



ROLE DESCRIPTION

Role Title:	Medical Practitioner
Classification Code:	MDP2
LHN/ HN/ SAAS/ DHA:	Northern Adelaide Local Health Network
Hospital/ Service/ Cluster	Lyell McEwin / Modbury Hospitals
Division:	Women & Children's Division
Department/Section / Unit/ Ward:	Obstetrics & Gynaecology
Role reports to:	Medical Divisional Director and Heads of Unit
Role Created/ Reviewed Date:	May, 2021
Criminal History Clearance Requirements:	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Working With Children Check (WWCC) <input checked="" type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)
Immunisation Risk Category	<input checked="" type="checkbox"/> Category A (direct contact with blood or body substances) <input type="checkbox"/> Category B (indirect contact with blood or body substances) <input type="checkbox"/> Category C (minimal patient contact)

ROLE CONTEXT

Primary Objective(s) of role:

- > Responsible for managing the care of all patients allocated to their current department in consultation with the responsible Registrars, Consultants, Nurses and Allied Health professionals.
- > Involvement in Continuous Quality Improvement activities.
- > Involvement in continuing education activities.

Key Relationships / Interactions:

Internal

- > Reports to the Registrars and Consultants of the relevant Department.
- > Liaises with other Divisions and Services of the NALHN, Lyell McEwin Hospital and/or Modbury Hospital.

External

- > Liaises 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:

Being mindful of the role and the need to involve senior clinicians in the care of patients where appropriate

- > Ensuring timely discharge arrangements and that all patients leave with a completed discharge summary
- > Ensure that they work within their scope of practice

Delegations:

(Refer to [HR Delegations](#) and [Finance Delegations](#))

- > Nil

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Medical Records	<ul style="list-style-type: none"> > The Medical Practitioner will ensure that medical records (e.g. case notes) are documented to accurately reflect their care of the patient accurately and objectively. > The Medical Practitioner will ensure that the case notes are written contemporaneously. > The Medical Practitioner will ensure that the case notes are concise, relevant and structured. > The Medical Practitioner will ensure that each case note entry will have a date, time and the author to be clearly identified by a signature, a printed name and a position delegation. > The Medical Practitioner will ensure only approved abbreviations are utilised within the case notes. > Inpatients should have their care documented at least daily and a comprehensive summary of the admission should be generated at discharge in the form of a discharge letter to the patient's ongoing care providers.
Inpatients	<ul style="list-style-type: none"> > The Medical Practitioner will ensure that all patients have a comprehensive formal admission process. The history should include a complete exposition of the presenting problem and a competent psychosocial history. The history and examination should be sufficient to not only deal with the presenting complaint but also to uncover any other problems. The assessment which follows should not only provide a working diagnosis but also justify the need for any investigations which may be ordered at this point. Where there is any doubt or concern about the diagnosis or clinical condition of the patient the Medical Practitioner should have no hesitation in conferring with the appropriate Registrar or Consultant at the earliest opportunity. > The management of every patient will mean that he/she is seen at least daily, the current care reassessed, an ongoing action plan made and a notation made in the patient's medical record. > At the earliest opportunity the commencement of the discharge process should begin. This will include the ordering of drugs and equipment, arranging post-discharge management and follow-up in consultation with the patient's normal carers and General Practitioner and the writing of the discharge summary. > Ensure that all patients are provided with a discharge summary prior to leaving the hospital.
Outpatients and Emergency Patients	<ul style="list-style-type: none"> > The Medical Practitioner will ensure that all patients have a comprehensive assessment sufficient to provide guidance for the management, investigation and ongoing treatment of the patient. > Where there is any doubt or concern about the diagnosis or clinical condition of the patient the Medical Practitioner should have no hesitation in conferring with the appropriate Registrar or Consultant at the earliest opportunity.
General Considerations	<p>The Medical Practitioner will contribute to the ongoing commitments to policies and procedures of Northern Adelaide Local health Network by:</p> <ul style="list-style-type: none"> > complying with Occupational Health, Safety and Welfare principles and procedures on a daily basis; > participating in Quality Improvement activities, including the identification of performance standards and increased efficiencies; > complying with Equal Employment Opportunity principles and procedures on a daily basis; > participating in Performance Enhancement activities, including performance appraisals; > complying with AHS Delegations of Authority. > Working within their scope of practice

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

Personal Abilities/Aptitudes/Skills:

- > High level of skill in negotiation and communication
- > Skill in problem solving and decision making at both the clinical and the individual level. Commitment to quality management philosophy and devolved responsibility.
- > Commitment to patient and relative participation in patient care.
- > Ability to react positively to change

Experience

- > Clinical experience and competence in the practice of Obstetrics & Gynaecology medicine

Knowledge

- > A knowledge of contemporary medical practice and procedures appropriate to the level of the position
- > Knowledge of investigations and treatments appropriate to the level of the position

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- > Certificate in Women's Health
- > DRANZCOG

Personal Abilities/Aptitudes/Skills:

- > Ability to work constructively with midwifery, nursing and medical staff

Experience

- > Proven experience in basic computing skills, including email and word processing
- > Previous experience in clinical department (s) of a teaching hospital
- > Previous experience with development and implementation of quality or patient safety projects

Knowledge

A sound clinical knowledge of the medical practices appropriate to the department in which the Resident

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 Criminal and Relevant History Screening.
- > *Prescribed Positions* under the *Child Safety (Prohibited Person) Act (2016)* must obtain a satisfactory criminal and relevant history screening for child related work through the Screening Unit, Department of Human Services.
- > Criminal Screening and Relevant History screenings must be renewed every 5 years thereafter from date of issue for 'Prescribed Positions' under the *Child Safety (Prohibited Person) Act (2016)* or every 3 years thereafter from date of issue for 'Approved Aged Care Provider Positions' as defined under the *Accountability Principles 2014* 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.
- > Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.

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 2014*.
- > *Equal Employment Opportunities (including prevention of bullying, harassment and intimidation)*.
- > *Child Safety (Prohibited Person) Act (2016)*.
- > *Disability Discrimination*.
- > *Independent Commissioner Against Corruption Act 2012 (SA)*
- > *Information Privacy Principles Instruction*
- > *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:

NALHN 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, NALHN 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.

Organisational Context

SA Health

SA Health is committed to protecting and improving the health of all South Australians by providing leadership in health reform, public health services, health and medical research, policy development and planning, with an increased focus on wellbeing, illness prevention, early intervention and quality care.

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health, the Minister for Health & Wellbeing. The State Government has reformed the governance of SA Health, including establishing 10 Local Health Networks (LHNs), each with its own Governing Board.

These reforms have taken a staged approach, with the most significant changes to taking place from 1 July 2019 when the new Governing Boards become fully operational.

SA Health is comprised of the Department for Health and Wellbeing and the following legal entities:

- > Central Adelaide Local Health Network
- > **Northern Adelaide Local Health Network**
- > Southern Adelaide Local Health Network
- > Women's and Children's Health Network
- > Barossa Hills Fleurieu Local Health Network
- > Eyre and Far North Local Health Network
- > Flinders and Upper North Local Health Network
- > Riverland Mallee Coorong Local Health Network
- > South East Local Health Network
- > Yorke and Northern Local Health Network
- > SA Ambulance Service

Northern Adelaide Local Health Network

The Northern Adelaide Local Health Network (NALHN) provides care to more than 400,000 people living in the northern metropolitan area of Adelaide as well as providing a number of state-wide services, and services to those in regional areas. NALHN works to ensure quality and timely delivery of health care, whilst building a highly skilled, engaged and resilient workforce based on a culture of collaboration, respect, integrity and accountability.

NALHN offers a range of primary health care services across the northern metropolitan area of Adelaide, with a focus on providing preventive and health promoting programs in the community, and transition and hospital substitution and avoidance programs targeted at chronic disease and frail aged.

Clinical leadership of care systems is central to the current national and state wide health reforms. NALHN care delivery is configured within clinical divisions that are patient-focused, clinically led groupings of services. Clinical Divisions are responsible for managing service delivery activities across NALHN campuses and units, bringing together empowered experts to directly make relevant decisions.

NALHN includes:

- > Lyell McEwin Hospital (LMH) - a 336-bed specialist referral public teaching hospital which has links to the University of Adelaide, University of South Australia and Flinders University. LMH provides a full range of high-quality medical, surgical, diagnostic, emergency and support services.
- > Modbury Hospital is a 174-bed, acute care teaching hospital that provides inpatient, outpatient, emergency services, Aged Care, Rehabilitation and Palliative Care. GP Plus Health Care Centres and Super Clinics
- > Aboriginal Health Services
- > Mental Health Services (including two statewide services – Forensics and Older Persons)
- > Sub-acute Services

The total operating budget for 19/20 for NALHN is \$790M with a workforce of 3,857 FTE / 5,240 head count.

NALHN Governing Board

The Governing Board members bring to NALHN a wealth of knowledge and experience across many areas.

NALHN is confident that with the support of our highly qualified Governing Board, NALHN will be well placed to achieve better health service decisions tailored to local needs and deliver a safe, high quality and financially sustainable LHN into the future.

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.

As a public sector employee, you have a responsibility to maintain ethical behaviour and professional integrity standards. It is expected that you act in accordance with the Code of Ethics, and contribute to a culture of integrity within SA Health.

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: