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## SA Health Job Pack

<b>Job Title</b>	Psychiatric Registrar - Whyalla
<b>Job Number</b>	668478
<b>Applications Closing Date</b>	12/4/2019
<b>Region / Division</b>	Country Health SA Local Health Network
<b>Health Service</b>	Mental Health Service (MHS)
<b>Location</b>	Eyre Flinders and Far North, Whyalla
<b>Classification</b>	MDP2G
<b>Job Status</b>	Temporary Full Time Appointment
<b>Indicative Total Remuneration*</b>	\$93,111 - \$151,157 pa

## 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:

- Child Related Employment 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.

## Contact Details

<b>Full name</b>	Debra Wisdom
<b>Phone number</b>	7087 1300
<b>Email address</b>	Debra.Wisdom@sa.gov.au

# 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>	Psychiatry Registrar
<b>Classification Code:</b>	MDP2G
<b>LHN/ HN/ SAAS/ DHA:</b>	Country Health SA Local Health Network Inc. (CHSALHN)
<b>Hospital/ Service/ Cluster</b>	Mental Health Service (MHS)
<b>Division:</b>	Eyre Flinders and Far North
<b>Department/Section / Unit/ Ward:</b>	Whyalla Integrated Mental Health Team
<b>Role reports to:</b>	Clinical Director, CHSALHN MHS
<b>Role Created/ Reviewed Date:</b>	Created 2008 (Reviewed May 2018)
<b>Criminal History Clearance Requirements:</b>	<input checked="" type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) <input type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)

## ROLE CONTEXT

### Primary Objective(s) of role:

The Psychiatry Registrar is responsible for assisting the Clinical Director in providing effective mental health care for consumers and carers across Country Health SA Local Health Network Inc. Mental Health Service (CHSALHN MHS) and contributing to the teaching of medical undergraduate students and other health professionals.

### Key Relationships/ Interactions:

#### Internal

- > Reports operationally to the Clinical Director or nominated delegate for operational and administrative matters.
- > Clinically accountable to the individual supervising Consultant Psychiatrist through to the Clinical Director.
- > Liaises, as required with the Director of Clinical Training CHSALHN and Director of Training SAPTC.
- > Develops and maintains cooperative and productive working relationships with all members of the multidisciplinary MHS, and members of local health agencies, other medical specialists and other senior health professionals of the Service.
- > Works with rural general practitioners, mental health clinicians and other health professionals to provide safe and high quality care.

#### External

- > Works with metropolitan based services and hospitals caring for consumers from rural and or remote regions of country South Australia (SA).
- > Liaises with MH consumers, carers and family, community organisations, external service providers and contractors, and stakeholders across other government and non-government departments.
- > Works with other stakeholders including services providers involved in transport of consumers for specialist treatment.

**Challenges associated with Role:**

Major challenges currently associated with the role include:

- > Working in a professional manner at all times to support the maintenance of a positive image for CHSALHN, influences the development and fostering of effective internal and external partnerships and relationships, and ensures best quality and continual improvement of services.
- > Utilising the Digital Telehealth Network (DTN) to communicate with members across CHSALHN and SA Health and to conduct clinical assessments for consumers, working in and/or with people from rural, remote and/ or very remote locations.
- > Demonstrating a strong awareness of and commitment to the achievement of a recovery oriented frameworks and model of care across SA, which aims to deliver effective, appropriate and sustainable health care outcomes.
- > Contributing to smooth transitions and advice between country and metropolitan services in a manner that supports consumer's mental health illness recovery journey.
- > Utilising good time management to balance educational needs as a psychiatry trainee and the necessary service demands associated with day to day clinical work.

**Delegations:**

- > Nil.

**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 and 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, Policies and Procedures and legislative requirements including but not limited to:

- > Work Health and Safety (WHS);
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation);
- > Keeping Them Safe Legislation (inclusive of Mandatory Notifier);
- > 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;
- > Delegations of Authority;
- > Privacy Act;
- > Freedom of Information Act;

- > SA Information Privacy Principles;
- > Code of Fair Information Practice;
- > Workers Rehabilitation and Compensation Act;
- > Equal Opportunity Act;
- > South Australian Health Commission Act;
- > SA Coroner's Act;
- > To value and respect the needs and contributions of SA Health Aboriginal staff and consumers, and commit to the development of Aboriginal cultural competence across all SA Health; and
- > Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.

#### **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 Statement:**

CHSALHN welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. CHSALHN is a culturally inclusive work environment that is respectful of Aboriginal and Torres Strait Islander culture.

#### **Special Conditions:**

- > A current driver's license is essential, as is a willingness to drive on country roads and travel in light aircraft as required. Intrastate travel will be required; interstate travel may be required.
- > Flexibility and some out of hours work may be required.
- > 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 (DCSI).
- > *Approved Aged Care Provider Positions* as defined under the *Accountability Principles 1998* made in pursuant to the *Aged Care Act 2007 (Cth)* must obtain a satisfactory National Police Certificate (NPC) through the South Australia Police confirming the clearance is for the purpose of working in Aged Care.
- > *Prescribed Positions* will also require a NPC general probity clearance.
- > Background Screening and National Criminal History Clearances must be renewed every 3 years thereafter from date of issue.
- > Will be required to participate in the organisation's Performance Review and 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.

- > 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.
- > Country Health SA Local Health Network Mental Health embraces the principles of positive psychology and aims to be a flourishing Mental Health service that impacts meaningfully and positively on the communities it serves. To this end, CHSALHN Mental Health promotes the principles of PERMA, as described by Dr Martin Seligman-Adelaide Thinker in Residence Program, for our staff, consumers and partners.
- > CHSALHN requires all Medical staff fulfil their obligations in respect of meeting standards of professional practice including as required by:
  - **Relevant State and Federation Legislation;**
  - **Medical Board of South Australia;**
  - **Country Health SA LHN Credentialing and Defining the Scope of Clinical Practice Committee for Medical and Dental Practitioners;**
  - **Credentialing and Defining the Scope of Clinical Practice of All Health Care Professionals;**
  - **The relevant professional specialist college guideline; and**
  - Medical Board of South Australia Code of Professional Conduct – Good Medical Practice as varied from time to time.
- > Appointment will be subject to credentialing and definition of the scope of clinical practice.

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Contribute to the provision of a safe, effective and efficient clinical psychiatry services, relevant to qualification and experience across CHSALHN MHS by:	<ul style="list-style-type: none"> <li>&gt; Providing treatment and ongoing management of mental health consumers.</li> <li>&gt; Using standardised and informal assessment protocols to form an accurate diagnosis and to develop and implement individual treatment programs.</li> <li>&gt; Developing and maintaining accurate and timely consumer records and data forms concerning the assessment, examination, diagnosis and treatment of consumers.</li> <li>&gt; Regularly consulting with practitioners or health professions from within the Mental Health Service.</li> <li>&gt; Utilising and updating relevant data systems.</li> <li>&gt; Timely communication with external referrers and primary care clinicians.</li> <li>&gt; Foster partnerships between health care providers across a range of disciplines and services to enhance the capacity for multi-disciplinary care.</li> <li>&gt; Act to protect the rights and safety of consumers in the least restrictive manner, and balance the rights and safety of other parties.</li> <li>&gt; Adhering to and supporting practices that ensure consumer rights are respected.</li> <li>&gt; Participation in continuous quality improvement activities to achieve accreditation.</li> <li>&gt; Maintaining contemporary knowledge and skills through involvement in ongoing staff development and education.</li> <li>&gt; Attending mandatory in-service programs.</li> <li>&gt; Promoting community acceptance and the reduction of stigma for people affected by mental disorders and/or mental health problems.</li> </ul>
Contribute to the development and delivery of education by:	<ul style="list-style-type: none"> <li>&gt; Making a contribution to the medical teaching / training of undergraduate's tertiary students and junior medical staff, and other health professionals, external agencies and community groups.</li> <li>&gt; Participating in Mental Health in-service training, medical meetings, self-directed learning and attendances at seminars/conferences.</li> <li>&gt; Preparing and presenting educational lecturers, demonstrations and materials.</li> <li>&gt; Assisting in the provision and co-ordination of ongoing orientation programs.</li> </ul>
Contribute to activities that ensure the safety and quality of clinical psychiatry services by:	<ul style="list-style-type: none"> <li>&gt; Supporting clinical improvement activities which may include: <ul style="list-style-type: none"> <li>o <b>Maintaining an awareness of risk in the clinical environment;</b></li> <li>o <b>Actively supporting and contributing to risk management initiatives; and</b></li> <li>o <b>Reporting sentinel events, potential medical negligence claims and adverse consumer incidents.</b></li> </ul> </li> <li>&gt; Utilising the Safety Learning System (SLS) to report consumer risks, incidents and consumer feedback.</li> <li>&gt; Contributing to the dissemination of information to medical practitioners within SA regarding management and prevention of mental health issues, offering and providing both a formal and informal consultancy service.</li> </ul>
Contribute to the safeguard of confidential information and intellectual property of CHSALHN MHS by:	<ul style="list-style-type: none"> <li>&gt; Adhering to CHSALHN and SA Health policies on confidentiality regarding consumer information and privacy.</li> <li>&gt; Adhering to CHSALHN and SA Health policies regarding information technology security.</li> <li>&gt; Adhering to CHSALHN and SA Health policies regarding intellectual property.</li> </ul>
Contribute toward the provision of a safe and healthy environment for self and others.	<ul style="list-style-type: none"> <li>&gt; Contribute to the promotion and implementation of the General Public Sector Management Aims, personnel management standards and employee conduct standards.</li> <li>&gt; Adhering to the provisions of relevant legislative requirements in relation to</li> </ul>

