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## SA Health Job Pack

Job Title	Senior Medical Practitioner
Job Number	624239
Applications Closing Date	22 September 2017
Region / Division	Country Health SA Local Health Network
Health Service	Mount Gambier Hospital, Emergency Department
Location	Mount Gambier
Classification	MDP4
Job Status	Ongoing Full Time Appointment
Indicative Total Remuneration*	\$164,800 - \$214,843 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	Umar Ali
Phone number	8721 1430
Email address	umar.ali@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



## ROLE DESCRIPTION

<b>Role Title:</b>	Senior Medical Practitioner
<b>Classification Code:</b>	MDP4
<b>LHN/ HN/ SAAS/ DHA:</b>	Country Health SA Local Health Network Inc.
<b>Hospital/ Service/ Cluster</b>	Mount Gambier and Districts Health Services
<b>Division:</b>	Mount Gambier Hospital
<b>Department/Section / Unit/ Ward:</b>	Emergency Department
<b>Role reports to:</b>	Director of Medical Services
<b>Role Created/ Reviewed Date:</b>	April 2017
<b>Criminal History Clearance Requirements:</b>	<input checked="" type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) <input type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)

## ROLE CONTEXT

### Primary Objective(s) of role:

- To provide clinical services of the highest possible standard to Emergency Department patients, both in terms of individual performance and by providing clinical leadership and contribution to a multidisciplinary approach to the delivery of patient care.
- Active involvement in teaching medical students and trainee medical officers and where appropriate nursing and allied health.
- Participation in clinical audit and quality, safety and clinical risk management activities.
- Participation in research and continuous medical education activities.

### Direct Reports:

- Reports to the Director, Emergency Department

### Key Relationships/ Interactions:

#### Internal

- Working as part of a multidisciplinary team within the ED involving medical, nursing, clerical and allied health workers.
- Responsible for supervision of trainee medical officers, interns and students in consultation with the Emergency Consultants

#### External

- Liaises with other Health Services and hospital in the south east region and Adelaide, with other health providers in the community and hospital sector and with the broader community in the pursuit of comprehensive patient care.

**Challenges associated with Role:**

Major challenges currently associated with the role include:

- > Ability to manage client load in a busy work environment
- > Ability to maintain contemporary practice whilst based in a regional centre
- > Capacity to work shifts across 24 hours/7days

**Delegations:**

- > NIL

**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 (WHS).
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > Keeping Them Safe Legislation (inclusive of Mandatory Notifier).
- > Disability Discrimination.
- > Code of Fair Information Practice.
- > 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.

#### **White Ribbon:**

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.

#### **Cultural Statement:**

CHSALHN welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. CSHALHN is a culturally inclusive work environment that is respectful of Aboriginal and Torres Strait Islander culture

#### **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 (DCSI).
- > Approved Aged Care Provider Positions as defined under the Accountability Principles 1998 made in pursuant to the Aged Care Act 2007 (Cth) must obtain a satisfactory National Police Certificate (NPC) through the South Australian Police confirming the clearance is for the purpose of working in Aged Care.
- > Prescribed Positions will also require a NPC general probity clearance.
- > Background Screening and National Criminal History Clearances must be renewed every 3 years thereafter from date of issue.
- > 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.
- > Hours of work will be based on between 37.5-50 hours per week.
- > May be required to attend other health units within the region to provide advice and expertise.
- > Overseas applicants must have valid working rights to practice in South Australia
- > Must have the required level of Supervision recommended by AHPRA.

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Contribute to the provision of a high standard of practice to patients attending the Emergency Department:	<ul style="list-style-type: none"> <li>Engaging in clinical practice in keeping with Best Practice principles. Participating in the supervision of and support of junior medical staff and other ED clinical staff.</li> <li>Assisting in the implementation and development of clinical and management protocols aimed at delivering high quality patient care and using Evidence Based Best Practice principles.</li> <li>Assisting in the coordination, direction and control of the ED</li> <li>Participating in ED educational activities.</li> <li>Provide highest level of care and become night clinical lead.</li> </ul>
Contribute to teaching/training by:	<ul style="list-style-type: none"> <li>Participating and assisting with the postgraduate teaching programs in Emergency Medicine.</li> <li>Taking an active role in the Department's teaching program for nursing graduates and advanced grade staff of South Australian Ambulance Service when required.</li> </ul>
Contribute to continuous quality improvement and activities are in place	<ul style="list-style-type: none"> <li>Participating in an orientation to clinical and administrative responsibilities specific to the ED, at the commencement of employment.</li> <li>Assisting with developing and establishing key performance indicators for all critical activities relevant to area of responsibility in accordance with the quality evaluation program.</li> <li>Assisting in the identification, establishment and review of corporate and departmental performance standards and outcomes.</li> <li>Contributing to clinical review programs to monitor standards of practice and ensure the delivery of quality outcomes.</li> <li>Participating in the complaint management process within ED.</li> <li>Continuously reviewing existing practices and promoting change where required.</li> <li>Participating actively and regularly in unit based and hospital wide training and educational sessions, both scheduled and opportunistic.</li> <li>Participating in annual informal feedback process as scheduled.</li> <li>Participating in annual formal assessment process in a timely manner.</li> <li>Participating in any remedial training activity as directed from formal and informal assessment processes.</li> <li>Participating in the education of registrars, resident medical officers, interns and students.</li> </ul>
Contribute to the academic life of the Emergency Department at the direction of the Director:	<ul style="list-style-type: none"> <li>Conducting research.</li> <li>Participating in the research discussions.</li> <li>Contributing to the supervision of postgraduate students.</li> </ul>
Patient Focus	<ul style="list-style-type: none"> <li>Adhere to and support practices that ensure patient's rights are respected</li> <li>Assist in the investigation of and addressing patient complaints in a positive, constructive manner</li> <li>Maximise the participation of consumers in their care</li> <li>Ensure consent procedures are followed</li> </ul>

