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SA Health Job Pack

Job Title	Clinical Director
Job Number	637576
Applications Closing Date	25/05/2018
Region / Division	SA Health - Central Adelaide Local Health Network
Health Service	BreastScreen SA
Location	Adelaide
Classification	MOV2/3 / MD2
Job Status	Sessional
Indicative Total Remuneration*	\$298,949 - \$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 - see Career Information, or by referring to the nominated contact person below.

Contact Details

Full name	Yvette Roberts
Phone number	82747100
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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:	Clinical Director
Classification Code:	Visiting Medical Specialist MOV2/3; Senior Consultant MD02 With Divisional / Clinical Director Managerial Allowance
Position Number:	M47118
LHN/ HN/ SAAS/ DHA:	Central Adelaide Local Health Network (CALHN)
Hospital/ Service/ Cluster	Statewide Clinical Support Services
Division:	BreastScreen SA
Department/Section / Unit/ Ward:	Clinical Services
Role reports to:	Chief Executive Officer, Central Adelaide Local Health Network
Role Created/ Reviewed Date:	December 2017
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 BreastScreen SA (BSSA) Clinical Director provides a statewide service and resides within Statewide Clinical Support Services, Central Adelaide Local Health Network. The BSSA Clinical Director provides clinical guidance including quality and safety, assisting with management of BSSA clinical services and overseeing, developing, reviewing, promoting and facilitating a program of continual improvement in the performance of BSSA services.

The role will report to the Chief Executive Officer Central Adelaide Local Health Network but will also work collaboratively with the Group Executive Director Statewide Clinical Support Services and the BSSA General Manager for the provision of executive level strategic advice.

Proportionate to the FTE, the BSSA Clinical Director is responsible for:

- o The provision of high standards of clinical care to clients of BSSA.
- o Ensuring an appropriate and comprehensive Quality Assurance program for all of BSSA including patient and other safety and quality improvement.
- o Ensuring appropriate research and clinical governance.
- o Maintaining relationships with relevant professional bodies and universities.

The BSSA Clinical Director will also advise on the statutory compliance, policy and procedural requirements in respect of service delivery and clinical management.

The Clinical Director will concurrently maintain a clinical case load at BSSA. This may be in the discipline of radiology or surgery.

Direct Reports:

- > Radiologist Head of Unit
- > Surgeon Head of Unit
- > Senior Medical Practitioner Head of Unit
- > Nurse Manager
- > Manager Radiographic Services
- > Manager Quality and Safety

The BSSA Clinical Director has strategic and operational relationships with the senior staff and clinicians across SA Health

Key Relationships / Interactions:

Internal

- > The Clinical Director, BSSA reports to the Chief Executive Officer, Central Adelaide Local Health Network.
- > The Clinical Director BSSA works collaboratively with the Group Executive Director Statewide Clinical Support Services, and the General Manager BSSA.
- > The Clinical Director BSSA will Chair the BSSA Medical Executive Committee meeting which comprises the BSSA Heads of Units and BSSA General Manager (ex-officio).
- > The Clinical Director BSSA will have strategic and operational relationships with metropolitan, country BSSA clinics, senior officers through SA Health other government agencies (State and Commonwealth) and key stakeholder organisations.

External

- > The Clinical Director BSSA maintains professional relationships with representatives from the Royal Australian and New Zealand College of Radiologists (RANCZR), the Royal Australian College of Surgeons and other key stakeholder organisations.
- > The Clinical Director BSSA participates in external clinical forums to contribute to development and implementation of contemporary strategies to improve the performance, quality and safety of patient care.

Challenges associated with Role:

Major challenges currently associated with the role include:

- > Maintaining professional and collaborative relationships with senior clinical staff in a population based screening and assessment environment where there are competing clinical priorities and views about medical imaging, surgical and pathology services, and quality and safety.
- > Providing expert clinical advice and exerting influence upon senior clinical and BSSA staff to implement BSSA initiatives, improve BSSA patient care, performance and clinical quality and safety.
- > Building a culture that promotes respectful conduct, high standard clinical care, safety, quality and innovation and ensures that all accreditation requirements are delivered.

