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SA Health Job Pack

Job Title	Medical Practitioner - Medical Education Registrar Terms 3 and 4 2018
Job Number	659725
Applications Closing Date	1 st June 2018
Region / Division	Northern Adelaide Local Health Network
Health Service	Lyell McEwin Hospital & Modbury Hospital
Location	Elizabeth Vale & Modbury
Classification	MDP2
Job Status	Full time temporary up to 3 Feb 2019
Indicative Total Remuneration*	\$93,111 / \$151,157 pa

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	Karen Coppins, Manager TMO Unit
Phone number	8182 9201
Email address	Karen.Coppins@sa.gov.au



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:	Advanced Trainee in Medical Education	ADMINISTRATIVE UNIT:
		SA Health – Northern Adelaide LHN
Classification:	MDP2G	Health Unit:
		Division: Various
Classification Reviewed: 31/01/2017		Department / Section:
		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

Northern Adelaide Local Health Network is committed to maintaining and improving the health and well-being of the people of South Australia by;

- Providing a comprehensive range of high quality, accessible hospital and related services
- Promoting the health of the general community and encouraging healthy behaviour on the part of the individual
- Encouraging and supporting teaching and research

As a member of a multi-disciplinary team, the Medical Education Registrar will support the abovementioned goals by providing teaching, leadership and mentoring to the junior medical staff employed in NALHN, as well as medical students attending NALHN on rotation from the University of Adelaide.

The Advanced Trainee will have dual responsibilities, with 0.5 FTE appointment within the Postgraduate Medical Education Unit (PMEU) and 0.5 FTE within a specialty Division according to their specialty choice (e.g. Division of Medical Sub-Specialties or Division of Critical Care).

Within the Postgraduate Medical Education Unit the Medical Education Registrar will be responsible for teaching the RMOs and interns, with specific emphasis on the RMO and overseas trained workforce. Teaching will include skills training, medical content and professional development. The Medical Education Registrar will be available to provide advice to the TMO Unit with regard to rostering decisions, participate in recruitment interviews and advise on the progress of performance issues.

Within the framework of the divisional appointment, the Medical Education Registrar will provide education to trainees within their chosen specialties; assist with exam preparation and bedside teaching. An important component of the position will be to liaise with other Divisions and provide teaching within those Divisions on topics relevant to the Divisions from the registrar's chosen specialty.

Opportunity to continue clinical exposure in the registrar's chosen specialty will be accommodated if required by their College.

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 Advanced Trainee acts under the supervision of senior and/or specialist medical staff. The Advanced Trainee will have dual reporting to the Director of Clinical Training within the PMEUE and to a primary supervisor within their specialty Division.

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)

- Conditions of service are in accordance with the South Australian Salaried Medical Officers Award and subsequent Enterprise Bargaining arrangements.
- Can participate in clinical activities such as an OPD clinic or sessions on an on call roster. This will depend on personal preference, divisional requirements and training requirements of specific colleges
- Attend relevant meetings and staff development/education activities as required.
- Depending upon rotations, travel between teaching hospitals may be required.
- A formal review of performance and development will be conducted in conjunction with the Director/Head of Unit and staff who have been directly involved with performance.
- May be required to work at any site within the Northern Adelaide Local Health Network.
- May be required to undertake a criminal history screening/check.
- 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.
- 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

1. Refining all areas of Clinical Practice, with the following learning objectives:

- Apply the principles of adult learning
- Perfecting communication and counselling skills.
 - Apply principles of adult learning.
 - Demonstrate teaching skills for small and large group teaching
 - Demonstrate skills in training other clinicians to teach (train the trainer models).
 - Demonstrate skills in cross-divisional education
 - Develop educational resources and apply skills in implementation of educational programs
 - Ongoing exposure to acute medical care by monthly acute take duties and (optional) clinical attendance.
- Ongoing development of both personal and professional lives.

2. Specific duties include;

- Small group and larger group tutorials for junior medical staff across the organisation
- Development of targeted training program for general RMO pool within NALHN, with specific mentoring provided to overseas trained doctors and RMOs undergoing performance improvement plans
- Utilise expert knowledge of the machinations of a large tertiary hospital to resolve difficult rostering issues, in conjunction with the TMO Unit Manager
- Assist TMO unit with recruitment interviews. This will include review of CVs to assess suitability of candidates as well as participate in selection interviews as required.
- Provide teaching sessions to trainees within division of chosen specialty
- Assist with exam preparation in the form of short and long case rounds within own specialty division
- Provide tutorials to other divisions in area of own specialty
- Continually updating and extending personal medical knowledge and skills by regular attendance at relevant clinical meetings and through personal study.
- Outpatient or clinical sessions can be undertaken as negotiated.
- Role modelling appropriate behaviour and practice

3. Contribute 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.

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

- Adhering to and supporting practices that ensure patients' rights are respected.

5. Contribute to the adoption of responsive risk management practices by:

- Ensuring that junior medical staff are adequately supervised at all times.
- Ensuring that oneself and junior medical staff are appropriately orientated to new areas.
- Ensuring that oneself and junior medical staff are aware of protocols and guidelines relevant to the area.
- Role modelling a sound risk management approach
- Maintaining an awareness of "risk" in the clinical environment.
- Actively supporting and contributing to risk management initiatives.
- Supporting a culture of "openness" and "no blame".

6. 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 oneself and others.
- Carrying out responsibilities as detailed in occupational health, safety and injury management policies and procedures.
- Maintaining knowledge of and adhering to the principles and standards of equal employment opportunity legislation which ensures all employees in the workplace are treated in a fair and equitable manner, free from discrimination, bullying and harassment.
- Providing early notification of holiday and sick leave where possible.
- Being punctual, polite and appropriately dressed.

- Ensuring an awareness of hospital and department policies, procedures, hours of duty.
 - Providing assistance where possible to other colleagues or when requested by senior staff.
 - Being mindful of own physical and emotional health and well-being.
- 7. Contribute to the safeguard of confidential information and intellectual property of the Hospital by:**
- Adhering to the Hospital's and Department of Human Service's policy on confidentiality of patients information.
 - Adhering to the Hospital's policy on information technology security.
 - Adhering to the Hospital's policy on intellectual property.
- 8. 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.
- 9. 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.**
- 10. All employees are responsible and accountable for keeping accurate, legible and complete records of their activities.**
- 11. 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

Educational/Vocational Qualifications

- Bachelor of Medicine; Bachelor of Surgery (MBBS) or equivalent, registrable with the Medical Board of Australia as a Medical Practitioner with General Registration.
 - Advanced Trainee or Senior registrar in an accredited training program or Senior Medical Practitioner with at least 5 years' post-graduate experience in the public system
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Personal Abilities/Aptitudes/Skills

- Sound communication skills.
 - Commitment to medical education
 - An understanding of adult learning principles
 - Ability to be self-directed
 - Ability to recognise personal and professional limitations and address these where appropriate.
 - A willingness to accept constructive feedback on performance or behaviour from any member of the organisation.
 - Demonstrated clinical competence.
 - Demonstrated understanding of time management and organisational skills.
 - Demonstrated personal and professional integrity.
 - Demonstrated ability to be adaptable to change.
 - Ability to act as a role model for medical students and junior medical staff
 - High level skills in problem solving and decision making
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Experience

- As per recognised undergraduate medical program.
 - Advanced Trainee or Senior registrar in an accredited training program or Senior Medical Practitioner with at least 5 years' post-graduate experience in the public system
 - Over experience in basic computing skills including email and word processing
-

Knowledge

- As per recognised undergraduate medical program.
- Understanding of the rights and responsibilities of patients and their families.
- Understanding of fundamental medico-legal issues.
- Knowledge of Relevant Government and Organisation policies and procedures within SA Health
- Understanding of Work Health and Safety principles and procedures
- Understanding of the Australian National Safety & Quality Health Service Standards.

DESIRABLE CHARACTERISTICS (to distinguish between applicants who meet all essential requirements)

Personal Abilities/Aptitudes/Skills

- Ability to undertake research
 - Self-directed, creative and innovative
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Experience

- Proven experience in basic computing skills, including email and word processing
 - Teaching at undergraduate and Postgraduate level
 - Experience in Quality Improvement activities
 - Post-graduate qualification in Medical Education
-

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)

Other details
