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## SA Health Job Pack

Job Title	Radiology Registrar
Job Number	675945
Applications Closing Date	14/12/2018
Region / Division	SA Health - Central Adelaide Local Health Network
Health Service	SA Medical Imaging
Location	Adelaide
Classification	MDP2
Job Status	More than one vacancy, full time, temporary from 4/2/2019 up to 2/2/2020
Indicative Total Remuneration*	\$93,111 - \$151,157

## 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 - **DCSI**
- 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

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# 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>	<b>Radiology Registrar</b>
<b>Classification Code:</b>	<b>MDP2</b>
<b>LHN/ HN/ SAAS/ DHA:</b>	<b>Central Adelaide Local Health Network (CALHN)</b>
<b>Hospital/ Service/ Cluster</b>	<b>The Queen Elizabeth Hospital (TQEH)</b>
<b>Division:</b>	<b>SA Medical Imaging (SAMI)</b>
<b>Department/Section / Unit/ Ward:</b>	<b>Radiology</b>
<b>Role reports to:</b>	<b>TQEH Radiology Clinical Head</b>
<b>Role Created/ Reviewed Date:</b>	<b>September 2018</b>

### Role Context

#### Primary Objective(s) of role:

#### 1. Preamble

Health Services within South Australia are organised into five Local Health Networks (LHNs). These include Southern Adelaide, Northern Adelaide, Central Adelaide, Women's and Children's and Country Health SA. There are also a number of Statewide Health Services and Support Services.

SA Medical Imaging (SAMI) has been created to provide a comprehensive and unified medical imaging service to the public health system in South Australia; to improve efficiency and provide a more cohesive, consistent, and accessible statewide service.

The consolidation of imaging services will achieve the following clinical and technical outcomes:

1. streamline imaging service delivery options;
2. reduce unnecessary duplication of services;
3. sustain and enhance clinical contribution of services to support safe and effective patient outcomes;
4. maximise productivity and efficiency;
5. maximise opportunities for efficient resource utilisation; and
6. maximise opportunities to engage with primary care.

#### 2. Summary of the broad purpose if the position in relation to the organisation's goals (its expected outcome and how it is achieved).

The Radiology Registrar will rotate through a series of locations within TQEH Radiology Department designed to provide wide exposure to various medical imaging settings, while contributing to the provision of clinical services to inpatients and outpatients.

Under the supervision of the Consultant Radiologists and the Clinical Head in the Department of Radiology, the Radiology Registrar will undertake routine diagnostic imaging, reporting and procedures within the Department, its annexes and other areas serviced by the Department.

The Radiology Registrar will contribute to the provision of high standard radiology services to patients referred to the Department, contribute to teaching/training at undergraduate level, participate in clinical meetings and multidisciplinary meetings, and participate in research. The Registrar is required to provide clinical services of the highest possible standard to patients both in terms of individual performance and by contributing to a multi-disciplinary approach to the delivery of patient care, teaching and research.

**Direct Reports:**

Subject Position:	Radiology Registrar
Clinical Service Supervisor:	Consultant Radiologist in area of service
Supervisor Reports to:	SAMI Clinical Campus Head
SAMI CCH Reports to:	Executive Director SAMI

**Key Relationships/ Interactions:**

The Radiology Registrar will report to the supervising Consultant Radiologist and the QEH Radiology Clinical Head. They will liaise with medical staff, radiographic staff, nursing staff, clerical staff, and any other appropriate person in order to provide an effective service.

- Responsible to the QEH Radiology Clinical Head for matters pertaining to service provision
- In the case of Private Patients and daily clinical matters, reports to the relevant supervising Consultant Radiologist.
- Responsible for supervision of medical students, Interns and Junior Medical Officers in consultation with Consultant staff.
- Liaises with other Divisions and Services within the Hospital, with other health providers in the community and hospital sector and with the broader community in the pursuit of comprehensive patient care.
- Professionally accountable to the Executive Director SAMI, through QEH Radiology Clinical Head

**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 & 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 demonstration of appropriate behaviours which reflect a commitment to SA Health values and strategic directions.

