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SA Health Job Pack

Job Title	Consultant / Clinical Director Rehabilitation Medicine
Job Number	631068
Applications Closing Date	1/6/18
Region / Division	Central Adelaide Local Health Network
Health Service	Hampstead Rehabilitation Centre
Location	Northfield
Classification	MD-2
Job Status	Permanent full-time. Clinical Director appointment temporary up to 5 years
Indicative Total Remuneration*	\$298,949/\$553,175 plus managerial allowances for Clinical Director

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	Cindy Arbon
Phone number	8222 1731
Email address	Cindy.arbon@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:	Clinical Director Rehabilitation Medicine
Classification Code:	MD-2 with Managerial Allowance
LHN/ HN/ SAAS/ DHA:	Central Adelaide Local Health Network (CALHN)
Site/Directorate:	Medical Directorate
Division:	Complex Medicine
Type of Appointment	Term up to 5 years – refer Special Conditions
Department/Section / Unit/ Ward:	Rehabilitation Services
Role reports to:	Clinical Services Director, Medical Directorate CALHN
Role Created/ Reviewed Date:	May 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:

The Clinical Director of Rehabilitation Medicine will be expected to actively participate in the provision of clinical Rehabilitation services and has responsibility for providing professional leadership, strategic clinical leadership, advocacy and facilitating the development of a culture of safety and quality in the medical workforce of the CALHN Rehabilitation Medicine Service. This will be achieved through the provision of clinical leadership and effective management, for the provision of safe, best practice and cost effective medical services to patients of the Medical Directorate.

Reporting directly to the Clinical Services Director Medical Directorate, CALHN - the Clinical Director Rehabilitation Medicine, CALHN will work in partnership with the Medical Heads of the state-wide spinal Cord and Brain Injury Rehabilitation Services, the Rehabilitation Director of Nursing, the Director of Allied Health Reform, the Complex Medicine Executive and the Medical Directorate Executive to develop strategic Rehabilitation Medicine policy, practice and standards across the region and for the State-wide Specialist Rehabilitation services across the state.

The Clinical Director Rehabilitation Medicine will advise the Medical Directorate on the policy, direction, professional development and professional practice requirements and implications of the medical workforce of the CALHN Rehabilitation service in a timely and strategic manner.

The Clinical Director Rehabilitation Medicine will develop and implement strategies to attract and retain a suitable and stable workforce and to make CALHN an employer of choice for medical staff and ensure the service contributes effectively to teaching/training and research.

The Clinical Director Rehabilitation Medicine will lead and participate in CALHN taskforce/s as appropriate and will work collaboratively with other professional leaders to ensure quality clinical service delivery and the development and implementation of evidenced based clinical practice.

Direct Reports:

- > Medical Director, SA Brain Injury Rehabilitation Service
- > Medical Director, SA Spinal Cord Injury Service

Key Relationships/ Interactions:Internal

- > The Clinical Director Rehabilitation Medicine reports directly to Clinical Services Director, Medical Directorate, CALHN.
- > Will be required to collaborate closely with the State-Wide Rehabilitation Medical Heads, the Nursing Co-Directors, Director of Nursing Central Adelaide Rehabilitation Services, Director of Allied Health and other health profession seniors and senior administrative staff of the Directorate.
- > Works in close liaison with the Stream and Directorate Executive Teams; in particular the Clinical Head of Complex Medicine and the Clinical Services Director, Medical Directorate, CALHN with regard to Clinical Governance, Education and Research; the Nursing Co-Director, Allied Health Directors, other Stream Clinical Heads, Medical Unit Heads, Business Support Services, Clinical Governance Unit and all medical/allied health and nursing staff to progress the CALHN objectives.
- > The Clinical Director Rehabilitation Medicine will be directly responsible for ensuring appropriate professional support mechanisms exist for all Rehabilitation medical staff of CALHN.
- > The Clinical Director Rehabilitation Medicine will provide advice and support related to performance management issues within the workforce.
- > Provide the main point of contact for General Adult Rehabilitation Medicine across CALHN.
- > Support the Clinical Leads in the State-wide Specialist Rehabilitation Services who have reporting lines directly to the Clinical Director Rehabilitation Medicine.

External

- > Will liaise and work closely with relevant external bodies to ensure Rehabilitation services are aligned to CALHN strategic directions.

Challenges associated with Role:

Major challenges currently associated with the role include:

- > Providing collaborative single point Medical representation for Rehabilitation services within CALHN.
- > Promoting a team based approach to Rehabilitation service provision and change management.
- > Implementing reforms in accordance with CALHN and SA Health strategic directions.
- > Communicating effectively with staff across the Region in acute and community based settings.
- > Advocating for staff across the region.
- > Maintaining high professional standards when dealing with medical diversity across the network in acute and community based settings.
- > Attracting and retaining the medical workforce required to provide high quality care in a competitive and skills shortage environment.
- > Developing and implementing flexible employment conditions.
- > Implementing medical reform and structures to improve quality of care and reduce duplication of services.
- > Developing the capacity of the workforce to contribute to and respond to CALHN strategic priorities, including expanding ambulatory rehabilitation services, improving population health outcomes, improving continuity of care.
- > Operating services in an efficient and effective manner within financial allocations and benchmark parameters.

Delegations:

- > As per Central Adelaide Local Health Network (CALHN) Finance and Human Resources Delegations and Authorisations.

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.

Managers and staff are required to contribute to the safety and quality management system and continuous improvement by:

- > Participating in Strategic, Divisional and Team planning activities as required.
- > Complying with standards of practice.
- > Aiming to continuously improve the quality of work practices and services.
- > Participating in the evaluation of work practices and services.
- > Participating in the accreditation process as relevant to the position.

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:

- > Clinical Rehabilitation Consultant with up to a 5 year contract term as Clinical Director
- > A permanent consultant's substantive status is unaffected by the term nature of this appointment pursuant to Clause 4.3.2.1 of the South Australian Medical Officers Award.
- > After hours work may be required, including participating on the on call roster.
- > Some inter and intra state and overseas travel will be required.
- > 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.
- > The incumbent will be required to participate in a Performance Review and Development Plan which focuses upon meeting requirements of this Job and Person Specification.
- > A formal process of credentialing will define any scope of clinical practice.
- > *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
Responsible for the professional standards of practice of medical staff across the Region	<ul style="list-style-type: none"> > Best practice medical standards are established, monitored and regularly reviewed. > Medical staff are encouraged to seek out opportunities for quality improvement in their area of practice. > Appropriate policies, practices and procedures are developed, implemented and reviewed. > Influence the content of and ensure implementation of high quality medical education programs. > Develop and maintain Rehabilitation Medicine Training Programs consistent with AFRM guidelines. > Systems are in place to ensure medical registration on an annual basis. > Systems are in place to ensure credentialing and scope of practice is clearly defined, recorded and reviewed according to the relevant standard for medical staff. > Number of internal investigations regarding medical practice. > Number of medical practice issues referred to the Medical Board. > Documentation of standards, policies and procedures and review mechanisms. > Compliance with agreed medical clinical pathways. > Medical staff attendance levels at clinical and education programs. > Full compliance for annual registration.
Provide leadership and direction to maximize the potential of medical staff to meet the Region's vision and goals	<ul style="list-style-type: none"> > Professional, intellectual and strategic leadership is provided to the medical workforce by contributing and encouraging staff of the Directorate to contribute to undergraduate and postgraduate teaching/training programs. > Enhance both the quality and safety of Trainee Medical Officers' (TMO) contribution to the delivery of service and the quality of their training experience. > Appropriate clinical and educational systems are developed and implemented to foster quality research activities and professional development of the medical workforce. > A culture and environment which fosters coaching and mentoring by ensuring appropriate training and continuing education programs are in place for medical and other appropriate staff of the Medical Directorate. > Support medical leadership in organisational and practice change issues through documentation of professional development opportunities available to medical staff. > Ensure Medical staff work in accordance with Enterprise Agreement provisions. > Ensuring Medical staff satisfaction with quality and access to training opportunities. > Maintenance of clinical practice and credibility of self within own discipline.
Lead, develop and implement workforce recruitment, management and succession planning for medical staff across the Region	<ul style="list-style-type: none"> > Develop a strategic plan for the Division and team approach to service delivery in conjunction with the Clinical Services Director, Medical Directorate, Nursing Co-Directors, Director of Nursing Rehabilitation, Director Allied Health Reform and other health professional seniors of the Division with a focus on efficiency and quality of medical practice and adequate supply. > Workforce planning processes, consistent with the CALHN and State-wide approaches, are developed within a consultative working group, implemented and reviewed to ensure adequate numbers and skill mix

	<p>of medical staff to support service provision now and into the future.</p> <ul style="list-style-type: none"> > Document existing and future workforce profiles and workforce succession plans. > Provide evidence of improved work practice. > Contribute to strategies to ensure CALHN is identified as an employer of choice for medical staff. > Ensure Rehabilitation Medical staff receive regular and ongoing feedback and that Performance Review & Development is conducted at least bi-annually for each staff member.
Lead and influence reform for medical staff roles	<ul style="list-style-type: none"> > Monitor innovations in workforce and practices globally/nationally and advise on relevance as appropriate, and incorporate in operational planning. > Ensure Australasian Rehabilitation Outcomes Centre (AROC) data is collected and reported and Rehabilitation Programs are surveyed with respect to AROC benchmarks. > Implement strategies and changes to improve service delivery. > Ensure structures are established to examine and improve medical services including safe, cost effective, best practices. > Contribute to the provision of extensive consultation processes to inform decision making. > Document evidence of changes to roles of medical staff, improved work practices and workforce plans. > Implement strategies to ensure low absenteeism, reduced turnover and stability of the medical workforce through medical staff satisfaction.
Encourage and foster a positive culture and safe work environment	<ul style="list-style-type: none"> > Foster an environment, which promotes positivity, learning and development, safety and welfare of employees, acknowledges differences, and encourages creativity, innovation and honesty, promoting equal employment opportunities and the prevention of bullying, harassment and intimidation. > Work with senior managers and medical staff to develop a positive approach and commitment to patient/client service. > Empower staff to identify, report, investigate and manage risks in their working environment. > Contribute to systematically identifying, analysing, evaluating and addressing any significant risks that might impact on service delivery. > Maintain a positive team and in the event that conflict or inappropriate behaviour arises, by identifying and dealing with it expediently and effectively. > Document commitment to client/patient service.
Develop and enhance relationships across the health and non-health sector	<ul style="list-style-type: none"> > Collaborative projects are identified and implemented e.g. relationships with Educational and Research bodies to run increased or new rehabilitation medicine programs which will increase the supply for the workforce. > Contribute to the exchange of best practice ideas, knowledge and research both locally and nationally, influencing CALHN policy and practice. > Documentation of collaborative projects and outcomes.
Continuous Improvement	<ul style="list-style-type: none"> > Provide leadership in Continuous Improvement strategies for Rehabilitation Medicine practice. > Provide leadership to engender a culture of audit of clinical practice. > Implement continuous improvement strategies and systems consistent with best practice principles and Australian Council on Healthcare Standards.

	<ul style="list-style-type: none"> > Take a pro-active approach to risk management which ensures potential risks are identified and managed appropriately. > Work closely with Clinical Risk Management to manage medical indemnity and consumer complaints cases. > Contribute to the achievement of accreditation in the Continuum of Care and Leadership criteria. > Ensure documentation of improved medical practices particularly in relation to evidence based practice and patient flow. > Ensure reviews of clinical incidents and root cause analysis are used to improve quality and safety of patient outcomes. > Ensure evidence of risks having been identified, analysed, evaluated and addressed appropriately. > Provide medical input to medical indemnity and consumer complaints cases is professional and supports their resolution.
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Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- > Registrable as a Specialist with the Medical Board of South Australia practicing in a branch of Adult Rehabilitation Medicine
- > Fellow of the Australasian Faculty of Rehabilitation Medicine FAFRM (RACP)

Personal Abilities/Aptitudes/Skills:

- > An ability to manage to the spirit and principles of the premier's safety Commitment and the legislative requirements of the *Work Health and Safety Act 2012* (SA), utilising AS/NZS ISO 31000:2009 Risk Management- Principles and Guidelines, or to an equivalent set of standards.
- > Demonstrated ability to apply strategic thinking.
- > Possess drive, enthusiasm and strong interpersonal and communication skills which demonstrate a capacity to build and maintain relationships with diverse stakeholder groups.
- > Demonstrated professional integrity and a commitment to personal and professional development.
- > Demonstrate the ability to adapt to organisational and environmental change
- > Demonstrated high level time management skills, capacity to provide strategic advice and deliver high quality products within agreed timeframes.
- > Demonstrate the ability to manage conflict and negotiate effectively.
- > Demonstrable and significant energy and strong commitment to the public, the medical profession and to involvement in professional activities.

Experience

- > Extensive experience in providing medical leadership in complex multi-disciplinary settings in a climate of reform and continuing change.
- > Experience in strategic planning, systems development and quality improvement activities.
- > Experience in developing recruitment and retention strategies and workforce and succession plans.

Knowledge

- > Knowledge of the health service industry particularly in respect of Adult Rehabilitation Medicine and the ability to apply that knowledge to achieve high standards of quality, efficiency and effectiveness in the delivery of adult Rehabilitation Medicine services.
- > Knowledge of and commitment to the principles of personnel management, equal employment opportunity, sexual harassment and occupational health, safety and welfare.
- > Sound knowledge of State and Federal medical legislation and public sector policies and best practice medical strategies, policies and practices.
- > Understanding of Aboriginal health issues and effective population health and disability management.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- > Additional post graduate qualifications in a relevant field
- > Tertiary qualifications in leadership and management and quality improvement

Personal Abilities/Aptitudes/Skills:

- > Demonstrated ability to establish effective networks within profession.
- > Demonstrated leadership in quality improvement practice.
- > Ability to implement Aboriginal employment strategies which assist CALHN to lead staff changes to address health reform objectives.
- > Proven ability to effectively liaise with minority and disadvantaged groups and deliver effective medical services to these groups.

Experience

- > Experience in monitoring and evaluating service delivery and developing strategies for continuous quality improvement that is based on evidence and models of best practice.
- > Extensive experience in high quality written work including briefings, reports and submissions which support the development of services or strategic clinical directions.

Knowledge

- > Knowledge and application of clinical practice improvement methodologies such as patient flow, lean thinking, process reengineering.
- > Understanding of national and international trends in relation to Rehabilitation Medicine.
- > Knowledge of current research and literature relevant to Adult Rehabilitation Medicine.
- > Understanding of the organisation and operations of major teaching hospitals and the bureaucratic and political framework in which it exists.

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:

The CALHN Rehabilitation Medicine Service aims to provide consumer centred and effective Rehabilitation across the continuum of care using models of care based on population need and linking with acute and disability services. The services shall be readily accessible, efficiently provided and evidence based. Consideration will be given to ensure services are equitable across all areas of the region and for the entire State in the case of the State-wide Specialist Rehabilitation services

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: