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## SA Health Job Pack

<b>Job Title</b>	Medical Scientist Chemical Pathology
<b>Job Number</b>	656252
<b>Applications Closing Date</b>	30/03/2018
<b>Region / Division</b>	SA Health – Central Adelaide Local Health Network
<b>Health Service</b>	SA Pathology
<b>Location</b>	Adelaide
<b>Classification</b>	MeS1
<b>Job Status</b>	Full time, temporary up to 9/11/2018
<b>Indicative Total Remuneration*</b>	\$66,603 - \$81,572

## 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

<b>Full name</b>	Michael Haywood
<b>Phone number</b>	82223564
<b>Email address</b>	Michael.Haywood@health.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>	Medical Scientist
<b>Classification Code:</b>	MeS-1
<b>LHN/ HN/ SAAS/ DHA:</b>	SA Pathology
<b>Hospital/ Service/ Cluster</b>	
<b>Division:</b>	Chemical Pathology
<b>Department/Section / Unit/ Ward:</b>	Metabolic Laboratory
<b>Role reports to:</b>	Unit Head Metabolic Laboratory
<b>Role Created/ Reviewed Date:</b>	April 2017
<b>Criminal History Clearance Requirements:</b>	<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 incumbent will be responsible for performing both routine and more complex tests and will participate in the Directorate trainee scientist program. They will process routine biological specimens, prepare reagents, maintain equipment and assess quality control data in a specialised chemical pathology laboratory. Participation in an after hours service, general laboratory services, the quality management of the laboratory and continuing staff education will be expected.

### Direct Reports:

### Key Relationships/ Interactions:

#### Internal

- > Communicate frequently with nominated Supervisor or delegate.
- > Interact with other staff within the operational unit.
- > Interact as required with other senior staff.

#### External

- > Assist clients with enquiries (phone or email)

**Challenges associated with Role:**

Major challenges currently associated with the role include:

- > Contribute to the provision of a reliable specialised biochemistry service
- > Undertake specialist training for designated tasks
- > Understand and apply the principles of internal quality control and external quality assurance programs

**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 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.
- > 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.

#### **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.
- > Depending on work requirements the appointee may be transferred to other locations within SA Pathology to perform work of a similar nature appropriate to the classification either on a permanent or temporary basis.
- > Appointment is subject to a satisfactory Criminal History Report obtained through the Screening and Licensing Branch, Dept Families & Communities, to be renewed every three years thereafter from date of issue
- > The officer may be required to work variable hours which may include weekends, public holidays (overtime) and shift work. Dependant on the nature of work undertaken the officer may be rostered over 24 hours, 7 days a week
- > The incumbent may be required to participate in "on call" work for routine procedures when appropriate capability has been demonstrated.

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Contribute to a Specialised Service	<p>Contribute to the provision of a reliable specialised biochemistry service by:</p> <ul style="list-style-type: none"> <li>&gt; Performance of established routine and complex tests.</li> <li>&gt; Undertaking scientific training to enable release of results when appropriate capability has been demonstrated.</li> <li>&gt; Understanding and applying the principles of internal quality control and external quality assurance programs.</li> <li>&gt; Exercising professional judgement in accordance with training and within prescribed areas.</li> <li>&gt; Discussion of patient results with clients on straightforward matters.</li> <li>&gt; Participation in development and evaluation of new methods and equipment.</li> <li>&gt; Participating in after-hours services when appropriate capability has been demonstrated.</li> <li>&gt; Provision of assigned limited supervision of non-professional</li> </ul>

	<p>employees.</p> <ul style="list-style-type: none"> <li>&gt; Assisting in the training of other employees.</li> </ul>
Assist in Service Provision	<p>Provide assistance to laboratory supervisor of designated specialities by:</p> <ul style="list-style-type: none"> <li>&gt; Undertaking specialist training for designated tasks.</li> <li>&gt; Assisting with the implementation of SA Pathology Equal Opportunity and Occupational Health and Safety Policies.</li> <li>&gt; Assisting in preparation for NATA, ISO9000 and any other accreditation requirements determined by SA Pathology.</li> </ul>
Professional Development	<p>Contribute professional and scientific expertise to the laboratory by:</p> <ul style="list-style-type: none"> <li>&gt; Maintaining skills</li> <li>&gt; Participating in professional development activities and remaining informed about current developments in the area of expertise.</li> </ul>
Workplace Safety	<ul style="list-style-type: none"> <li>&gt; Contribute to Occupational Health and Safety within SA Pathology by taking reasonable care to protect personal health and safety of other staff, wear protective clothing and use safety equipment as directed.</li> </ul>
Code of Ethics	<ul style="list-style-type: none"> <li>&gt; Provide services for the South Australian community consistent with the policies of the elected Government by complying with the Code of Ethics for South Australian Public Sector Employees, SA Pathology Code of Ethics and with all other policies contained in SA Pathology Corporate Manual.</li> <li>&gt; 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 organisation and throughout its funded service providers.</li> </ul>
Insert key result area	>
Insert key result area	<ul style="list-style-type: none"> <li>&gt;</li> <li>&gt;</li> </ul>
Insert key result area	<ul style="list-style-type: none"> <li>&gt;</li> <li>&gt;</li> </ul>

## Knowledge, Skills and Experience

## **ESSENTIAL MINIMUM REQUIREMENTS**

### **Educational/Vocational Qualifications**

- > BAppSc (Med Lab Sc) or equivalent qualification as required for professional membership of the Australasian Association of Clinical Biochemists (Associate Member).

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

- > Ability to learn various methods used in the specialised laboratories of the Directorate.
- > Ability to communicate effectively and to relate to other members of staff and clients.
- > Ability to work as a member of a small team, and on an individual basis.

### **Experience**

- > Experience in the use of analytical laboratory equipment

### **Knowledge**

- > Knowledge of basic laboratory principles and concepts.

## **DESIRABLE CHARACTERISTICS**

### **Educational/Vocational Qualifications**

- > Willingness to pursue relevant professional qualifications such as Membership of the Australasian Association of Clinical Biochemists (MAACB) by examination.
- > Majors in chemical pathology, biochemistry, physiology or related areas.

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

- > A logical and consistent approach to problem solving.
- > Organisational skills.



## Experience

- > Experience in the performance of pathology laboratory testing.
- > Experience in the performance and monitoring of Quality Control.
- > Experience with specialised laboratory equipment used in clinical chemistry laboratories

## Knowledge

- > Some knowledge of biochemistry/pathology.

## 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:

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*The Chemical Pathology Directorate provides specialist biochemistry services to both health providers and corporate bodies in conjunction with other SA Pathology services, to provide a comprehensive and recognised pathology service. The directorate supports the state wide service provided by SA Pathology by providing specialist analyses and clinical support for a range of tests to service our clients and the population of South Australia.*

## 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:**

**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:**