**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 nonthreatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

### 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.
- 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.

### Special Conditions:

Will be required to work outside of normal working hours

Will be required to participate in the Department's after hours, on-call and recall rosters

Will be required to participate in the RAH Radiology Department after-hours roster

A formal review of performance/appraisal will be conducted annually by the Campus Clinical Head

Appointment is subject to a satisfactory Background Screening and National Criminal History Check obtained through the Screening and Licensing Unit, Department for Communities and Social Inclusion to be renewed every 3 years thereafter from date of issue.

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.

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
<p><b>Contribute to the provision of high standards in clinical services to patients referred to the Department of Radiology (Under the guidance of, and in consultation with, the Supervising Radiologist):</b></p>	<ul style="list-style-type: none"> <li>• Assessing the appropriateness of requests for medical imaging or image guided procedures</li> <li>• Planning the examination with relevant staff</li> <li>• overseeing the performance of the examination where relevant</li> <li>• Pre-reading all examinations prior to reporting with the consultant Radiologist or reporting examinations under consultant direction and supervision</li> <li>• Planning and performance of image guided procedures under Consultant direction and supervision.</li> <li>• Participating in consultation with other senior staff in the development of procedures and protocol manuals</li> <li>• Ensuring the appropriate documentation of critical care in patient's medical records</li> </ul>
<p><b>Provide appropriate support, direction and training to trainee medical officers and medical students and ensure effective teaching/training programs are delivered by:</b></p>	<ul style="list-style-type: none"> <li>• Contributing to medical teaching/training programs at undergraduate and postgraduate level.</li> <li>• Participating in Departmental and interdepartmental research studies.</li> <li>• Participating in multidisciplinary clinical meetings discussing Radiological procedures and examinations.</li> <li>• Participating in appropriate clinical conferences as designated by the Campus Clinical Head.</li> <li>• Providing appropriate direction and supervision to more junior registrars in medical imaging as required during daily duties</li> <li>• Acting as role model and mentor for medical students and junior medical staff</li> <li>• Participating in the education of junior staff, students and others as required</li> </ul>
<p><b>Contributing to continuous evaluation and improvement of radiology services by</b></p>	<ul style="list-style-type: none"> <li>• Supporting clinical improvement activities.</li> <li>• Evaluation of clinical processes and service outcomes, identifying possible areas for improvement.</li> <li>• Attending and participating in clinical and departmental meetings</li> <li>• Participating in departmental peer review and audit activities</li> <li>• Continuously reviewing existing practices and promoting change where required</li> <li>• Participating in quality assurance programs</li> <li>• Participating in RANZCR College-based programs directed towards maintaining the highest standards of professional care</li> <li>• Participating in personal performance appraisal</li> </ul>
<p><b>Demonstrate a commitment to the provision of a multidisciplinary approach to clinical care by:</b></p>	<ul style="list-style-type: none"> <li>• Working harmoniously with all members of the clinical team</li> <li>• Being responsive to the expectations and needs of both clinical and non-clinical colleagues</li> </ul>
<p><b>Engender a consumer focus in service delivery by:</b></p>	<ul style="list-style-type: none"> <li>• Ensuring consumers are able to exercise their rights and responsibilities</li> <li>• Ensuring that patients and families are given adequate information upon which to base treatment decisions and follow up</li> <li>• Being responsive to complaints from patients and their relatives</li> </ul>

<p><b>Participate in and contribute to the academic life of the Department at the Direction of the Campus Clinical Head by:</b></p>	<ul style="list-style-type: none"> <li>• Participating in the research projects and audits subject to the approval of the QEH Radiology Clinical Head</li> </ul>
<p><b>Ensure a safe working environment at all times by:</b></p>	<ul style="list-style-type: none"> <li>• Maintaining effective work practices.</li> <li>• Adopting procedures and practices which comply with the OHS&amp;W Act.</li> <li>• Making proper use of all safeguards, safety devices and personal protective equipment (as required in undertaking the duties of the position).</li> <li>• Taking reasonable care to protect the health and safety of self and others.</li> <li>• Attending mandatory safety training programs.</li> <li>• Report all staff accidents, incidents and near misses.</li> <li>• Comply with reasonable instructions or procedures aimed at protecting the health and safety of themselves and others.</li> <li>• Carrying out responsibilities as detailed in occupational health, safety and injury management policies and procedures.</li> <li>• 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>
<p><b>Contribute to the efficient management of the financial and material resources of the Department by:</b></p>	<ul style="list-style-type: none"> <li>• Using facilities, equipment and supplies in the most efficient manner</li> </ul>
<p><b>Contribute to the safeguard of confidential information and intellectual property by:</b></p>	<ul style="list-style-type: none"> <li>• Adhering to Hospital and SA Health Policy on confidentiality of patient information.</li> <li>• Adhering to Hospital and SA Health Policy on information technology security</li> <li>• Adhering to Hospital and SA Health Policy on intellectual property</li> </ul>
<p><b>Contribute to the promotion and implementation of the General Public Sector Management Aims, personnel management standards and employee conduct standards and in particular Equal Opportunity and Occupational Health Safety and Welfare by adhering to the provisions of relevant legislative requirements such as:</b></p>	<ul style="list-style-type: none"> <li>• Delegations of Authority</li> <li>• Disability Discrimination Act</li> <li>• Privacy Act 1988</li> <li>• Freedom of Information Act</li> <li>• SA Information Privacy Principles</li> <li>• Code of Ethics for the South Australian Public Sector</li> <li>• Code of Fair Information Practice</li> <li>• Occupational Health Safety and Welfare Act</li> <li>• Workers Rehabilitation and Compensation Act</li> <li>• AS/NZS 4360:2004 Risk Management Standard Equal Opportunity Act</li> <li>• SA Health Care Act</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 with General Registration.
- Must be eligible to be licensed to practise Radiology under the Radiation Control Act

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

- Demonstrated clinical excellence
- Demonstrated commitment to continuing medical education
- Demonstrated high level verbal and interpersonal communication skills
- Demonstrated ability to accept and implement change
- Demonstrated ability to work as a team member in a multidisciplinary team and individually
- Demonstrated commitment to quality improvement
- Genuine empathy for patients and their relatives/family
- Ability to communicate confidently and appropriately with patients and their family/relatives
- Ability to work under pressure without compromising patient care
- Skill in problem solving and decision making at both the clinical and the individual level
- Commitment to quality management philosophy

#### **Experience**

- Must have completed at least 4 postgraduate years (including intern year)
- Must have completed at least 2 years' experience in Diagnostic Radiology
- Participation in multidisciplinary clinical meetings
- Experience with audits and research projects

#### **Knowledge**

- A sound knowledge of Radiology service delivery.
  - Understanding of quality improvement principles.
  - Understanding of the rights and responsibilities of patients and their families.
  - A broad knowledge of legislation relevant to the department including EEO and WH&S
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### **DESIRABLE CHARACTERISTICS**

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

- Excellent academic reports
- Passed Part I FRANZCR examination or equivalent

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

- Excellent interpersonal skills
- Experience in team building.
- Analytical and statistical skills

#### **Experience**

- Experience in teaching at an undergraduate level.
- Demonstrated research activity including publications
- Participation in Education Programs
- General or specialised experience in any areas of Radiology

#### **Knowledge**

- Knowledge of health care in public and private sectors
- Knowledge of Research Principles and Statistics



## 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, international 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.

Government agencies are expected to manage scarce resources effectively and efficiently, through transparent and accessible processes.

### **Department for Health and Ageing:**

The Department for Health and Ageing assists the Minister for Health and Ageing and Minister for Mental Health and Substance Abuse to set the policy framework and strategic directions for SA Health. The Department supports the delivery of public health services, formulates health policy, facilitates public and consumer consultation on health issues, and monitors the performance of South Australia's health system by providing timely advice, research and administrative support.

## Values

### SA Health Values

The values of SA Health are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

- > We are committed to the values of integrity, respect and accountability.
- > We value care, excellence, innovation, creativity, leadership and equity in health care provision and health outcomes.
- > We demonstrate our values in our interactions with others in SA Health, the community, and those for whom we care.

### Code of Ethics

The *Code of Ethics for the South Australian Public Sector* provides an ethical framework for the public sector and applies to all public service employees:

- > Democratic Values - Helping the government, under the law to serve the people of South Australia.
- > Service, Respect and Courtesy - Serving the people of South Australia.
- > Honesty and Integrity- Acting at all times in such a way as to uphold the public trust.
- > Accountability- Holding ourselves accountable for everything we do.
- > Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

## Approvals

### Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

**Name:**

**Role Title:**

**Signature:**

**Date:**

## Role Acceptance

### Incumbent Acceptance

I have read and 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:**