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## SA Health Job Pack

Job Title	Neonatologist
Job Number	635871
Applications Closing Date	08/12/17
Region / Division	Southern Adelaide Local Health Network
Health Service	Flinders Medical Centre - Neonatal/Perinatal Medicine
Location	Bedford Park
Classification	MD2
Job Status	Part-time (33.75 hrs/week) Temporary up to 21 September 2018
Indicative Total Remuneration*	\$298,949 to \$553,175 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](http://www.sahealth.sa.gov.au/careers) - see Career Information, or by referring to the nominated contact person below.

## Contact Details

Full name	Peter Marshall
Phone number	8204 4595
Email address	<a href="mailto:peter.marshall@sa.gov.au">peter.marshall@sa.gov.au</a>

# 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



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

<b>Role Title:</b>	Neonatologist
<b>Classification Code:</b>	MD02
<b>Position Number</b>	M54969
<b>LHN/ HN/ SAAS/ DHA:</b>	SOUTHERN ADELAIDE LOCAL HEALTH NETWORK
<b>Hospital/ Service/ Cluster</b>	Flinders Medical Centre
<b>Division:</b>	Flinders Women & Children
<b>Department/Section / Unit/ Ward:</b>	Neonatal/Perinatal Medicine
<b>Role reports to:</b>	<b>Operationally:</b> Head of Unit, Neonatal/Perinatal Medicine <b>Professionally:</b>
<b>Role Created/ Reviewed Date:</b>	
<b>Criminal History Clearance Requirements:</b>	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) <input type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)

### Job Specification

#### Primary Objective(s) of role:

The incumbent is required to work as part of a multidisciplinary academic clinical team.  
To provide clinical services of the highest possible standard to newborn infants and their families.  
To actively pursue improved outcomes for newborn infants in South Australia by participating in teaching and research relevant to neonatal perinatal medicine.

#### Direct Reports:

Head of Unit, Neonatal/Perinatal Medicine

#### Key Relationships/ Interactions:

Each consultant working within the Department of Neonatal Perinatal Medicine is allocated a portfolio of responsibilities which entail a number of professional relationships both internal and external to the organisation.

- Further it is expected that all consultants will have a professional relationship with all clinical and administrative support staff.
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**Challenges associated with Role:****Delegations:** (as defined in SALHN instruments of delegations)

Financial	N/A
Human Resources	N/A
Procurement	N/A

**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:
- *Work Health and Safety Act 2012* (SA) and when relevant WHS Defined Officers must meet due diligence requirements.
- *Return to Work Act 2014* (SA), facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.
- Meet immunisation requirements as outlined by the *Immunisation Guidelines for Health Care Workers in South Australia 2014*.
- Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- *Children's Protection Act 1993* (Cth) – 'Notification of Abuse or Neglect'.
- Disability Discrimination.
- Information Privacy Principles.
- Relevant Awards, Enterprise Agreements, *Public Sector Act 2009*, *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 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:

- > 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.

## STATEMENT OF KEY OUTCOMES AND ASSOCIATED ACTIVITIES

### **Provide a high quality clinical service under the direction of the relevant clinical service head to patients of Flinders Medical Centre by:**

- Providing appropriate clinical care to patients
- Coordinating the follow up care of patients;
- Attending inpatient rounds and consulting clinics as scheduled;
- Contributing to an after-hours on-call service in accordance with a roster;
- Participating in the Perinatal Retrieval Service
- Ensuring the maintenance of comprehensive clinical records which document significant patient management decisions;
- Ensuring effective communication with care providers, especially General Practitioners, to promote continuity of patient care.

### **Demonstrate a commitment to continuous service improvement by:**

- Participating in the development of clinical guidelines and protocols
- Attending and participating in clinical and departmental meetings;
- Participating in departmental peer review and audit activities;
- Continuously reviewing existing practices and promoting change where required;
- Participating in quality assurance programs undertaken by Flinders Medical Centre
- Participating in FMC risk management processes
- Participating in College-based programs directed towards maintaining the highest standards of professional care;

### **Demonstrate a commitment to personal and professional development by:**

- Attending conferences to maintain and enhance knowledge
- Proactively participating in the education and training of self and other medical, nursing and allied health staff
- Participating in programs designed to provide personal growth and development
- Participating in personal performance appraisal.

### **Demonstrate a commitment to the provision of a multidisciplinary approach to clinical care by:**

- Working harmoniously with all members of the clinical team
- Being responsive to the expectations and needs of both clinical and non-clinical colleagues

### **Engender a consumer focus in service delivery by:**

- Ensuring consumers are able to exercise their rights and responsibilities;
- Ensuring that patients and families are given adequate information upon which to base treatment decisions and follow up;
- Being responsive to complaints from patients and their relatives.
- Demonstrating empathy for patients and their families

### **Provide appropriate support, direction and training to trainee medical officers, neonatal nurses and medical students by:**

- Providing appropriate direction and supervision to Registrars, Resident Medical Officers, and Neonatal Nurses
- Acting as role model and mentor for trainee medical staff, neonatal nurses and medical students.
- Participating in the education of trainee medical staff, neonatal nurses and medical students.

**Participate in and contribute to the academic life of the Department by:**

- Conducting research
- Participating actively in postgraduate educational activities e.g.: Grand Rounds
- Contributing to the supervision of postgraduate students.

*“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 WHS requirements.”*

*“Commitment to achieving and complying with National Safety & Quality Health Service Standards.”*

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

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## Person Specification

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### 1. ESSENTIAL MINIMUM REQUIREMENTS

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#### Educational/Vocational Qualifications

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Bachelor of Medicine; Bachelor of Surgery (MBBS) or equivalent and appropriate specialist qualifications, registrable with the Medical Board of Australia as a Medical Practitioner with Specialist registration in the field of Neonatal Perinatal Medicine.

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#### Personal Abilities/Aptitudes/Skills

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“Proven commitment to the principles and practise of:

- EEO, Ethical Conduct, diversity and WHS;
- Quality management and client oriented service;
- Risk management.”

Ability to communicate effectively with a wide range of people including colleagues and other professional staff

Ability to work as a member of a team

Appropriate time management skills / punctuality

High level skills in problem solving and decision making

Good teaching skills

Commitment to clinical audit and research

Commitment to ongoing personal and professional development

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#### Experience

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Clinical experience and competence in the practice of Neonatology consistent with the criteria for completion of RACP subspecialty training in Neonatology.

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#### Knowledge

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In depth knowledge of Neonatology

Knowledge of research principles and statistics

Basic computing skills, including email and word processing

Understanding of Work Health Safety principles and procedures

Understanding of Quality Management principles and procedures

Understanding of Delegated Safety Roles and Responsibilities

Awareness of National Safety and Quality Health Service Standards

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## 2. DESIRABLE CHARACTERISTICS

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### Personal Abilities/Aptitudes/Skills

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Excellent interpersonal skills  
Analytical and statistical skills  
Expertise in experimental and laboratory research methods  
Demonstrated research activity including publications  
Particular clinical and research interest in a subspecialty area  
A demonstrable commitment to continuing medical education

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### Experience

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Extensive clinical experience in neonatal medicine  
Extensive experience in clinical education  
Experience with problem-based learning

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### Knowledge

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In depth knowledge of a particular field of Neonatology  
Awareness of the Charter of Health and Community Services rights.

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### Educational/Vocational Qualifications

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Registrable with the Medical Board of South Australia as a specialist paediatrician  
Higher degree, (PhD, MD or similar academic qualification)  
Recognition as a Neonatologist by the completion of RACP neonatal subspecialty training

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### Other details

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### Approvals

#### Job and Person Specification 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:**