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SA Health Job Pack

Job Title	Medical Scientist MeS4 Head Of Unit for Microbiology Molecular Epidemiology and Public Health
Job Number	660454
Applications Closing Date	01/06/2018
Region / Division	SA Health – Central Adelaide Local Health Network
Health Service	SA Pathology
Location	Adelaide
Classification	MeS4
Job Status	Full time, Ongoing
Indicative Total Remuneration*	\$112,937 - \$123,393

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	Patricia Hahesy
Phone number	8222 3173
Email address	Trish.Hahesy@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

Role Title:	Medical Scientist
Classification Code:	MeS-4
LHN/ HN/ SAAS/ DHA:	State Wide Clinical Support
Hospital/ Service/ Cluster	SA Pathology
Division:	Microbiology & Infectious Diseases
Department/Section / Unit/ Ward:	MID Molecular Diagnostics
Role reports to:	Laboratory Manager
Role Created/ Reviewed Date:	
Criminal History Clearance Requirements:	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) <input checked="" type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)

ROLE CONTEXT

Primary Objective(s) of role:

The Head of Unit for Public Health, Molecular Epidemiology and Molecular Testing Innovation, within the Department of Virology/Serology/Molecular (VSM) and Directorate of Microbiology and Infectious Diseases, will provide leadership for the unit by applying professional, scientific and technical knowledge. They will be responsible for the provision of a timely, cost effective, efficient and customer focussed diagnostic service as required by SA Pathology and the Microbiology and the Infectious Diseases Directorate with a focus on new technologies, costs and Public Health benefits.

The medical scientist is a leading professional specialist within the directorate of Microbiology and Infectious Diseases (MID) in the Department of Virology, Serology and Molecular Diagnostics (VSM). The scientist will operate within broad guidelines, with a high level of independence to achieve specific objectives consistent with the aims and direction of the MID Directorate by the application of the high level of professional expertise and comprehensive scientific and technical knowledge. The scientist at this level will make a substantial contribution to the initiation of innovative projects for the development of Infectious Disease molecular testing, maintenance and provision of a timely, cost effective, efficient and customer focussed diagnostic service as required by SA Pathology and the MID Directorate.

Working in partnership with the MID Clinical Director and VSM Laboratory Manager the scientist will contribute to strategic planning, formulating and implementing standardised procedures and reporting across the Directorate, establishing and monitoring key performance indicators, daily staffing of the unit and ensuring the relevant regulatory and quality requirements of the Unit are maintained.

Direct Reports:

Various as requested by Laboratory Manager.

Supervisor Reports to: Head of Department

Supervisor's Position: Laboratory Manager

Subject Position: Head of Unit

Staff Supervised: Medical Scientists, Technical Officers, OPS and ASO staff.

Key Relationships/ Interactions:

Internal

- Frequent communication with medical staff, within SA Pathology regarding specimens, testing and results.
- Communication with staff within directorate and across directorates regarding specimens, tests, equipment and future directions.

External

- Communication with medical personnel requesting pathology testing regarding specimens, testing and results.
- Communication and interpretation of results to a variety of authorised personnel.
- Inform medical personnel including Infectious Diseases Consultants, ward staff and Infection Control staff of test results as required or requested.
- Communication and consultation with SA Health Communicable Disease Branch CDCB, SA Health, particularly relating to outbreak situations of infectious diseases.

Challenges associated with Role:

- The incumbent is required to handle and process infectious samples.
- As required the incumbent will rotate through a range of laboratory sub-speciality work areas.
- Some out-of-hours work and covering roster vacancies may be required at short notice.
- As required, the incumbent will participate in the validation of diagnostic reports for all services within their Unit, is responsible for their scientific accuracy and related discussions with scientific and medical staff on the interpretation of reports.
- Initiates and manages high level programs and major investigations in association with requirements of the SA Health Communicable Disease Branch
- Maintaining up-to-date knowledge of Molecular testing strategies for detecting Infectious Diseases and applying this knowledge in innovative ways to drive change and quality of testing within MID.
- As directed and nominated by the Head of Department, a Head of Unit will be required to be acting Laboratory Manager during short or extended absence of the Laboratory Manager.
- Appointment is subject to a satisfactory Criminal History Report obtained through the Screening and Licensing Branch, Department Families & Communities, to be renewed every three years thereafter from date of issue

Delegations:

Financial Delegation level 6
Human Resources delegation under direction of Lab Manager
Procurement access to PCMS, Oracle and Basware

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
The Medical Scientist, as Head of Unit, through day-to-day scientific management will:	<ul style="list-style-type: none">• Be responsible for the provision of timely, cost effective, efficient and customer focussed diagnostic service as required by SA Pathology and the Microbiology and Infectious Diseases Directorate.• Initiate and manage high level programs and major investigations in line with operational objectives of the Microbiology and Infectious Diseases Directorate (MID).• Maintain up-to-date knowledge of Molecular testing strategies for detecting Infectious Diseases and applying this knowledge to drive change and quality of testing within MID.

