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## SA Health Job Pack

<b>Job Title</b>	Complex Trauma Fellow
<b>Job Number</b>	643364
<b>Applications Closing Date</b>	6/7/18
<b>Region / Division</b>	Central Adelaide Local Health Network
<b>Health Service</b>	The Royal Adelaide Hospital
<b>Location</b>	Adelaide
<b>Classification</b>	MDP-2
<b>Job Status</b>	Full-time temporary from 1/7/19 up to 30/6/20
<b>Indicative Total Remuneration*</b>	\$88,335/\$143,777

## 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

<b>Full name</b>	A/Prof Mark Rickman
<b>Email address</b>	Mark.rickman@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>	Complex Trauma Fellow		
<b>Classification Code:</b>	MDP2	Position Number	
<b>LHN/ HN/ SAAS/ DHA:</b>	Central Adelaide Local Health Network (LHN)		
<b>Site/Directorate</b>	Royal Adelaide Hospital, Surgical Directorate		
<b>Division:</b>	Orthopaedic & Trauma Service		
<b>Department/Section / Unit/ Ward:</b>	Orthopaedics 1 & 2		
<b>Role reports to:</b>	Head of Unit / Director of Orthopaedic Trauma		
<b>Role Created/ Reviewed Date:</b>	Royal Adelaide Hospital		
<b>Criminal History Clearance Requirements:</b>	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) <input checked="" type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)		

**ROLE CONTEXT**

<b>Primary Objective(s) of role:</b>
<ul style="list-style-type: none"> <li>Engage in clinical practice as determined by the Head of Unit and Senior Orthopaedic consultant staff.</li> <li>Responsible for outpatient and inpatient day to day clinical care of patients under the direct supervision of nominated Consultant staff.</li> <li>Ensure a high standard of clinical practice of Resident Medical Officers/Interns in the Department/Unit.</li> <li>To organise and implement clinical review programs as part of quality assurance, including preparation of reports.</li> <li>To be involved in the after-hours emergency on-call roster on a regular basis.</li> <li>Assist with post graduate teaching program.</li> <li>To be involved in department research programs, and take a lead role in designated projects</li> </ul>

<b>Key Relationships/ Interactions:</b>
<p><u>Internal</u></p> <ul style="list-style-type: none"> <li>Work as part of a multidisciplinary team on day to day basis</li> <li>Will be required to collaborate closely with Consultant Medical Staff, the Unit's Clinical Nurse Consultant, other Trainee Medical Officers in the Unit and other senior health professionals of the Unit.</li> <li>Liaise with internal hospital departments regarding incoming and outgoing referrals and transfers</li> </ul>

- Liaise with different hospital departments regarding services such as pathology, radiology, Emergency, outpatient and theatre services.
- Provide professional, informative and caring clinical services to patients and their families.
- Provide supervision, teaching and mentoring of junior medical staff within the Department of Orthopaedics and Trauma.
- Have responsibility for departmental audit and teaching sessions, as designated by senior staff members.

External

- Liaise with referring practitioners from the community regarding incoming and outgoing referrals, admissions and discharges.

**Challenges associated with Role:**

Major challenges currently associated with the role include:

- Will be required to participate in the after hour's on-call roster
- Will be required to work as part of a team in a high demand clinical unit

**Delegations:**

**Delegated Level** NA

**Staff supervised:** NA

**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.

### 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.
- Will be required to participate in the Unit's after hours emergency on-call roster

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
<b>CLINICAL</b>	<ul style="list-style-type: none"> <li>• To engage in clinical practice as determined by the Head of Unit and senior consultant staff.</li> <li>• Responsible for outpatient and inpatient day to day clinical care of patients under the direct supervision of nominated consultant staff as follows:               <ul style="list-style-type: none"> <li>• Attending outpatient clinics</li> <li>• Participating in emergency and elective surgical procedures as required</li> <li>• Conducting &amp; attending daily ward rounds</li> <li>• Other clinical duties as required</li> </ul> </li> <li>• Participating in multidisciplinary orthopaedic care in collaboration with other units within RAH Orthopaedic &amp; Trauma Service and other functional units in the hospital.</li> <li>• Ensuring the appropriate documentation of clinical care in patients' medical records and ensuring the timely provision of discharge summaries, written specialist opinions and requested medical reports.</li> <li>• Adhere to departmental policies, protocols and procedures that ensure the provision of clinically acceptable practices.</li> <li>• Participating in relevant multidisciplinary meetings.</li> <li>• To be involved in the after-hours emergency on call roster on a regular basis.</li> <li>• To ensure a high standard of clinical practice of Interns and Resident Medical Officers in the Department/Unit.</li> <li>• To organise and implement clinical review programs as part of quality assurance, including preparation of reports.</li> <li>• Assist in the supervision, discipline, attendance, training, safety and efficiency of Resident Medical Staff and Interns attached to the Department.</li> <li>• Contribute to a patient focussed approach in the provision of clinical services by adhering to and supporting practices that ensure patients' rights are protected</li> </ul>
<b>QUALITY ASSURANCE</b>	<ul style="list-style-type: none"> <li>• Participate in activities which review and evaluate the care being given to patients and assist with the development of corrective strategies as required following these reviews.</li> <li>• To undertake Continuous Quality Management activities within the Department.</li> <li>• To organise and implement clinical review programs as part of quality assurance, including preparation of reports.</li> </ul>
<b>TEACHING</b>	<ul style="list-style-type: none"> <li>• To assist in the implementation of postgraduate teaching program with responsibilities to the Training Supervisor representing the relevant specialty College at the hospital.</li> <li>• Participating and contributing to the departmental teaching program as directed by Consultant staff and as required by the relevant specialty College.</li> </ul>

<p><b>ADMINISTRATIVE</b></p>	<p>Contribute and participate in the efficient and effective function of the Department by:</p> <ul style="list-style-type: none"> <li>• Adhering to hospital policies and procedures</li> <li>• Actively keeping abreast of all policy and procedural changes as they occur.</li> <li>• Observing and adhering to Equal Opportunity and Occupational Health, Safety and Welfare principles.</li> <li>• Other duties as directed by supervisory and administrative staff members.</li> <li>• To demonstrate an understanding of confidentiality and information security policies and procedures.</li> </ul>
<p><b>RESEARCH</b></p>	<p>Participate in clinical and scientific research by :</p> <ul style="list-style-type: none"> <li>• Proposing and developing research initiatives relating to the specialty.</li> <li>• Conducting research related to the specialty</li> <li>• Promoting where possible the Department's research profile at state, national and international forums</li> </ul>

## **Knowledge, Skills and Experience**

### **ESSENTIAL MINIMUM REQUIREMENTS**

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

- MBBS or equivalent degree registrable with the Australian Health Practitioners Regulation Authority (AHPRA)
- Completion of specialist Orthopaedic surgical training program
- Completion of ATLS or similar course
- Completed basic and advanced fracture management courses

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

- Investigation and negotiating skills, resolution of complaints.
- Proven ability in supervising, directing and controlling staff.
- Ability to foster a working relationship with patients, their families and other staff which demonstrates courtesy, respect, consideration, empathy, honesty, openness, providing good service, promoting health and promoting the goals of the institution.
- Demonstrated ability in the coordination, direction and control of hospital medical services
- Ability to communicate effectively both verbally and in writing.
- Demonstrated clinical skills appropriate for duties in the orthopaedic department.

#### **Experience**

- Appropriate surgical experience for the level of this post
- Experience in supervision of junior medical staff.
- Proven track record in research, evidenced by peer-reviewed publications

#### **Knowledge**

- Knowledge of health unit structures and functions of a large hospital
- Knowledge of health unit, systems, policies, procedures and inter-relationship of various hospital services and departments.
- Knowledge of Equal Opportunity and Occupational Health and Safety principles.

## **DESIRABLE CHARACTERISTICS**

### **Educational/Vocational Qualifications**

- Higher surgical degree (eg MD, PhD)

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

- Willingness to participate in research.

### **Experience**

- Participating in education and research programs.

### **Knowledge**

- Understanding of philosophy/principles/goals of the Adelaide Health Service and the relevant specialty.

## **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.

### **Central Adelaide Local Health Network:**

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 DonatLife SA, and has financial administrative responsibility for Statewide Clinical Support Services incorporating SA Pathology, SA Medical Imaging and SA Pharmacy.

### **Health Network/ Division/ Department:**

Royal Adelaide Hospital is committed to the achievement of best practice in the design and delivery of services to its patients. This involves the pursuit of quality improvement and innovation in every aspect of its operation.

The Surgical Directorate incorporates a full range of Surgical Subspecialty services. The Directorate is committed to the principles of multi-disciplinary team care with the patient at the centre of care.

The Orthopaedic and Trauma Service is committed to delivering the highest standards of patient care in orthopaedics and orthopaedic trauma. The Service has a strong commitment to best evidenced clinical practice, research, teaching and continuing education and conducts regular peer reviews and clinical audits.

## Values

### Central Adelaide Local Health Network 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- 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:**