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SA Health Job Pack

Job Title	Consultant Medical Oncologist
Job Number	617169
Applications Closing Date	24 February 2017
Region / Division	Northern Adelaide Local Health Network
Health Service	Lyell McEwin Hospital
Location	Elizabeth Vale
Classification	MD2G
Job Status	More than one position. Ongoing part time. 7.6 hrs p/fortnight
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	Marion Allwright, Secretary – Oncology, 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 Medical Oncology	ADMINISTRATIVE UNIT: Medical Sub-Specialties
Classification:	SA Health – Northern Adelaide LHN
Classification Reviewed:	Health Unit: Lyell McEwin Hospital
	Division: General Medicine
	Department / Section: Medical Oncology
	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
- Ambulatory and Primary Health Care (including GP Plus Health Care Centres and Super Clinics)
- Sub-Acute
- Mental Health Services (including two statewide services – Forensics and Adult Older Persons)

Ambulatory and Primary Health Care delivers 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

Contribute to the provision of safe, best practice, cost effective clinical services to patients of, and referred to the Medical Oncology Unit in a multidisciplinary team in the Northern Adelaide Cancer Centre

Contribute to teaching medical students, nursing staff, undergraduate and postgraduates.

Contribute to the Hospital achieving best practice in the design and delivery of clinical services to its patients.

Participate in research and clinical trials.

Contribute to safety and quality

Participate in hospital and college exams along with training programmes

Participate in various meetings and committees of NALHN and allied organizations

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)

Responsible to the Head of Medical Oncology, Northern Adelaide Cancer Centre..

Will be required to collaborate closely with the other medical specialists in the Unit and other senior health professionals of the Unit.

Will be required to supervise the clinical practice of allocated trainee medical officers in the Unit.

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.

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.

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 safe, best practice clinical services to patients of, and referred to, the Unit by:

- Providing specialist medical services to patients attending the Medical Oncology Unit in the inpatient ward, day chemotherapy ward and outpatient department.
- Participating in multidisciplinary cancer care in collaboration with other units within Northern Adelaide Cancer Centre and Northern Adelaide LHN.I.
- Providing a specialist opinion on patients referred for consultation.
- Providing clinical leadership to facilitate and support a team approach to the provision of clinical services.
- Assigning and supervising the clinical practice of allocated trainee medical officers.
- Participating in relevant multidisciplinary meetings.
- 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.
- Participating in administrative activities associated with the provision of clinical services.
- Assisting the Head of Medical Oncology in planning and organising the delivery of clinical services.
- Fostering the development of community networks appropriate to the Unit's work.

Contribute to teaching/training by:

- Contribute to medical teaching/training programs at undergraduate and postgraduate levels.
- Contribute to supervision of Medical Oncology Advanced Trainee, Physician Basic Trainees, medical students and nursing personnel
- Providing appraisals of medical undergraduates and trainee medical officers assigned to the Unit.
- Participate in unit teaching activities.
- Contributing to the training of other health professionals.

Contribute to advances in knowledge in the speciality by:

- Initiating and participating in research and Clinical Trials in the Oncology Unit.

Contribute to activities that ensure the safety and quality of clinical services by:

- Initiating and supporting clinical improvement activities with the aim of achieving safe, evidence based, best practice clinical services. This will involve evaluation of clinical processes and service outcomes, including patient safety, identifying possible areas for improvement and implementing the required changes.
- Maintaining and implementing required changes.
- Actively supporting and contributing to risk management activities
- Reporting sentinel events, potential medical negligence claims and adverse patient incidents.

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

- Using facilities, equipment and supplies in the most cost efficient manner.
- Contribute to casemix management by ensuring that appropriate practices are in place to ensure the timely coding of required data.

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

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

Contribute to the Hospital achieving best practice in the design and delivery of clinical services to its patients by:

- Participating in relevant standing or ad hoc committees associated with the provision of clinical services.
- Contributing to the development of hospital-wide policies and procedures

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

- Reporting staff accidents, incidents and near misses.
- Complying with reasonable instructions or procedures aimed at protecting the health and safety of themselves 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.

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

- Adhering to the Hospital's and Department of Health's policy on confidentiality of patient information and privacy.
- Adhering to the Hospital's policy on information technology security.
- Adhering to the Hospital's policy on intellectual property.

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.**

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.
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Personal Abilities/Aptitudes/Skills

- Demonstrated high standard of clinical practice in medical oncology.
 - Demonstrated professional integrity.
 - Demonstrated ability to work in a multidisciplinary team environment.
 - Demonstrated commitment to quality improvement.
 - Demonstrate ability to be adaptable to change.
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Experience

- Experience in clinical teaching.
 - Experience in quality improvement activities.
 - Experience in clinical trials and research
 - Medical Oncology clinical experience
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Knowledge

- Understanding of patient care in Medical Oncology at the organisation structure of a multidisciplinary oncology treatment team in a major teaching hospital.
 - Understanding of quality improvement principles.
 - Understanding of the rights and responsibilities of patients and their families.
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DESIRABLE CHARACTERISTICS (to distinguish between applicants who meet all essential requirements)

Personal Abilities/Aptitudes/Skills

- Demonstrated skills in communication with colleagues and patients.

Experience

- Experience at a senior level of professional practice.
 - Experience in teaching at an undergraduate and postgraduate level.
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Knowledge

- Understanding of clinical and basic research techniques.
 - Understanding of budgetary requirements affecting the Health System.
 - Understanding of the casemix funding model and activity based funding
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Educational/Vocational Qualifications (considered useful in carrying out the responsibilities of the position)

- MD or PhD or other higher degree in an appropriate field.
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Other details
