

i can

...do something
more meaningful



SA Health Job Pack

Job Title	Cardiothoracic Staff Specialist
Job Number	656462
Applications Closing Date	23/3/18
Region / Division	Central Adelaide Local Health Network
Health Service	The Royal Adelaide Hospital
Location	Adelaide
Classification	MD-2
Job Status	Permanent Full time
Indicative Total Remuneration*	\$298,949 - \$553,175

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 - see Career Information, or by referring to the nominated contact person below.

Contact Details

Full name	Melissa Murray
Phone number	7074 2311
Email address	melissa.murray@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

Role Title:	Consultant
Classification Code:	MD2
LHN/ HN/ SAAS/ DHA:	CALHN
Hospital/ Service/ Cluster	RAH
Division:	Surgical Directorate
Department/Section / Unit/ Ward:	Cardiothoracic Surgical Unit
Role reports to:	Head of Unit, Cardiothoracic Surgical Unit
Role Created/ Reviewed Date:	31/1/2018
Criminal History Clearance Requirements:	<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:

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.

Organisationally it requires structures and processes that;

- > achieve devolution of authority and responsibility as near as practicable to the point of service delivery,
- > establish clear lines of accountability and open the organisation to external scrutiny,
- > facilitate and promote a team approach on the part of staff to facilitate optimal service outcomes and greater patient satisfaction,
- > provide the opportunity for staff and customers to participate in the on-going evaluation of organisational performance and the determination of future directions.

In the provision of clinical services it requires that such services are,

- > based on evidence based practice,
- > benchmarked for best practice,
- > provided in a manner that is patient focused

Direct Reports:

- > Responsible to the Director of Cardiothoracic Surgery.

Key Relationships/ Interactions:Internal

- > Will be required to collaborate closely with the Unit's Clinical Nurse Consultant, other health profession seniors and senior administrative staff of the Unit.
- > Responsible for trainee medical staff within the Unit and other staff assigned to the position of Consultant, Cardiothoracic Surgical Unit.

External

- > Outside referrals from GP's, public and private hospitals, etc.
- > Medical and other multidisciplinary staff from other health services

Challenges associated with Role:

Major challenges currently associated with the role include:

- > Must participate in the Cardiothoracic Surgical Unit's after hours on-call emergency roster.
- > Must be prepared to attend relevant meetings and staff development/education activities at other health units as required.
- > Intra and interstate travel may be required.
- > A formal review of performance/appraisal will be conducted annually.
- > Limited rights of private practice in accordance with the current agreement for staff specialists.
- > May be required to work across several health campuses with the Adelaide Health Service.
- > Appointment will be subject to a satisfactory Department of Communities and Social Inclusion (DCSI) Criminal History Check

Delegations:

- > n/a

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.

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Provide clinical leadership to the Unit by:	<ul style="list-style-type: none"> > Assist the Director of Cardiothoracic Surgery developing, in conjunction with the Clinical Nurse Consultant and other health professional seniors of the Cardiothoracic Surgical Unit, a strategic plan for the Unit. > Facilitating, in conjunction with the Clinical Nurse Consultant and other health professional seniors of the Cardiothoracic Surgical Unit, a team approach to service delivery > Providing clear, consistent policies/protocols for medical staff, medical students and other assigned staff of the Cardiothoracic Surgical Unit, in regards to standards of clinical practice and administrative procedures. > Developing and supporting clinical improvement activities with the aim of achieving evidence based, best practice clinical services. This will involve evaluation of clinical processes and service outcomes by clinical audits, quality assurance programs, clinical performance indicators etc, identifying possible areas for improvement and guiding the change process. > Assist the Director of Cardiothoracic Surgery in ensuring that appropriate training and continuing education programs are in place for medical and other relevant staff of the Cardiothoracic Surgical Unit. > Participating and encouraging staff of the Cardiothoracic Surgical Unit to participate in teaching programs both within the Hospital at undergraduate and postgraduate level, and in the wider community. > Initiating and contributing to research and clinical service development. > Contributing to the development of policy, procedural and professional issues. > Fostering the development of community networks appropriate to the Cardiothoracic Surgical Unit's work. >
Ensure the effective management of the human, financial and material resources delegated to the Consultant, Cardiothoracic Surgery Unit by:	<ul style="list-style-type: none"> > Contributing to the establishing and refining of organisational structures and work practices that facilitate efficiency in service delivery. > Deploying and managing staff resources effectively. This will include ensuring the appropriate allocation and rostering of trainee medical staff to inpatient, outpatient, operating theatre and consultation services to achieve optimal service outcomes. > Participating with the Director, Cardiothoracic Surgery Unit in annual budget discussions which result in determination of the Unit's annual budget and service activity. > Managing expenditure of the financial resources delegated to the Consultant, Cardiothoracic Surgery Unit and managing activity in the Unit to ensure that budget parameters are achieved. > Ensuring that facilities, equipment and supplies are managed and used in the most cost efficient manner. > Contributing to casemix management by ensuring that appropriate practices are in place to ensure the timely coding of required data.
Ensure the effective, equitable and responsive human resource management of staff assigned to the Consultant, Cardiothoracic Surgical Unit by:	<ul style="list-style-type: none"> > Providing the leadership required to promote a cohesive and interactive team approach within the Unit. > Assisting the Director of Cardiothoracic Surgery in ensuring that organisational human resource policies and procedures in relation to the, orientation, development, and performance management/appraisal of staff for whom they are accountable are implemented. > Assisting the Director of Cardiothoracic Surgery in ensuring that hospital programs that promote equal employment opportunity and the prevention of bullying, harassment and intimidation are implemented.

