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## SA Health Job Pack

Job Title	Neonatologist Staff Specialist
Job Number	641917
Applications Closing Date	26 January 2018
Region / Division	Northern Adelaide Local Health Network
Health Service	Lyell McEwin Hospital
Location	Elizabeth Vale
Classification	MD2
Job Status	Permanent full time
Indicative Total Remuneration*	\$298,949 / \$553,175 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](http://www.sahealth.sa.gov.au/careers) - see Career Information, or by referring to the nominated contact person below.

## Contact Details

Full name	Anastasia Tjombanakis, Medical Facilitator
Phone number	818 29042
Email address	Anastasia.Tjombanakis@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



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

<b>TITLE OF POSITION:</b> Neonatologist Staff Specialist	<b>ADMINISTRATIVE UNIT:</b> SA Health – Northern Adelaide LHN
<b>Classification:</b> MD2	<b>Health Unit:</b> Lyell McEwin Hospital
<b>Classification Reviewed:</b>	<b>Division:</b> Women & Children's Division
	<b>Department / Section:</b> Paediatrics
	<b>Position No:</b>
	<b>Position Created:</b>

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 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.

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

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The Lyell McEwin Special Care Nursery provides care to infants born  $\geq 32$  weeks. It comprises 16 funded beds with a capacity of up to 25 beds and includes four high dependency cots for infants requiring in/out surfactant, short term ventilation, non-invasive respiratory support and those infants needing more intensive monitoring and nursing care.

Two Neonatologists share clinical duties, alternating between a week rostered to ward services and a week of four morning neonatal outpatient sessions. There is ample opportunity for teaching, research and quality improvement activities.

You will work alongside skilled neonatal nurses, midwives and, neonatal nurse practitioner trainees. The Unit is supported by a dedicated multi-disciplinary team including dietician, speech pathologist, physiotherapist, social worker and pharmacist.

The duties of the Neonatologist will include -

- Shared responsibility for care of patients admitted to the Special Care Nursery, working alongside a second Neonatologist, fellow Consultant General Paediatricians, Registrars, Resident Medical Officers, Nurse Practitioner trainees, midwives, nurses and allied health professionals.
- Provision of neonatal outpatient services
- A shared role and responsibility in neonatal service planning and with the implementation of changes to Neonatal service delivery within NALHN as we strive to meet the challenges of providing higher level neonatal care to our population within a state-wide neonatal services framework
- Involvement in Safety and Quality activities, including audit, quality improvement exercises and morbidity and mortality reviews
- Participation in a program to support Registrar training, Resident Medical Officer and medical student teaching and a multi-disciplinary neonatal education program
- Supporting the training of Neonatal Nurse Practitioners
- Contributing to Journal club presentations, advanced newborn life support training, tutorials and lectures
- Participation in after-hour on-call Neonatal roster
- Opportunities to engage in Clinical research
- Involvement in development State-wide protocols and guidelines for neonatal care
- Participation when required in cross-campus Neonatal placements to support the State-wide Neonatal network.

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## **REPORTING/WORKING RELATIONSHIPS**

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- Reports to the Head of the Department or to the Head of the Division (if head of a department) or to the Relevant Executive Director (if head of a Division)
- Supervision of medical students in collaboration with Resident Medical Officers, Registrars and fellow Consultants
- Liaison with other Divisions and Services within the Northern Adelaide 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
- Collaboration within the State-wide Neonatal network
- NALHN promotes a Multi-Disciplinary model of Perinatal Care

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## **HANDLING OF OFFICIAL INFORMATION**

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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.

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

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- 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.