	<ul style="list-style-type: none"> • Exercise significant professional judgement in the development and application of diagnostic tests and epidemiology of Infectious Diseases utilising new technology. • Manage very complex projects involving a number of personnel within MID and liaise with other directorates within SA Pathology or in association with other institutions such as universities or other interstate pathology laboratories. • Control and coordinate the activities of staff within the Unit. • Provide leadership to achieve organisational and personal objectives. • Implement short, medium and long term strategic plans for the Unit as determined by the SA Pathology and the Directorate management team. • Set goals and establish priorities for the Unit. • Monitor and review the Unit's performance and report this to the Laboratory manager and Head of Department. • Ensure the quality of testing methods conform to accepted ISO and NATA guidelines. • Monitor the Unit's Quality Management system to ensure ISO and NATA standards are maintained at the highest level. • Ensure the provision of a quality diagnostic service through validation of results, monitor overdue results, documentation control and review of methods, training manuals and work instructions. • Ensure an efficient use of resources by monitoring expenditure, work distribution and workloads. • Encourage the ongoing development of staff within the Unit by initiating and authorising staff development projects, establishing deadlines and monitoring and reviewing staff performance. • Contribute to patient management by monitoring test performance and turnaround times. • Ensure efficient management of human resources within the Unit by being responsible for personnel management including the maintenance of staff records, staff training and development, staff interviews, staff control and discipline. • Assist the Laboratory Manager with the investigation of problems and the preparation of memos, briefings, submissions and reports as required. • Coordinate safety within Unit and ensure that all work is performed in accordance with current Occupational Health and Safety Legislation, Departmental / Directorate procedures and NATA requirements. • Ensure the confidentiality of laboratory results and patient information. • Ensure that the Unit is appropriately provisioned with diagnostic equipment, reagents and consumables and the sustainment of this equipment is maintained. • Participate in the on going risk management and business continuity planning for the Unit in coordination with SA Pathology and the Directorate Management Team.
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<p>The Medical Scientist will contribute to the provision of diagnostic and associated services by:</p>	<ul style="list-style-type: none"> • Performing a wide range of routine and complex diagnostic tests and procedures requiring professional judgement in Microbiology and Infectious Diseases. • The analysis, reporting, interpretation and validation of diagnostic test data from routine and complex procedures. • Ensuring that the Unit's service within Microbiology and Infectious diseases is effective and efficient in the provision of diagnostic services and ensure the quality of results from their unit • Providing scientific and technical expertise to the development, evaluation and implementation of new diagnostic methods and equipment. • Investigating new technology requiring the exercise of significant professional judgement which will be developed and applied. • Undertake work which is very complex and highly innovative with minimal profession direction but within the strategic directorate goals. Applies professional judgement based on up-to-date discipline knowledge • Provide advice to senior management/authorities regarding current relevant developments in Microbiology Molecular technologies and their potential implications. • Initiate and manage high level programs and major investigations within MID Directorate objectives. • Participating in the conduct and evaluation of appropriate quality control and assurance programmes and that performance is regularly reviewed. • Participating in the documentation and review of laboratory practices and procedures. • Participating in the day-to-day supervision and training of laboratory staff. • Liaising with medical and scientific personnel including Infectious Diseases Consultants, Ward Staff and Infection Control Staff as required regarding tests requested and results. • In conjunctions with MID medical staff, liaising with Department of Health regarding Infectious Disease Outbreak situations and possible epidemiology tracking. • As directed assist with the preparation of research publications and scientific presentations. • Make a significant contribution to research and development programmes through planning of research projects, supervision of staff and evaluation of results through preparation of reports, evaluations and presentations at scientific meetings and for publication. Mentoring more junior scientists in this role. • Participating in educational programs within the MID Department. • Participating in the educational activities of various professional organisations and societies. • Be responsible for providing scientific and technical services related to hospital infection control • Participate in meetings and committees or working groups associated with hospital infection control, public health issues, SA Pathology and the Directorate.
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Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- A Degree in Science or Applied Science or equivalent

Personal Abilities/Aptitudes/Skills:

- Logical, methodical, intelligent and able to work conscientiously without direction.
- A high level of interpersonal skills.
- An ability to manage personnel, motivate staff and develop teamwork.
- Able to work without supervision.
- Demonstrated ability to develop, evaluate and implement diagnostic microbiology methods.
- High level of personal, oral and written communication skills with technical, scientific, medical and other staff.
- Demonstrated ability to achieve goals with significant professional independence.
- Proven ability to Manage and Supervise laboratory staff.
- Ability to work in a team environment or autonomously.
- Ability to prioritise tasks and to meet work deadlines.
- Proactive, resourceful, articulated, creative with excellent organisational and leadership skills.
- Ability to handle confidential and sensitive information in a professional manner.