	<p>Equal Opportunity and Occupational Health Safety and Welfare.</p> <ul style="list-style-type: none"><li>&gt; Report all accidents, incidents and near misses.</li><li>&gt; Attend mandatory safety training programs.</li><li>&gt; Comply with reasonable instructions or procedures aimed at protecting the health and safety of themselves and others.</li><li>&gt; Carry out responsibilities as detailed in Occupational Health, Safety and Welfare management policies and procedures.</li><li>&gt; Maintaining knowledge of and adhering to the principles and standards of equal employment opportunity legislation which ensures all employees in the workplace are treated in a fair and equitable manner, free from discrimination, bullying and harassment.</li></ul>
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## **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 with General Registration
- > Enrolled in post graduate training with South Australian Psychiatry Training committee (or equivalent) and Royal Australian and New Zealand College of Psychiatry.

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

- > Ability to work within a multidisciplinary team.
- > Ability to work with consumers, families in crisis and to liaise effectively with other agencies.
- > Ability to communicate effectively with staff at all levels both verbally and in writing.
- > An empathy/understanding of people suffering from a mental illness.
- > Ability to continually update and extend psychiatric knowledge and skills

#### **Experience**

- > Experience in the hospital and community care of individuals with mental illness.

#### **Knowledge**

- > Knowledge of professional requirements of consumer care.
- > Appropriate theoretical knowledge.
- > Knowledge of relevant legislation.
- > Knowledge of Occupational Health, Safety and Welfare policies and procedures and their application in the workplace.
- > Knowledge of current Mental Health Reform and an understanding of its impact on clinical practice.

### **DESIRABLE CHARACTERISTICS**

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

- > Further experience in mental health or related areas.

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

- > Commitment to meeting the needs of consumers in the mental health service.
- > Demonstrated interest in clinical research, teaching and supervision.
- > Participate in continuing education activities.

#### **Experience**

- > Extensive experience in delivering mental health care on an inpatient and community basis.
- > Experience of life in rural and remote locations.

#### **Knowledge**

- > Understanding of health funding models and budgetary requirements affecting the health system.
- > Knowledge of health service accreditation processes and EQUIP 4.



## 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 Australians have access to the best available health care in hospitals, health care centres and through GPs and other providers.

### Health Network/ Division/ Department:

CHSALHN oversees the rural public health system in South Australia (SA). We provide community, rehabilitation and acute services to approximately a third of SA's population and is the largest service provider in country SA. The Vision of CHSALHN is to transform health care and actively deliver health benefits so that rural and remote South Australians live healthy lives. Within this broader context, the mission of CHSALHN is to:

- Support rural and remote South Australians to be healthy;
- Commit to partnering with individuals, communities and staff to deliver high quality, high value health care that enhances the lived experience of rural and remote South Australians and their cares and families; and
- Commit to enhancing the satisfaction, and promoting the talent, of its workforce.

CHSALHN MHS' mission is *"To be a flourishing mental health service that impacts meaningfully and positively on the communities it serves"*. Within this context, there are 5 key goals that support the achievement of the Directorate's vision of *"Transforming health care and actively delivering health benefit."* These are to achieve:

1. Effective, appropriate and sustainable mental health services;
2. Access to empowering and appropriate mental health services;
3. An appropriate, skilled and well supported mental health workforce;
4. Collaborative and research based mental health service planning and policy development; and
5. Strong leadership through governance, transparency and accountability.

## 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.

SA Health acknowledges culture and identity as being integral to Aboriginal health and wellbeing and is committed to improving the health of Aboriginal people.

SA Health vision for Reconciliation is the gap is closed on Aboriginal health disadvantage; and Aboriginal people share the same rights, respect and access to opportunities and benefits as all South Australians.

## 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:**