related area
- > Knowledge of quality assurance practices and accreditation requirements and protocols
- > Understanding of departmental, hospital practices and procedures.
- > Understanding of contemporary issues as they relate to the hospital and health system as a whole.

## 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.

## 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:** \_\_\_\_\_ **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:** \_\_\_\_\_