OTHER REQUIREMENTS

- Liaise with other diagnostic laboratory services.
- Need to work with human body fluids, tissues, faeces and low level radioactivity.
- Ability to speak and write English fluently.
- Evidence of a desire for self-improvement - attendance at seminars, courses, conferences etc
- Membership of a relevant professional society
- Promote and implement the Principles of Public Administration and Personnel Management, and in particular Equal Opportunity, Work Health and Safety and the Merit Principle by adhering to the provisions of the Public Sector Management Act or associated legislation

Experience

- Extensive post-graduate experience in diagnostic Virology, Molecular Diagnostics and Serology laboratories and / or research laboratory experience in Virology, Molecular Diagnostics and Serology.
- Expertise in the scientific principles and analytical methods used in diagnostic Microbiology and Infectious Diseases and Virology, Molecular Diagnostics and Serology.
- Skilled in common computing applications such as word processing, databases and spread sheets.
- Previous managerial experience as a Laboratory Manager or Section Supervisor.
- Experience in quality assurance
- Experience in management and motivation of staff
- Experience in setting objective performance standards and developing control mechanisms to ensure progress

Knowledge

- Display and maintain an extensive knowledge of Microbiology and Infectious Diseases.
- Demonstrated ability to lead a diagnostic and/or research laboratory workgroup.
- Application and management of laboratory computing systems.
- Working knowledge of ISO and NATA accreditation processes and requirements.
- Demonstrated ability to contribute to initiation, conduct, analysis and presentation of research studies in a relevant field.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- Postgraduate supervisor / management qualification / courses
- Postgraduate qualifications up to and including a PhD in a relevant field.
- Membership of a relevant professional society.

Personal Abilities/Aptitudes/Skills:

- Nationally or internationally recognised Research and Development skills as evidenced by publications and/or a higher degree.
- Current teaching skills internally and externally to the Department.
- Financial and cost centre management skills.
- Current leadership of a diagnostic and/or research laboratory workgroup.
- National or international recognition of contributions to Microbiology and Infectious Diseases and or Laboratory Management.

Experience

- Extensive experience in Microbiology and Infectious Diseases Laboratory Management / Supervision.
- Extensive experience in Laboratory Information Systems and other IT applications relevant to diagnostic services.
- Proven track record in leadership, project management or human resource management.
- Experience in the provision of a 24 hour diagnostic service.
- Evidence of extensive experience in financial management.

Knowledge

- Human resource, laboratory management and project management.
- Risk management and business continuity management.
- Extensive knowledge of TGA, OGTR, NATA, ISO and SSBA regulations.

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 Criminal and Relevant History Screening.
- > *Prescribed Positions* under the *Children's Protection Act (1993)* must obtain a satisfactory Criminal and Relevant History 'child-related' employment screening through the Screening and Licensing Unit, Department for Communities and Social Inclusion.
- > Criminal and Relevant History Screening must be renewed every 3 years thereafter from date of issue for 'Prescribed Positions' under the *Children's Protection Act 1993* or 'Approved Aged Care Provider Positions' as defined under the *Accountability Principles 2014* 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.

General Requirements:

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Directives, Determinations and Guidelines, 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*.
- > *Independent Commissioner Against Corruption Act 2012 (SA)*
- > *Information Privacy Principles Instruction*
- > *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*.

The SA Health workforce contributes to the safety and quality of patient care by adhering to the South Australian Charter of Health Care Rights, understanding the intent of the National Safety and Quality Health Service Standards and participating in quality improvement activities as necessary.

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.

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.

Resilience:

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

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, the Minister for Ageing, and the Minister for Mental Health and Substance Abuse. The Department for Health and Ageing is an administrative unit under the Public Sector Act 2009.

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

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:

SA Pathology's mission is to provide:

- The people of South Australia with comprehensive quality pathology and associated critical services that improve patient outcomes and the health of the community through a commitment to education, innovation and research
- Our customers with exceptional services and support
- Our staff with a working environment conducive to fulfilling their potential
- The Government of South Australia with cost-effective, sustainable pathology and clinical services.

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.

Approvals

Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

Name: *Andrew Lawrence*

Role Title: *Service Manager, MID*

Signature: *[Signature]*

Date: *18/4/18.*

Role Acceptance

Incumbent Acceptance

I have read and understood the responsibilities associated with role, the organisational context and the values of SA Health as outlined within this document

Name:

Signature:

Date:

Version control and change history

Version	Date from	Date to	Amendment
V1	10/02/17	09/04/17	Original version.
V2	10/04/17	04/07/17	Safety & Quality statement in General Requirements.
V3	04/07/17		Minor formatting with order of information amended.