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**STATEMENT OF KEY OUTCOMES AND ASSOCIATED ACTIVITIES**

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**Medical Records**

- The Medical Practitioner will ensure that medical records (e.g. case notes) are documented to accurately reflect their care of the patient accurately and objectively
- The Medical Practitioner will ensure that case notes are written contemporaneously
- The Medical Practitioner will ensure the case notes are concise, relevant and structured
- The Medical Practitioner will ensure that each case note entry will have a date, time and the author to be clearly identified by a signature, a printed name and a position designation
- The Medical Practitioner will ensure only approved abbreviations are utilised within the case notes
- Inpatients should have their care documented at least daily and a comprehensive summary of the admission should be generated at discharge in the form of a discharge letter to the patient's ongoing care providers

**Inpatients**

- The Medical Practitioner will ensure that all patients have a comprehensive formal admission process. The history should include a complete exposition of the presenting problem and a competent psychosocial history. The history and examination should be sufficient to not only deal with the presenting complaint but also to uncover any other problems. The assessment which follows should not only provide a working diagnosis but also justify the need for any investigations which may be ordered at this point. Where there is any doubt or concern about the diagnosis or clinical condition of the patient the Medical Practitioner should have no hesitation in conferring with the appropriate Registrar or Consultant at the earliest opportunity.
- The management of every patient will mean that he/she is seen at least daily, the current care reassessed, an ongoing action plan made and a notation made in the patient's medical record.
- At the earliest opportunity the commencement of the discharge process should begin. This will include the ordering of drugs and equipment, arranging post-discharge management and follow-up in consultation with the patient's normal carers and General Practitioner and the writing of the discharge summary.

## Outpatients and Emergency Patients

- The Medical Practitioner will ensure that all patients have a comprehensive assessment sufficient to provide guidance for the management, investigation and ongoing treatment of the patient. Where there is any doubt or concern about the diagnosis or clinical condition of the patient the Medical Practitioner should have no hesitation in conferring with the appropriate Registrar or Consultant at the earliest opportunity.

## General Considerations

The Medical Practitioner will contribute to the ongoing commitment to policies and procedures of Northern Adelaide Local Health Network 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 performance appraisals;
  - complying with AHS Delegations of Authority.
1. **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.
  2. **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.**
  3. **All employees are responsible and accountable for keeping accurate, legible and complete records of their activities.**
  4. **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.**

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Acknowledged by Occupant: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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## PERSON SPECIFICATION

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### ESSENTIAL MINIMUM REQUIREMENTS

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#### Educational/Vocational Qualifications

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- 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
  - Neonatal Specialist qualifications
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#### Personal Abilities/Aptitudes/Skills

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- High level of skill in negotiation and communication
  - Skill in problem solving and decision making at both the clinical and the individual level
  - Commitment to quality management philosophy and devolved responsibility
  - Commitment to patient and relative participation in patient care in the public sector
  - Ability to react positively to change
  - Commitment to team approach with care of children and their families
  - Commitment to participate in new Neonatal developments such as the use of State-wide Perinatal guidelines and to collaboratively work to develop and implement new guidelines and procedures to assist clinicians in the management of Neonatal conditions
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#### Experience

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- As appropriate to the position but including recent demonstrated neonatal skills and experience
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#### Knowledge

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- Knowledge of contemporary medical practice and procedures appropriate to the level of the position
  - Knowledge of investigations and treatments appropriate to the level of the position
  - Understanding of Work Health and Safety principles and procedures
  - Understanding of the Australian National Safety & Quality Health Service Standards
  - Basic computer literacy
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#### DESIRABLE CHARACTERISTICS (to distinguish between applicants who meet all essential requirements)

- Recent clinical experience in the management of infants requiring Level 5/6 neonatal care
  - Dual Neonatal / General Paediatric training
  - Experience in Research, Safety and Quality and Education programs
  - Involvement in postgraduate and/or undergraduate education
  - Experience or understanding of health administration
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**Personal Abilities/Aptitudes/Skills**

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- Effective leadership skills including highly developed skills in communication, problem solving, conflict resolution and negotiation
  - Demonstrated ability in the facilitation of change management
  - Demonstrated ability to foster a workplace environment that develops staff potential
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**Experience**

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- Proven experience in basic computing skills, including email and word processing
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**Knowledge**

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- Knowledge of the NALHNA vision, values, behaviours and standards
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**Educational/Vocational Qualifications**

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- Higher degree of additional qualifications
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**Other details**

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