

i can

...do something  
more meaningful



## SA Health Job Pack

Job Title	Senior Registrar
Job Number	630982
Applications Closing Date	1 December 2017
Region / Division	Northern Adelaide Local Health Network
Health Service	Modbury Hospital
Location	Modbury
Classification	MDP3
Job Status	Temporary Full Time Appointment (up to 3/2/2019)
Indicative Total Remuneration*	\$143,947 - \$153,508 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	Teagan Linke
Phone number	8133 2344
Email address	teagan.linke@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)

**TITLE OF POSITION:**

Senior Registrar

**Classification:** MDP3

**Classification Reviewed:**

**ADMINISTRATIVE UNIT:**

SA Health – Northern Adelaide LHN

**Health Unit:** Modbury Hospital

**Division:** Division of Surgery

**Department / Section:** General Surgery

**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 Senior Registrar is responsible for managing the care of all patients allocated to current department in consultation with the responsible Consultants, Nurses and Allied Health professionals. The incumbent actively contributes to continuous quality improvement and in continuing education activities.

---

## **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 Divisional Medical Co-Director through the Consultants of the department.
  - In the case of Private Patients reports to the relevant consultant.
  - Responsible for supervision of medical students, Interns and Junior Medical Officers in consultation with the Consultants.
  - Liaises with other Divisions and Services of Modbury Hospital, with other health providers in the community and hospital sector and with the broader community in the pursuit of comprehensive patient care.
  - Professionally accountable to the Medical Director, Medical Administration through the Divisional Medical Co-Director.
- 

## **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)

---

The Registrar under the supervision of the Consultant ensures quality care that maximises patient outcomes by:

- Maintaining a high standard of patient care for inpatients and outpatients, whether on the basis of patient admission under their Unit or on that of consultation by other units.
- Keeping high quality, readily accessible records of patient care.
- Bringing any doubts or concerns to the attention of the Consultant immediately.
- Providing an effective and accurate clinical handover of patient care at the change of daily shifts and at the change of a clinical attachment.
- Commencing discharge planning at the earliest opportunity ensuring drugs and equipment are ordered, post discharge management and undertaking follow-up in consultation with the patient's normal carers and General Practitioner.
- Undertaking the writing of an accurate and timely discharge summary.
- Implementing administrative procedures consistent with the duties of a unit registrar, including supervision of admission and discharge planning.
- Maintaining a high level of communication with patients and relatives as appropriate to the circumstances
- Participating in the Department's CME, research and teaching program.

Ensure that continuous quality improvement programs and activities are in place and are linked to the organisations strategic and corporate directions and targets as follows:

- Developing and establishing key performance indicators for all critical activities relevant to area of responsibility in accordance with the quality evaluation program.
- Assisting in the identification, establishment and review of corporate and departmental performance standards and outcomes.
- Participating actively and regularly in unit based and hospital wide training and educational sessions, both scheduled and opportunistic.
- Participating in regular informal feedback process with Consultants and other Medical Practitioners.
- Participating in both midterm and end of term formal assessment processes in a timely manner.
- Participating in any remedial training activity as directed from formal and informal assessment processes.
- Participating in an orientation to clinical and administrative responsibilities specific to the clinical unit, at the changeover of clinical rotations.

Contribute to the promotion and implementation of the General Public Sector Management Aims, personnel management standards and employee conduct standards and in particular Equal Opportunity and Occupational Health Safety and Welfare by adhering to the provisions of relevant legislative requirements such as:

- Delegations of Authority
- Disability Discrimination Act
- Privacy Act 1988
- Freedom of Information Act
- SA Information Privacy Principles
- Code of Conduct for Public Sector Employees
- Code of Fair Information Practice
- Occupational Health Safety and Welfare Act
- Workers Rehabilitation and Compensation Act
- Equal Opportunity Act
- South Australian Health Commission Act

Ensure a safe working environment at all times by:

- Maintaining effective work practices.
- Adopting procedures and practices which comply with the OHS&W Act.
- Making proper use of all safeguards, safety devices and personal protective equipment (as required in undertaking the duties of the position).
- Taking reasonable care to protect the health and safety of self and others.
- Attending mandatory safety training programs.

Contribute to the wellbeing of people in South Australia through participation 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 disaster.

**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.*
- *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*

**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.**

---

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
  - Obtained a Specialist Qualifications and is registrable as a Medical Practitioner with Specialist registration.
- 

#### Personal Abilities/Aptitudes/Skills

---

- High level of skills in negotiation and communication.
  - Genuine empathy for patients and their relatives/family.
  - Ability to communicate confidently and appropriately with patients and their family/relatives.
  - Ability to work as a team member and individually.
  - Ability to work under pressure without compromising patient care.
  - Competency in range of routine and common procedural ward-based skills.
  - Skill in problem solving and decision making at both the clinical and the individual level.
  - Commitment to quality management philosophy.
  - Ability to respond positively to change.
- 

#### Experience

---

- Appropriate post-graduate experience.
- 

#### Knowledge

---

- Understanding of Work Health and Safety principles and procedures
  - Understanding of the Australian National Safety & Quality Health Service Standards
  - 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.
- 

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

---

#### Personal Abilities/Aptitudes/Skills

---

- Ability to work constructively with nursing and medical staff
  - Demonstrate a flexible approach to working within a multi-disciplinary team
  - Ability to motivate other staff
- 

#### Experience

---

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

#### Knowledge

---

---

**Educational/Vocational Qualifications** (considered useful in carrying out the responsibilities of the position)

---

---

**Other details**

---