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SA Health Job Pack

Job Title	Consultant Urology
Job Number	625178
Applications Closing Date	25 August 2017
Region / Division	Northern Adelaide Local Health Network
Health Service	Lyell McEwin Hospital
Location	Elizabeth Vale
Classification	MD2G
Job Status	Multiple ongoing positions, full time and part time (15 hours p/week)
Indicative Total Remuneration*	\$298,949 - \$553,175 pa (pro rata)

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	Michelle Baker, A/Medical Management Facilitator, NALHN
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Government of South Australia
SA Health

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



Government of South Australia
SA Health

Northern Adelaide Local Health Network (LHN) JOB AND PERSON SPECIFICATION (NON-MANAGERIAL)

TITLE OF POSITION: CONSULTANT	ADMINISTRATIVE UNIT: SA Health – Northern Adelaide LHN
Classification: MD2	Health Unit: LYELL MCEWIN HOSPITAL
Classification Reviewed:	Division: DIVISION OF SURGERY
	Department / Section: UROLOGY
	Position No:
	Position Created:

Job and Person Specification Approval

_____/_____/_____
CEO or Delegate Date

JOB SPECIFICATION

PREAMBLE

The implementation of the National Health Reform in 2011 saw the establishment of five Local Health Networks across SA intended to promote, maintain and restore the health of the communities they serve.

The Northern Adelaide Local Health Network (LHN) provides care for around 341,000 people living in the northern metropolitan area of Adelaide as well as providing a number of state-wide services, and services to

those in regional areas. More than 3,800 skilled staff provide high quality patient care, education, research and health promoting services.

The Northern Adelaide Local Health Network (NALHN) provides a range of acute and sub acute health services for people of all ages and covers 16 Statistical Local Areas and four Local Government Areas (one of which crosses the Central Adelaide Local Health Network) and includes the following:

- Lyell McEwin Hospital
- Modbury Hospital
- Sub-Acute
- GP Plus Health Care Centres and Super Clinics
- Aboriginal Health Care Services
- Mental Health Services (including two statewide services – Forensics and Adult Older Persons)

NALHN offers a range of primary health care services across the northern metropolitan area of Adelaide, with a focus on providing preventive and health promoting programs in the community, and transition and hospital substitution and avoidance programs targeted at chronic disease and frail aged.

Clinical leadership of care systems is central to the current national and state wide health reforms. NALHN care delivery is configured within clinical divisions that are patient-focused, clinically led groupings of services. Clinical Divisions are responsible for managing service delivery activities across NALHN campuses and units, bringing together empowered experts to directly make relevant decisions.

SUMMARY OF THE BROAD PURPOSE OF THE POSITION and its responsibilities/duties

- The appointee will have an FRACS or equivalent and be eligible for enrolment on the Specialist Register of South Australia.
- The appointee will have significant experience in the field of Urology surgery.
- The appointee will have undertaken specialised training in Urology surgery.
- He/she will be responsible for managing the care of all patients allocated to them in collaboration with the responsible Medical Officers, Registrars, fellow Consultants, Nurses and Allied Health professionals.
- He/she must undertake a commitment to continuous quality improvement activities including regular Surgical Audit.

REPORTING/WORKING RELATIONSHIPS (to whom the person reports, staff for whom the person is responsible, and other significant connections and working relationships within the organisation)

- The reporting relationships will be to the Director Surgical Specialties and Anaesthetics (Medical) for matters of administration and clinical governance and will work collaboratively with other Consultant Surgeons in the specific surgical disciplines.
- A significant willingness to join hospital committees as required.
- The position will be accountable to the Unit Head for clinical matters.
- He/she will be responsible for the teaching and supervision of medical students, RMOs and Registrars allocated to the Division of Surgery.
- Liaises with other Divisions and Services in the Northern Local Health Network, with other health providers in the community and hospital sector and with the broader community in the pursuit of comprehensive patient care.

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 (such as non-metropolitan location, travel requirements, frequent overtime, etc)

- Appointment is subject to a satisfactory Background Screening and National Criminal History Check obtained through the Screening and Licensing Unit, Department for Communities and Social Inclusion to be renewed every 3 years thereafter from date of issue.'
- The incumbent will be required to participate in the organisation's annual Performance Review & Development Program.
- May be required to work within other locations of the Northern Adelaide LHN.
- Some out of hours work may be required.
- Support values consistent with the aims of SA Health and the LHN, including honesty, respect and integrity.
- May be required to undertake a health assessment prior to commencement.
- Comply with the Principles of the Code of Fair Information Practice, adopted by the Department of Health, which regulate the collection, use, disclosure, storage and transfer of all personal patient/client information within the Department and throughout its funded service providers.

STATEMENT OF KEY OUTCOMES AND ASSOCIATED ACTIVITIES (group in to major areas of responsibility / activity and list in descending order of importance)

Contribute to the provision of high standard clinical services to patients by:

- Provision of specialist surgical services to patients, with a wide range and experience in the management of complex surgical problems and complications.
- Provision of a specialist opinion on patients referred for consultation, including regular outpatient clinics and inpatient consultation on the wards.
- Provision of clinical leadership to facilitate and support a team approach to the provision of clinical services;
- Supervision and mentoring the clinical practice of trainee medical officers;
- 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;
- Assisting other Urology staff in planning and organising other Urology colleagues in planning and delivery of clinical services;
- Fostering the development of community networks appropriate to the unit's work;

Contribute to teaching/training by:

- Contributing to medical teaching/training programs at undergraduate and postgraduate levels;
- Providing appraisals of medical undergraduates and trainee medical officers assigned to the unit;
- Contributing to the training of other health professionals.

Contribute to advances in knowledge in the specialty by:

- Initiating and participating in research.

Contributing to continuous evaluation and improvement of clinical services by:

- Initiating and supporting clinical improvement activities. This will involve evaluation of clinical processes and service outcomes, identifying possible areas for improvement and implementing the required changes.
- Participating in and promoting surgical audit of unit activities.

Contributing to the efficient management of the financial and material resources of the Unit by:

- Using facilities, equipment and supplies in the most cost efficient manner;
- Understanding and complying with the LMHS delegations of authority;
- Contributing to case-mix management by ensuring that appropriate practices are in place to ensure the timely coding of required data.
- Ensuring accurate coding of all operative procedures

Contribute to a patient focused approach in the provision of clinical care by:

- Adhering to and supporting practices that ensure patients' rights are respected;
- Investigating and addressing patients complaints in a positive, constructive manner;
- Maximising the participation of consumers in planning and evaluating services.

Contribute to the adoption of responsive risk management practices by:

- Maintaining an awareness of risk in the clinical environment;
- Actively supporting and contributing to risk management initiatives;
- Reporting sentinel events, potential medical negligence claims and adverse patient incidents.

Contribute to the provision of a safe, healthy and equitable work environment by:

- Reporting all staff accidents, incidents and near misses;
- Complying with reasonable instructions or procedures aimed at protecting the health and safety of self and others;
- Carrying out responsibilities as detailed in occupational health, safety and injury management policies and procedures;
- Maintaining a knowledge of, and adhering to the principles and standards of equal employment opportunity legislation which ensures all employees are treated in a fair and equitable manner, free from discrimination, bullying and harassment.
- Being aware of, and observing, the SA Public Service Code of Ethics and Respectful Behaviours Policy

Contribute to the safeguard of confidential information and intellectual property of the health service by:

- Adhering to health service and Department of Human Service's policy on confidentiality of patient information;
- Adhering to health service policy on information technology security;
- Adhering to health service policy on intellectual property
- Complying with the Code of Fair Information Practice.

Contribute to the ongoing commitment to policies and procedures of both health services by:

- Complying with all policies and procedures
- Assisting in the review of existing or development of, new policies and procedures as requested
- Behaving towards patients, their families and staff in a professional manner which respects their rights.

Contribute to the ongoing commitment to policies and procedures of the Lyell McEwin Hospital by:

- Complying with Occupational Health, Safety and Welfare principles and procedures on a daily basis;
- Participating in Quality Improvement activities, including the identification of performance standards and increased efficiencies;
- Complying with Equal Employment Opportunity principles and procedures on a daily basis;
- Participating in Performance Enhancement activities, including annual performance appraisals;
- Ensuring the ongoing training and development of all staff supervised;
- Understanding and complying with the Lyell McEwin Hospital Delegations of Authority.
- Complying with the Code of Fair Information Practice.

To ensure that staff and other persons in their work area are safe from risks to health and safety by:

- 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 areas;

- Hazards, assessing risks and implementing, monitoring and maintaining hazard control measures in consultation with staff and relevant committees;
- Investigating incidents and accidents, ensuring action is taken to prevent a re-occurrence and the appropriate report forms are completed;
- Ensuring incidents and accidents are reported to the OHS&IM unit immediately they are advised by the worker;
- Participating in OHS&IM planning;
- Providing staff with the necessary information, instruction, training and supervision to effectively and safely carry out the work;
- Maintaining relevant OHS&IM documentation;

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.

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Contributes to patient safety and quality by adhering to the Australian Charter of Health Care Rights, understanding the intent of the Australian National Safety & Quality Health Service Standards and participating in quality improvement activities as necessary.

All employees are responsible and accountable for keeping accurate, legible and complete records of their activities.

Contribute to a safe and healthy work environment, free from discrimination and harassment by working in accordance with legislative requirements, the Code of Ethics for the South Australian Public Sector and departmental human resource policies, including OHS&W requirements.

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.

Acknowledged by Occupant: _____ Date: ____/____/____

PERSON SPECIFICATION

ESSENTIAL MINIMUM REQUIREMENTS (those characteristics considered absolutely necessary)

Educational/Vocational Qualifications

Bachelor of Medicine; Bachelor of Surgery (MBBS) or equivalent
Appropriate Specialist Qualifications and registrable with the Medical Board of Australia as a Medical Practitioner with Specialist registration; or another qualification as defined in the SA Medical Officers Award.

Personal Abilities/Aptitudes/Skills

- Demonstrated aptitude and interest in Urology Surgery.
 - Demonstrated experience in the diagnosis and management of Urological conditions
 - Excellent clinical and technical skills in managing Urological patients.
 - Demonstrated professional integrity.
 - Demonstrated ability to work in a multidisciplinary team environment, in particular to relate well to other medical practitioners, health professionals, patients and the public;
 - Demonstrated commitment to quality improvement.
 - Demonstrated ability to be adaptable to change.
 - Demonstrated ability to supervise staff;
 - Demonstrated ability to assist with organisation of education programs for medical officers, trainee medical officers and undergraduate medical students.
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Experience

- Significant experience in the provision of Urological services.
 - Experience within a large teaching hospital.
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Knowledge

- Understanding of Work Health and Safety principles and procedures
 - Understanding of the Australian National Safety & Quality Health Service Standards.
 - A Knowledge in the management of complex surgical problems and complications.
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DESIRABLE CHARACTERISTICS (to distinguish between applicants who meet all essential requirements)

Personal Abilities/Aptitudes/Skills

- Interest in extending skills in Urology surgery.
- Experience in quality improvement activities.
- Administrative experience.
- Commitment and enthusiasm in teaching
- Ability and enthusiasm to undertake research.
- Knowledge of the SA Public Health system.
- EMST accreditation or willingness to undergo training to achieve it.

Experience

- Proven experience in basic computing skills, including email and word processing
 - Experience at a high level of professional practice as a Urology surgical fellow
 - Experience in teaching at an undergraduate and postgraduate level.
 - Experience in research initiatives.
 - Experience in management of acute trauma and surgical emergencies
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Knowledge

- Understanding of budgetary issues affecting the Health System.
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Educational/Vocational Qualifications (considered useful in carrying out the responsibilities of the position)

- Evidence of research and ideally publications of original work in referee journals.
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Other details
