



### ROLE DESCRIPTION

<b>Role Title:</b>	HAEMATOLOGY REGISTRAR (Advanced Trainee)		
<b>Classification Code:</b>	MDP-2	Position Number	Various
<b>LHN/ HN/ SAAS/ DHA:</b>	CALHN		
<b>Site/Directorate</b>	RAH / TQEH		
<b>Division:</b>	MEDICAL OFFICERS		
<b>Department/Section / Unit/ Ward:</b>	HAEMATOLOGY		
<b>Role reports to:</b>	Clinical Director /Head of unit (CALHN) and Haematology Laboratory Director (SA Pathology)		
<b>Role Created/ Reviewed Date:</b>	Review date 02/05/2023		
<b>Criminal History Clearance Requirements:</b>	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Working With Children's Check (WWCC) (DHS) <input type="checkbox"/> Vulnerable (NPC) <input checked="" 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"/> Category C (minimal patient contact)		

### ROLE CONTEXT

<b>Primary Objective(s) of role:</b>
<p>The incumbent may enter the State-wide Advanced Haematology training programme with a view to gaining the FRACP and/or FRCPA</p> <p>The position may also be held by:</p> <ul style="list-style-type: none"> <li>Advanced trainees registered and in good standing in other speciality training programs who wish to do clinical rotations in haematology</li> <li>Career medical officers who have completed BPT (Basic Physician Training) requirements with the RACP but are not currently in an advanced training program</li> <li>Medical officers without BPT training may still be considered on a case-by-case basis</li> </ul> <p>During training the person will participate in:</p> <ul style="list-style-type: none"> <li>the provision of clinical and laboratory services under appropriate supervision.</li> <li>undergraduate and postgraduate medical teaching, multidisciplinary review and research projects.</li> </ul>

<b>Direct Reports:</b>
<ul style="list-style-type: none"> <li>Responsible to the Clinical Director, Haematology (CALHN/SALHN/NALHN/WCHN)</li> <li>Responsible to Clinical Director, Laboratory Haematology (SA Pathology)</li> <li>Haematology Consultants acting as direct supervisors.</li> </ul>

### Key Relationships/ Interactions:

#### Internal

- Frequent communication with allocated supervisors is expected on both a formal and informal basis to discuss progress and other issues related to training.
- Regular liaison with clinical and laboratory consultants, and fellow trainees as it pertains to day-to-day service provision as well as during participation in the clinical and laboratory training programs.
- Regular liaison with supervisors as it relates to research projects and audits.
- Participation in regular laboratory and clinical meetings including Stem Cell Transplant, Radiology, Lymphoma, Multiple myeloma/amyloidosis, AML/MDS, Haemophilia, Thalassemia, Bone Marrow, Germline, protocol and ward-based meetings.

#### External

- Frequent interaction with hospital-based clinical and nursing staff during inpatient and outpatient service provision. Consultation with external/private medical practitioners as part of Duty Haematologist on Call roster.
- Supervision of medical students and junior medical officers is considered a pre-requisite responsibility of this training position.

### Challenges associated with Role:

Major challenges currently associated with the role include:

- Fulfilling clinical and diagnostic service provisions
- Satisfying RACP and/or RCPA training requirements (if in a recognized training program)
- Teaching
- Research

### Delegations:

None identified

### Special Conditions:

- Hours of duty equal 76 hours per fortnight
- As per the SMOEA 2022, the total term of employment with SA Health will be 3 years. Rotations following the initial 12-month allocation as Haematology Registrar (Advanced Trainee) will be determined in line with training and SA Health requirements. This may include transfer to other SA Health locations to perform work appropriate to classification, skills and capabilities.
- The appointee may be required to participate in on-call services and will be expected to undertake out-of-hours rostered duties. May also need to assist in providing relevant support services to SA Pathology as required.
- If in a RCPA training program, the trainee may be required to spend a minimum of one year working at an alternative LHNs/hospitals/ laboratories.
- Contribute to the Occupational Health and Safety by taking reasonable care to protect personal health and safety of other staff, wear protective clothing and use safety equipment as directed.
- Provide services for the South Australian community consistent with the policies of the elected Government by complying with the Code of Conduct for South Australian Public Sector

Employees, SA Pathology Code of Conduct and with all other policies contained in the SA Pathology Corporate Manual.

- Comply with the Principles of the Code of Fair Information Practice, adopted by the Department of Health, which regulate the collection, use, disclosure, storage and transfer of all personal patient/client information within the Organization and throughout its funded service providers
- Must maintain registration as a Medical Practitioner with the Australian Health Practitioner Regulation Agency (AHPRA)
- No rights to private practice
- It is mandatory that no person, whether or not already working in SA Health, may be appointed to a position in SA Health unless they have provided a satisfactory current Criminal and Relevant History Screening, as required by the *SA Health Criminal and Relevant History Screening Policy Directive*.
- *For appointment in a Prescribed Position under the Child Safety (Prohibited Persons) Act (2016)*, a current Working with Children Check (WWCC) is required from the Department for Human Services Screening Unit. For other positions, a satisfactory National Police Certificate (NPC) assessment is required.
- For 'Prescribed Positions' under the *Child Safety (Prohibited Persons) Act (2016)*, the individual's WWCCs must be renewed every 5 years from the date of issue; and for 'Approved Aged Care Provider Positions' every 3 years from date of issue as required by the *Accountability Principles 2014* issued pursuant to the *Aged Care Act 1997 (Cth)*.
- Appointment is subject to immunisation risk category requirements. There may be ongoing immunisation requirements that must be met.
- 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 for Health Care Workers in South Australia Policy Directive*.
- Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- *Children and Young People (Safety) Act 2017 (SA)* 'Notification of Abuse or Neglect'.
- 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:**

SA Health 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, SA Health 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
<b>LABORATORY</b> (if relevant to position)	<ul style="list-style-type: none"> <li>• Perform and report patient bone marrows</li> <li>• Perform Screening Pool blood film reporting</li> <li>• Provide medical opinions for laboratory-related report problems by communicating with referring practitioners and laboratory staff</li> <li>• Report on Haemostasis, Transfusion, Flow Cytometry, molecular tests.</li> <li>• Gain competence in the performance of all relevant procedures</li> </ul>
<b>INPATIENTS</b>	<ul style="list-style-type: none"> <li>• Undertake with care and skill the clinical management of patients under the supervision of specialist staff</li> <li>• Keep each Specialist on the Unit informed as to the clinical status of the patients under his/her care</li> <li>• Gain confidence in the performance of all relevant procedures</li> <li>• Close liaison with other medical, nursing and para-medical staff and co-ordination of total patient care</li> <li>• Offer support and care to patients and families</li> <li>• Ensure medical records are correctly completed</li> </ul>
<b>OUTPATIENTS</b>	<ul style="list-style-type: none"> <li>• Provide direct medical services to the Haematology Outpatient Clinics and other health units on request</li> <li>• Maintain a high standard of patient care</li> <li>• Ensure good communication with referring practitioners and other medical personnel</li> <li>• Ensure medical records are accurately completed</li> <li>• Offer care and support to patients and their families</li> </ul>
<b>RESEARCH</b>	<ul style="list-style-type: none"> <li>• To undertake or participate in research after consultation with or at the request of the Head of Division</li> <li>• Carry out research under supervision, where it has been determined by negotiation that this shall make up a component of training or for a postgraduate qualification</li> <li>• Continually update and extend personal medical knowledge and skills, by regular attendance at tutorials and clinical meetings and by reading appropriate texts and current medical journals</li> </ul>
<b>TEACHING</b>	<ul style="list-style-type: none"> <li>• Participate in in-service teaching programs for staff</li> <li>• Supervise and teach medical students</li> <li>• Participate in the training program of the Royal College of Pathologists of Australia and relevant programs of other medical colleagues</li> </ul>

### **ESSENTIAL MINIMUM REQUIREMENTS**

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

- Bachelor or 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:**

- Good communication skills and empathy with patients and their families.

#### **Experience**

- Experience in Clinical Medicine is required

#### **Knowledge**

- Good knowledge in General Medicine

### **DESIRABLE CHARACTERISTICS**

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

- Completion of the FRACP Part 1 examinations (or equivalent)

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

- Enthusiastic and innovative
- Presentation skills

#### **Experience**

- Experience in clinical or diagnostic haematology data analysis
- Experience in biomedical research

#### **Knowledge**

- Good knowledge of clinical and/or laboratory haematology

## 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 the 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., Barossa Hills Fleurieu Local Health Network Inc., Eyre and far North Local Health Network Inc., Flinders and Upper North Local Health Network Inc., Limestone Coast Local Health Network Inc., Riverland Mallee Coorong Local Health Network Inc., Yorke and Northern 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.

## LHN specific responsibilities

### Central Adelaide Local Health Network:

CALHN haematology will be primarily based out of

- Royal Adelaide Hospital (RAH) and
- The Queen Elizabeth Hospital (TQEH)

### Division/ Department:

The Haematology Directorate is an integrated clinical, diagnostic, therapeutic and research service. Our clinicians are responsible for all the Clinical Haematology and Bone Marrow Transplantation Services, covering all aspects of diagnosis and care of patients with haematological malignancies. The Directorate is also responsible for the diagnosis and care of patients with haemophilia and other hereditary and acquired disorders of haemostasis or thrombosis. In addition, we provide a clinical service for patients with thalassaemia and other anaemias. The Directorate provides a comprehensive consultancy in both laboratory and clinical transfusion medicine and patient blood management.

The diagnostic/therapeutic units are responsible for specialized haemostasis testing, laboratory support for the transplantation service and provision of a State-wide Transfusion Medicine Service. To achieve this, we interact with other Units within SA Pathology including the Automated, Regional, and Genetic Pathology Directorates within SA Pathology, and we maintain close interactions with other health units within metropolitan and regional SA.



In addition to provision of a comprehensive range of blood and blood products at each of our sites, the Transfusion Medicine Unit through the State Blood Group Red Cell Reference Laboratory provides a State-wide reference service for complex blood grouping and red cell antibody investigations.

The Research Section includes world recognized expertise in acute and chronic leukaemias, transplantation, myeloma, mesenchymal biology, regenerative medicine, apoptosis and lymphangiogenesis.

### **Southern Adelaide Local Health Network**

SALHN encompasses

- Flinders Medical Centre (FMC)
- Noarlunga Hospital
- Repat Health Precinct

#### **Division/ Department:**

Similar to CALHN, the Haematology Directorate is an integrated clinical, diagnostic, therapeutic and research service. Our clinicians are responsible for a diagnosis and management of a wide variety of benign and malignant haematology including consultative haematology. Trainees will be expected to be involved in clinical and laboratory medicine, consultative haematology and inpatient/outpatient work. Obstetric and paediatric Haematology involvement may be required.

### **Northern Adelaide Local Health Network**

NALHN is based out of the Lyell McEwin Health service with trainees primarily involved in outpatient and consultative haematology. Depending on developments within the NALHN service, expansion of the hematology service in this region may also encompass inpatient ward work +/- some laboratory hematology. There will be an increasing exposure to obstetric haematology with ongoing development of the NALHN service.

### **Women's and Children's Hospital Network**

The WCHN is the primary site of paediatric and obstetric medicine in South Australia. The role of the haematology trainee will be to provide inpatient, outpatient and consultative haematology including laboratory exposure.

## **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- always acting 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 CALHN as described within this document.

**Name:**

**Signature:**

**Date:**