Risk Management	<ul style="list-style-type: none"> <li>•Maintain an awareness of risk in the clinical environment</li> <li>•Actively support and contribute to risk management initiatives</li> <li>•Report sentinel events, potential medical negligence claims and adverse patient incidents</li> </ul>
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## **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.
- Granted general registration with the Medical Board of Australia (AHPRA).

### **Personal Abilities/Aptitudes/Skills:**

- Clinical skills appropriate for duties in the ED.
- Effective interpersonal communication skills.
- Ability to work independently and exercise a high level of professional judgement and medical competence in a multi-disciplinary setting.
- Ability to supervise staff.
- Respect for the rights and responsibilities of patients and their families.
- Ability to write clear concise reports and correspondence.
- Ability to organise work priorities in planning, development and implementation of tasks in meeting deadlines.
- Ability to work as part of a team.
- Ability to use initiative and judgement where procedures are not clearly defined.
- Awareness of research principles and strategies.
- Awareness of quality improvement principles and strategies.

### **Experience**

- Clinical experience in Emergency.
- Experience at Senior RMO, Registrar or comparable level in high acuity emergency practice.
- Experience with the supervision and teaching of undergraduate and postgraduate medical staff.
- Advanced Airway Skills and experience in the management of critically ill patients are highly recommended.
- More than 5 years' experience in Critical Care Medicine

### **Knowledge**

- Up to date knowledge on the management of emergency medicine patients.
- Knowledge of Occupational Health, Safety and Welfare principles and procedures.
- Knowledge of Equal Employment Opportunity principles.
- Knowledge of Quality Improvement principles and procedures.
- Knowledge of the Code of Fair Information Practice.
- Knowledge of the Policy on Bullying and Harassment.
- Understanding of the rights and responsibilities of patients and their families.
- Working knowledge of Microsoft Office applications

## **DESIRABLE CHARACTERISTICS**

### **Educational/Vocational Qualifications**

- Eligible for registration with the Medical Board of Australia (AHPRA).
- Appropriate and relevant postgraduate tertiary qualification in Emergency Medicine.



### **Personal Abilities/Aptitudes/Skills:**

- Demonstrate a flexible approach to working within a multi-disciplinary team.
- Ability to motivate other staff
- Commitment to high personal and professional standards.

### **Experience**

- Experience in a broad range of medical fields relevant to the practice of emergency medicine.
- Experience in a variety of settings working with a range of populations including Indigenous and culturally and Linguistically Diverse Communities would be an advantage.
- Experience in research.

### **Knowledge**

- Knowledge of the Public Health System.
- Knowledge of Evidence Based Medicine & Best Practice Principles.
- A sound clinical knowledge of Emergency Medicine practices.

## Organisational Context

### Organisational Overview:

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians

### Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Ageing and the Minister for Mental Health and Substance Abuse.

The legal entities include but are not limited to Department for Health and Ageing, Central Adelaide Local Health Network, Northern Adelaide Local Health Network, Southern Adelaide Local Health Network, Women's and Children's Health Network, Country Health SA Local Health Network and SA Ambulance Service.

### SA Health Challenges:

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

### Health Network/ Division/ Department:

## Values

### SA Health Values

The values of SA Health are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

- > We are committed to the values of integrity, respect and accountability.
- > We value care, excellence, innovation, creativity, leadership and equity in health care provision and health outcomes.
- > We demonstrate our values in our interactions with others in SA Health, the community, and those for whom we care.

### Code of Ethics

The *Code of Ethics for the South Australian Public Sector* provides an ethical framework for the public sector and applies to all public service employees:

- > Democratic Values - Helping the government, under the law to serve the people of South Australia.
- > Service, Respect and Courtesy - Serving the people of South Australia.
- > Honesty and Integrity- Acting at all times in such a way as to uphold the public trust.
- > Accountability- Holding ourselves accountable for everything we do.
- > Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

SA Health acknowledges culture and identity as being integral to Aboriginal health and wellbeing and is committed to improving the health of Aboriginal people.

SA Health vision for Reconciliation is the gap is closed on Aboriginal health disadvantage; and Aboriginal people share the same rights, respect and access to opportunities and benefits as all South Australians.

## Approvals

### Role Description 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:**