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## SA Health Job Pack

<b>Job Title</b>	Consultant/ Senior Consultant Respiratory Medicine
<b>Job Number</b>	678017
<b>Applications Closing Date</b>	25/1/19
<b>Region / Division</b>	Central Adelaide Local Health Network
<b>Health Service</b>	The Queen Elizabeth Hospital
<b>Location</b>	Woodville
<b>Classification</b>	MD-2
<b>Job Status</b>	Part-time working 22.50 hours per week and temporary up to 3 months
<b>Indicative Total Remuneration*</b>	\$313,002/\$580,096 (pro rata)

## 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>	Respiratory Consultant
<b>Classification Code:</b>	MD02
<b>LHN/ HN/ SAAS/ DHA:</b>	Central Adelaide Local Health Network
<b>Hospital/ Service/ Cluster</b>	The Queen Elizabeth Hospital
<b>Division:</b>	Medicine
<b>Department/Section / Unit/ Ward:</b>	Medical Specialties/Thoracic Medicine
<b>Role reports to:</b>	Head Of Unit
<b>Role Created/ Reviewed Date:</b>	March 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)

## ROLE CONTEXT

### Primary Objective(s) of role:

- > The Respiratory Consultant is responsible to the Head of Unit, Respiratory Medicine for delivery of high quality clinical practice in Respiratory Medicine, as well as the supervision and training of medical undergraduates and post graduate trainees. This position has a high level of responsibility in relation to respiratory procedural work, and an associated skillset is required.

The Consultant also undertakes clinical research in Respiratory Medicine.

### Direct Reports:

Responsible for supervision of resident medical staff and medical students in consultation with the Head of Unit.

### Key Relationships/ Interactions:

- > The incumbent is professionally accountable to the Clinical Services Director, Medical Directorate, through the Clinical Director CALHN Medical Specialties.
- > The incumbent reports to the Head of Unit, Respiratory Medicine.
- > Liaises with other Divisions and services of CALHN, with other health providers in the community and hospital sector and with the broader community in the pursuit of comprehensive patient care.

### Challenges associated with Role:

Major challenges currently associated with the role include:

- > The Respiratory Consultant contributes to the provision of a high standard of Respiratory and general medicine practice to patients attending the Respiratory Department
- > Contribute to the Hospital's training/teaching program in Respiratory and general medicine
- > Contribute to the research activities of the Respiratory Medicine Unit

### 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 & 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 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.

### 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.

### 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.
- > *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.
- > Must be prepared to attend relevant meetings and staff development / education activities as required.
- > A formal performance appraisal will be conducted annually.
- > Some out of hours work may be required

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
The Respiratory Consultant contributes to the provision of a high standard of Respiratory and general medicine practice to patients attending the Respiratory Department by:	<ul style="list-style-type: none"> <li>&gt; Engaging in clinical practice as determined by the Head of Unit, Respiratory Medicine.</li> <li>&gt; Assisting in the clinical supervision of trainee medical officers in the Respiratory Department.</li> <li>&gt; Assisting in the implementation and development of clinical and management protocols aimed at delivering high quality patient care.</li> <li>&gt; Sharing fully in the organisation and implementation of all modalities of quality assurance within the Department.</li> </ul>
Contribute to the Hospital's training/teaching program in Respiratory and general medicine by:	<ul style="list-style-type: none"> <li>&gt; Assisting with the implementation and development of a postgraduate teaching program in Respiratory and general medicine.</li> <li>&gt; Participating in the Department's teaching program for medical undergraduates and nursing graduates.</li> </ul>
Contribute to the efficient administration of the Respiratory Medicine Unit by:	<ul style="list-style-type: none"> <li>&gt; Attending committee and other meetings as requested by the Head of Unit, Respiratory Medicine.</li> <li>&gt; Preparing statements and reports as requested by the Head of Unit, Respiratory Medicine.</li> <li>&gt; Assisting in the coordination, direction and control of the Respiratory Department in association with the HOU, Respiratory Medicine.</li> <li>&gt; Assisting in the supervision, discipline, attendance, training, safety and efficiency of the registrars, resident medical officers, interns and any other trainee personnel within the Respiratory Department.</li> </ul>
Contribute to the research activities of the Respiratory Medicine Unit by	<ul style="list-style-type: none"> <li>&gt; Initiating and maintaining clinical research in Respiratory Medicine Department.</li> <li>&gt; Supporting clinical research trainees within the Respiratory Medicine Department.</li> </ul>
Ensure that continuous quality improvement programs and activities are in place and are linked to the organisation's strategic and corporate directions and targets by:	<ul style="list-style-type: none"> <li>&gt; (Assisting with and/or Developing) and establishing of key performance indicators for all critical activities relevant to area of responsibility in accordance with the quality evaluation program.</li> <li>&gt; Assisting in the identification, establishment and review of corporate and departmental performance standards and outcomes.</li> <li>&gt; Establishing and maintaining recording systems to accurately reflect the activity of the various aspects of the department, which will enable evaluation of performance leading to improvement and achievement of best practice standards.</li> </ul>

## **Knowledge, Skills and Experience**

### **ESSENTIAL MINIMUM REQUIREMENTS**

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

- > Bachelor of Medicine; Bachelor of Surgery (MBBS) or equivalent.
- > Appropriate Specialist Qualifications and registrable with the Medical Board of Australia as a Medical Practitioner with Specialist registration; or another qualification as defined in the SA Medical Officers Award.

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

- > Ability to supervise, give direction and train staff.
- > Ability to communicate effectively, both verbally and in writing.
- > Demonstrable and recognised interpersonal skills in relationships with colleagues, patients and the community.
- > Demonstrated skills in interpretation of laboratory data and appropriate use of relevant investigative services.
- > Demonstrated interest, involvement and skills in education of both medical and non-medical personnel both undergraduate and post graduate together with an interest in community liaison and speaking.
- > Demonstrated interest, involvement and skills in the use of written language, preparation of reports, publications and research grants as relevant to the position.
- > Demonstrated interest and ability in management of individuals or groups and proven involvement in working as a team member as relevant to the position.
- > Ability to generate and maintain interest and enthusiasm in work, to show initiative, work alone, generate new ideas and develop them in clinical areas.
- > Ability to relate in a team environment with all non-medical staff within the department and encourage other staff to contribute.
- > Ability to accept direction and criticism, show tolerance and insight, be flexible and be interested in the efficient and effective provision of services.

#### **Experience**

- > Experience in respiratory practice.
- > This position has a high level of responsibility in relation to respiratory procedural work, and an associated skillset is required.

#### **Knowledge**

- > Knowledge of Occupational Health, Safety & and Welfare policies and procedures and their application in the workplace.
- > Knowledge of public sector management aims, personnel management standards and employee conduct standards, in particular Equal Opportunity and Occupational Health, Safety and Welfare policies and procedures.
- > An understanding of risk and safety management systems, standards and responsibilities as they relate to a supervisory/management role.
- > Sound knowledge of respiratory clinical practice.

## **DESIRABLE CHARACTERISTICS**

### **Educational/Vocational Qualifications**

- > Additional qualifications in relevant areas, i.e post graduate and/or sleep medicine

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

- > Ability to consult across a range of agencies and disciplines.
- > Ability to interpret and implement policies and procedures.
- > Skills in basic research and analysis.
- > Skills in acquiring, collating and interpreting planning data.
- > Skills in working with multi-cultural teams in both rural and regional Australia.

### **Experience**

- > Experience in respiratory research.
- > Experience in public health and education.

### **Knowledge**

- > NIL

## 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.

### Health Network/ Division/ Department:

Central Adelaide LHN is responsible for promoting and improving the health of central metropolitan Adelaide and the broader community by providing integrated health care and hospital services. Central Adelaide LHN brings together the hospitals of (Royal Adelaide Hospital [RAH] as a major tertiary facility, The Queen Elizabeth Hospital [TQEH] as a general hospital, and our rehabilitation hospitals Hampstead Rehabilitation Centre [HRC] and St Margaret's Rehabilitation Hospital [SMRH]), and a significant number of mental health and primary health care services. Central Adelaide LHN also governs a number of statewide services including SA Dental Service, SA Prison Health Service, BreastScreen SA and DonateLife SA, and has financial administrative responsibility for Statewide Clinical Support Services incorporating SA Pathology, SA Medical Imaging and SA Pharmacy.

## 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:**