<p>Ensure that clinical services are planned and provided in a manner that is patient focused by:</p>	<ul style="list-style-type: none"> > Maximising the participation of consumers in planning and evaluating services provided. > Applying and promoting practices that ensure patient rights are respected. > Investigating and addressing patient complaints in a positive, constructive matter.
<p>Ensure that staff and other persons in the Cardiothoracic Surgical Unit are safe from risks to health and safety by:</p>	<ul style="list-style-type: none"> > Carrying out responsibilities as detailed in organisational occupational health, safety and injury management (OHS&IM) policies and procedures. > Implementing and monitoring relevant OHS&IM policies and procedures within their work area. > Identifying hazards, assessing risks and implementing, monitoring and maintaining hazard control measures in consultation with staff and relevant committees. > Participating in OHS&IM planning. > Providing staff with the necessary information, instruction, training and supervision to effectively and safely carry out their work. > Maintaining relevant OHS&IM documentation; and > Consulting with health and safety representatives, committees and staff on changes to the workplace which have the potential to impact on health and safety.
<p>Facilitate the safeguard of confidential information and intellectual property of the Hospital by:</p>	<ul style="list-style-type: none"> > Providing specialist medical clinical services to patients > Assigning and supervising the clinical practice of trainee medical officers.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- > Medical practitioner registered or registrable with the Medical Board of South Australia.
- > Specialist medical qualification in the Cardiothoracic Surgery, registrable with the Medical Board of South Australia.
- > Demonstrated participation in continuing medical education since attaining qualification.

Personal Abilities/Aptitudes/Skills:

- > Demonstrated clinical excellence in the relevant speciality.
- > Demonstrated professional integrity.
- > Demonstrated ability to work in a team and multidisciplinary environment.
- > Demonstrated high level of skills in communicating, negotiating and mediating.
- > Demonstrated skills in problem solving and decision making.
- > Demonstrated commitment to quality improvement.
- > Demonstrated ability to be both positive and adaptable to change.

Experience

- > Experience at a senior level of professional practice.
- > Experience in teaching at the undergraduate and postgraduate levels.
- > Experience in system development and quality improvement activities.
- > Experience in the analysis and interpretation of clinical data.

Knowledge

- > Understanding of quality improvement principles.
- > Understanding of administrative policies and practices in a public hospital.
- > Understanding of management issues within a clinical setting.
- > Understanding of budgetary requirements affecting the Health System.
- > Understanding of contemporary health issues.
- > Understanding of the rights and responsibilities of patients and their families.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- > MD or PhD in the relevant speciality.

Personal Abilities/Aptitudes/Skills:

- > Demonstrated leadership, management and motivational skills.
- > Demonstrated commitment to staff and consumer participation in service planning.

Experience

- > Experience in managing change.
- > Experience in the development and application of clinical information systems.
- > Experience with managing budgets.
- > Experience in research initiatives.

Knowledge

- > Understanding of the operation of a major Teaching Hospital.
- > Understanding of the casemix funding model.
- > Understanding of Occupational Health, Safety and Welfare practices.

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:

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 Cardiothoracic Surgical Department is committed to delivering the highest standards of patient care. 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

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: