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SA Health Job Pack

Job Title	Consultant Rehabilitation Medicine
Job Number	618407
Applications Closing Date	30/6/17
Region / Division	Central Adelaide Local Health Network
Health Service	The Queen Elizabeth Hospital
Location	Woodville
Classification	MD-2
Job Status	Permanent part-time working 52.50 hours per fortnight
Indicative Total Remuneration*	\$292,183/\$540,208

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

Details	Adrian Winsor, 8222 7322 email Adrian.winsor@sa.gov.au
Details	Penny Dunk, 8222 8660 or 0439 202 559 email penny.dunk@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:	Medical Consultant		
Classification Code:	MD2	Position Number	
LHN:	Central Adelaide Local Health Network (CALHN)		
Site/Directorate	Allied Health / Complex Medicine		
Department:	Day Rehabilitation Service (DRS) / Rehabilitation in the Home (RITH)		
Role reports to:	Director, Division of Rehabilitation Medicine		
Role Created/ Reviewed Date:	February 2017		
Criminal History Clearance Requirements:	<input type="checkbox"/> Aged (NPC) <input type="checkbox"/> Child- Prescribed (DCSI) <input checked="" type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)		

ROLE CONTEXT

Primary Objective(s) of role

The Consultant in Rehabilitation Medicine provides clinical leadership in the provision of effective and efficient quality rehabilitation services. This role assists with the delivery of ambulatory rehabilitation services for CALHN serviced by the Royal Adelaide Hospital (RAH), The Queen Elizabeth Hospital (TQEH), Hampstead Rehabilitation Centre (HRC) consistent with the Transforming Health plan.

Key Relationships/ Interactions

Internal

- Responsible to the Director, Division of Rehabilitation Medicine, TQEH.
- Professionally accountable to the Executive Director, Medical Services, TQEH through the Director of Rehabilitation Medicine.
- Responsible for supervision of medical, clerical, laboratory and research staff within Rehabilitation Medicine.
- Liaises with other divisions and services of TQEH, other health providers in the community and hospital sector and with the broader community in the pursuit of comprehensive patient care.
- Liaises with the Senior Managers for the services

External

- Clients and their carers in ambulatory rehabilitation
- Relevant government and non-government organisations as required, in order to meet the needs of the client group.
- Referring bodies
- External service providers and community organisations to support client transitions to the community.
- Aligned services in rehabilitation and acute settings across the continuum of care

Challenges associated with Role

- Management of clients with complex health and psychosocial presentations.
- Transition planning in complex clinical situations
- Working within a fast paced service and dynamic health environment.
- Ability to adapt to change

Delegations
Delegated Level:
Staff supervised: Direct 1 Indirect 60-70
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: <ul style="list-style-type: none"> • <i>Work Health and Safety Act 2012 (SA)</i> and when relevant WHS Defined Officers must meet due diligence requirements. • <i>Return to Work Act 2014 (SA)</i>, facilitating the recovery, maintenance or early return to work of employees with work related injury / illness. • Meet immunisation requirements as outlined by the <i>Immunisation Guidelines for Health Care Workers in South Australia 2014</i>. • Equal Employment Opportunities (including prevention of bullying, harassment and intimidation). • <i>Children's Protection Act 1993</i>– 'Notification of Abuse or Neglect'. • Disability Discrimination. • Code of Fair Information Practice. • Relevant Awards, Enterprise Agreements, <i>Public Sector Act 2009</i>, 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 client 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

- Although based at The Queen Elizabeth Hospital the incumbent may be required to work in any site of the Central Adelaide Health Service.
- Position has a strategic professional relationship with the Hampstead Rehabilitation Centre.
- Must be prepared to co-chair and participate in relevant committees as directed by the Director of Rehabilitation Medicine.
- Must be prepared to attend relevant meetings and staff development/education activities as required.
- A formal review of performance/appraisal will be conducted annually by the Rehabilitation Medicine Director.
- Intrastate and interstate travel may be required.
- No fixed hours of duty.
- Will be involved in undergraduate education in relevant clinical field.
- Will be entitled to pursue limited rights of private practice in accordance with the current private practice agreement negotiated between the Department of Human Services and SASMOA, or The University, Clinical Academic and TQEH.
- 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.
- Participation in rehabilitation clinical rotation roster across CALHN sites may be required.
- Flexible working hours can be negotiated dependent on service requirements and some out of hours work may be required.
- May be required to work on weekends as part of a 7 day roster.
- Must have current South Australian driver's license and willingness to drive a government plated vehicle when employed in a community setting.
- Will be required to work off site, travel between locations and work within the client's own environment within the metropolitan region.
- Support values consistent with the aims of SA Health and the LHN, including honesty, respect and integrity.

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Ensure that effective and efficient Rehabilitation Medical services are provided by:	<ul style="list-style-type: none"> • Actively participate in recruiting and rostering medical staff within the department. • Developing and implementing policies, procedures and clinical protocols to guide the provision of medical care. • Determining and arranging an ongoing in-service education program for medical staff within the Department. • Working as a clinician and providing on-site advice for clinical problems as required. • Ensuring that adequate teaching and supervision occurs for the registrars and other professional staff Maintaining satisfactory standards in both inpatient and outpatient services. • Encouraging consumer and carer involvement in the treatment process. • Contributing to the effective functioning of the Division of Medicine. • Contributing to evidence based practice in Rehabilitation Medicine.
Ensure patients receive a high standard of health care by:	<ul style="list-style-type: none"> • Assisting in the co-ordination of medical, nursing and allied health and support services • Developing and implementing processes which allow for Evaluation of the standards of service provided. • Developing and implementing innovative methods for effective and efficient patient care delivery, educating and encouraging staff to participate in continuous quality improvement activities. • Ensuring appropriate liaison and co-ordination with General Practitioners, Community Services and Domiciliary Care.
Ensure that appropriate teaching and training is provided to trainee medical officers, undergraduate medical students, nursing and allied health students where appropriate.	
Ensure that effective, equitable and responsive human resource management of staff is undertaken by:	<ul style="list-style-type: none"> • Ensuring sound principles of personnel management are in place including the implementation of all relevant Government policies such as EEO, Social Justice and Ethics/Code of Conduct. • Implementing formal processes of appraisal which address medical and non-medical staff training and development needs and provide two-way communication between appraiser and appraisee. • Ensuring that appropriate medical staff orientation programs, development plans and training programs are implemented. • Ensuring that a comprehensive induction program is provided for all new medical staff and that other staff are provided with appropriate induction/orientation programs.

Ensure that continuous quality improvement programs and activities are in place and are linked to the organisations strategic and corporate directions and targets as follows:	<ul style="list-style-type: none"> • Developing and establishing key performance indicators for all critical activities relevant to area of responsibility, in accordance with the quality evaluation program. • Assisting in maintaining recording systems to accurately reflect the activity of the various aspects of the department, which will enable evaluation of performance leading to improvement and achievement of best practice standards. • Assisting in the identification, establishment and review of corporate and departmental performance standards and outcomes.
Ensure relevant Government and organisation policies and procedures are adhered to when conducting the business of the Department, including:	<ul style="list-style-type: none"> • Delegations of Authority • Equal Opportunity Principles • Occupational Health Safety and Welfare Act • Equal Opportunity Act • Disability Discrimination Act • South Australian Health Commission Act • Privacy Act 1988 • Freedom of information Act 1982 • SA Information Privacy Principles • Code of Conduct for Public Employees • Code of Fair Information Practice
Ensure a safe working environment at all times by:	<ul style="list-style-type: none"> • Maintaining effective work practices. • Adopting procedures and practices which comply with the OHS&W Act. • Taking reasonable care to protect the health and safety of self and others. • Ensuring that staff have an understanding of their responsibilities under the Occupational Health, Safety and Welfare Legislation. • Developing safe working procedures.
Contribute to the well-being of people in South Australia through participation 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 I or major disaster.	

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- Registered or Registrable with the Medical Board of Australia as a Rehabilitation Specialist
- MBBS or equivalent.

Personal Abilities/Aptitudes/Skills

- Ability to relate well to other medical practitioners, health professionals, patients and the public.
- Demonstrable organisational/management skills.
- Proven ability to organise educational programs for medical officers, trainee medical officers and undergraduate medical students.
- Proven ability to manage a multi-disciplinary team.
- High level communication skills.

Experience

- Rehabilitation consultant physician.
- Experience in undergraduate and post graduate teaching.
- Experience in community activities to promote the profile of the Unit.
- An experienced clinician in the assessment and provision of high quality team based intensive rehabilitation to clients with a variety of neurological, orthopaedic or other complex health conditions, including the management of clients with complex psychosocial presentations. E.g. Extensive experience in working with adults in a multidisciplinary or interdisciplinary setting – particularly in relevant specialist clinical area(s).
- Experience in planning, implementing and evaluating service improvements, quality activities or research
- Proven experience in basic computing skills, including email and word processing to facilitate effective use of Electronic Patient Administrative System (EPAS)

Knowledge

- Broad knowledge of people management.
- Evidence based knowledge of best practice in management of clients relevant to Ambulatory Rehabilitation
- Knowledge of rehabilitation principles and service delivery
- Understanding of the wider health system environment in which the Ambulatory Rehabilitation Service operates and relevant Transforming Health and aged care reforms.
- The incumbent must be familiar with and adhere to relevant state government legislation such as Equal Opportunity Act 1984, Occupational Health Safety and Welfare Act 1986, and Workers Rehabilitation and Compensation Act 1986.
- Understanding of Quality Management principles and procedures
- Awareness of National Safety and Quality Health Service Standard

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- Post Graduate Degree (M.D. or Ph.D, or Diploma in Musculoskeletal Medicine)
- Experienced in the usage of Botulinum toxin in the management of spasticity and chronic pain
- Experienced in various joint injection techniques

Personal Abilities/Aptitudes/Skills

Experience

- Experience in home and/ or centre based rehabilitation
- Experience with Tele-health

Knowledge

- Awareness of the Charter of Health and Community Services rights.
 - Knowledge of research methodologies and clinical evaluation processes (in particular outcome measurement, analysis and reporting).
 - Knowledge of local and state-wide services and resources relevant to the target population
 - Knowledge of technology to provide innovative and evidence based rehabilitation
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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 DonateLife SA, and has financial administrative responsibility for Statewide Clinical Support Services incorporating SA Pathology, SA Medical Imaging and SA Pharmacy.

Central Adelaide Rehabilitation Service

Ambulatory Services in Central Adelaide Local Health Network sit under the Central Adelaide Rehabilitation Service (CARS) which is made up of acute and subacute inpatient services, early supported discharge homes based rehabilitation (Rehabilitation in the Home) and centre based rehabilitation (Day Rehabilitation Services).

Ambulatory Rehabilitation Services allow people to receive rehabilitation services in the community. Ambulatory rehabilitation services treat people with a range of conditions, some highly complex (e.g. hip fracture, amputation, acquired brain injury, spinal cord injury, stroke, multiple sclerosis, cancer, frailty, Hospital acquired Disability) to maximise recovery after a recent health event or injury and promote recovery and return to community participation. Ambulatory Rehabilitation Services can be delivered in a person's own home or a centre based environment or a combination of the two by a specialist rehabilitation team.

Rehabilitation teams consist of medical, nursing and allied health professionals delivering programs based on the Australasian Faculty of Rehabilitation Guidelines. <https://www.racp.edu.au/docs/default-source/advocacy-library/ambulatory-standards.pdf>.

The use of new technologies such as tablets for telerehabilitation are promoted to allow more people to access to specialist medical and therapy interventions and reduce the need for clients to travel. In South Australia, Ambulatory Rehabilitation services support early hospital discharge and hospital avoidance strategies. A small number of highly specialised clinics for people with disabilities are aligned with these ambulatory rehabilitation services and may include complex health assessments, spasticity clinics, stroke review, and paediatric transition clinics.

Carer training and a client centred approach are cornerstones of ambulatory rehabilitation services.

Rehabilitation in the Home (RITH) provides rehabilitation services to client in their own homes with a focus of supporting early discharge strategies from acute and sub-acute facilities. Short term intensive rehabilitation services are provided by an inter-disciplinary rehabilitation team. Where appropriate, clients may be transitioned to community services or another longer term rehabilitation service. An important transition service for RITH clients is the Day Rehabilitation Service.

The Day Rehabilitation Service (DRS) provides inter / multi-disciplinary rehabilitation services for clients who have complex health presentations in a mainly centre based setting with some home and community rehabilitation also available. The DRS provides rehabilitation to clients who have finished their inpatient hospital episode, including RITH. The DRS also provides services to people within the community who have significant and complex care needs and require a team based rehabilitation service or may be at risk of hospitalisation due to a functional decline.

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.

Patient Centred:	Our patients are the reason we are here and we will provide the best service to our patients and customers
Team Work:	We value each other and work as a team to provide the best care for our patients
Respect:	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
Professionalism:	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:	