Delegations:

- > Standard Level 4 as per delegations of authority

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 and 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.
- > 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.
- > If MOV/2/3 this is a fixed term position as per the SA Health Visiting Medical Specialist Agreement 2017.
- > Some out of hours work will be required.
- > Safety is a core value of the SA public sector in accordance with the Premier's Safety Commitment Statement.
- > Some intra and interstate travel may be required.
- > Must have a current and valid driver's license.
- > Must be prepared to work at any BSSA location when required.
- > May be required to work at any site within SA Health.
- > Appointment to this position will be subject to the granting of Approved Credentialing and Scope of Practice.
- > The incumbent will be required to undergo credentialing and review of credentials, as deemed appropriate within the Terms and Conditions of employment and SA Health policies.
- > Local operations will require that employees take most of their Recreation Leave during December and January.
- > If MOV/2/3 the incumbent will be required to be available to BSSA for 47 weeks per annum.
- > The incumbent will be required to enter into an Annual Performance Agreement for the achievement of BSSA outcomes.
- > The incumbent will be required to participate in and coordinate the Performance Review program (appraisal program) for Clinical Heads of Units.
- > A willingness to undertake training relevant to the position, as well as specific training in the BreastScreen Australia Quality Improvement and Accreditation program and to undertake accreditation site visits to interstate screening programs.
- > A willingness to participate actively and lead the Quality Assurance activities and to convene the monthly Teaching and Review Quality Improvement committee meetings and relevant specialty meetings as required.
- > The incumbent will be expected to accommodate new technologies in their daily clinical practice.
- > If a surgeon full membership of the Breast Section of the RACS or Breast SurgANZ.
- > Participate in Continuing Medical Education activities of the relevant College.

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities for BreastScreen SA
Strategic Planning and Leadership	<p>> As a member of BSSA Executive the Clinical Director will significantly contribute to development of the BSSA vision and strategic directions, consistent with the SA Health Plan and Government policy by:</p> <ul style="list-style-type: none"> • Assisting other members of BSSA Executive to develop, seek approval of, implement and subsequently manage and maintain/evolve the BSSA strategic plan. • Leading clinical service management and business planning. Ensuring that service provision and the activities of BSSA clinical services are customer focused and professionally and effectively conducted. • Contributing to workforce planning and the development of an integrated team approach and culture which is highly responsive to the needs of stakeholders. • Ensuring the effective management of human, financial and physical assets through appropriate planning and allocation of resources to achieve agreed plans. • Co-ordinating the appointment and ongoing performance review of all direct report staff in BSSA and ensuring a strong culture of performance development exists and is supported. • Leading, developing and fostering a positive work culture which is based on SA Health's values and promotes customer service, learning and development, safety and welfare of employees, acknowledges differences, and encourages creativity and innovation. • Contributing indirectly to budget preparation, monitoring and reporting and adherence to resource allocation.
Clinical Governance, Quality and Safety, Accreditation and Research	<p>> Provide strategic and operational leadership for all aspects of clinical governance, quality, safety and risk as it pertains to the clinical domain:-</p> <ul style="list-style-type: none"> • Responsible for compliance with relevant clinical accreditation systems, the National Accreditation Standards and National Safety and Quality Healthcare Standards. • Ensure a culture of consumer focus care. • Ensure the implementation of relevant SA Health and CALHN safety and quality policies and protocols. • Identify risks and ensure the effective use of risk management systems • Lead and coordinate mechanisms to improve quality of care and maintain the quality of care <p>> Leading the development of a research plan to develop, co-ordinate and focus the research activities of the state-wide service.</p>
Advisory	<p>> Provide specialised consultancy support and advice to BSSA Executive and staff, as well as all clinical departments undertaking clinical activity.</p> <p>> Supervise, manage and assess reports on high level investigations across BSSA relating to clinical service development or improvement.</p> <p>> Provide support as required in the local implementation of relevant clinical information systems. Assist development of reporting capabilities from such systems.</p>

	<ul style="list-style-type: none"> > Development and maintenance of effective relationships with service providers, key organisations and stakeholders both within and outside SA Health.
Cultural Improvement	<ul style="list-style-type: none"> > Build a culture that promotes respectful conduct, high standard clinical care, safety, quality, innovation and continuous review and improvement. > Determine and manage the delivery of BSSA change management processes within the framework of SA Health policies.
Governance	<ul style="list-style-type: none"> > Support key clinical governance committees as relevant to BSSA and SA Health clinical activity and service planning. > Provide direction to the BSSA Quality, Safety and Accreditation Manager. > Represent BSSA and CALHN as a member and / or an advisor to governance committees that are involved in or interested in clinical service delivery and planning within the organisation. > Attend CALHN Executive Management Team meetings to provide input, advice and contribution to BSSA discussions regarding strategic, clinical and operational matters including determination of efficiency improvement objectives, planning initiatives, service design and resource issues. > Develop, implement and support strategies for recruitment and retention of junior and senior medical workforce. > Develop, implement and support a process for performance review and development for medical staff. > Coordinate input from BSSA staff and drive strategic service improvement policy development and implementation, in consultation with the BSSA General Manager to ensure compliance with SA Health policies and relevant legislation.
Improvement in patient care	<ul style="list-style-type: none"> > Lead strategic medical imaging clinical service improvement initiatives across the organisation to improve patient care and efficiency of care. > Ensure that the clinical management of patients across screening and assessment is done in a consistent and collaborative manner. > Provide strategic, clinical and operational leadership to screening and assessment services on site including provision of high quality clinical services, teaching and research in accordance with professional standards. > Manage and lead service model review and development processes, in consultation with service providers and multi-disciplinary staff, to ensure timely and effective continuous improvement in patient care. This may include development, implementation and maintenance of evidence based strategies including those that address demand management. > Develop an Award System that recognises excellence in clinical care.
Clinical Case Load	<ul style="list-style-type: none"> > Manage a broad and complex clinical case load of radiology or surgical medicine examinations and/or treatments. > Apply specialised professional knowledge and judgement to select and adapt radiology scanning and imaging techniques best suited for the clinical situation. > Communicate unusual findings of examinations to Clinicians, which may facilitate an immediate review of the patient's clinical status. > Exercise professional direction over multi-disciplinary staff. > Ensure the appropriate and safe practices are maintained in accordance to the <i>Radiation and Protection Act 1982</i>. > Liaise with radiologists, surgeons, other medical staff, administrative staff on procedure schedules and relevant procedural information.

Strategic Planning and Management	<ul style="list-style-type: none"> > Assist other members of CALHN and BSSA Executive to develop, seek approval of, implement and subsequently manage and maintain/evolve the BSSA strategic plan. > Lead clinical service management and business planning. > Ensure that service provision and the activities of BSSA clinical services are customer focused and professionally and effectively conducted. > Contribute to workforce planning and the development of an integrated team approach and culture which is highly responsive to the needs of stakeholders. > Ensure the effective management of human, financial and physical assets through appropriate planning and allocation of resources to achieve agreed plans. > Coordinating the appointment and ongoing performance review of all direct report staff in BSSA and ensuring a strong culture of performance development exists and is supported. > Lead, develop and foster a positive work culture which is based on SA Health's values and promotes customer service, learning and development, safety and welfare of employees, acknowledges differences, and encourages creativity and innovation. > Contribute indirectly to budget preparation, monitoring and reporting and adherence to resource allocation.
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Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- > Bachelor of Medicine; Bachelor of Surgery (MBBS) or equivalent. Appropriate Specialist Qualifications and registrable with the Medical Board of Australia as a Medical Practitioner with Specialist registration; or another qualification as defined in the SA Medical Officers Award or in the SA Health Visiting Medical Specialists Enterprise Agreement.

Personal Abilities/Aptitudes/Skills:

- > Excellent interpersonal, written and verbal communication skills. Capacity to effectively liaise with a wide range of people including colleagues and other professional staff. Ability to negotiate, build teams and manage and resolve conflict effectively.
- > Ability to work with limited direction or supervision and exercise a high level of professional judgement and clinical competence, in a multi-disciplinary setting including the ability to work as a member of a team, to react positively to change and to demonstrate, foster and lead respectful behaviour.
- > Strong leadership ability with a demonstrated ability to motivate and inspire others to work together as a team to achieve objectives.
- > Demonstrated high level interpersonal and leadership skills that foster credibility, trust and co-operation at executive and senior levels.
- > Demonstrated ability to lead change and influence others in responding to change.
- > High level skills in problem solving, decision making and time management and a commitment to clinical audit, research, teaching and training and continuing medical education activities.
- > Demonstrated commitment to the principles and practices of Equal Employment Opportunity and Ethical Conduct, and an understanding of, experience in, and ability to manage to the spirit and principles of the Premier's Safety Commitment and the legislative requirements of the *Work Health and Safety Act 2012* (SA), utilising AS/NZS ISO 31000:2009 Risk Management- Principles and Guidelines, or to an equivalent set of standards.

Experience

- > Proven successful experience in management, strategic planning and implementation of change within radiology and/or surgical medicine services.
- > Experience in the exercise of accountability and responsibility at a senior level.
- > Proven experience in undertaking research and delivering high level advice, education and training programs in a medical imaging environment including teaching, supervising and mentoring medical students, junior medical staff and radiology trainees in medical imaging and developing and contributing to a culture based on learning and continuous improvement.
- > Demonstrated knowledge and understanding of the strategic issues relevant to the management of South Australia's public medical imaging services and a contemporary knowledge of radiology/medical imaging practice and service delivery.
- > Experience in leadership and management within a complex health system.
- > Experience in the management of risk (strategic and operational).
- > Demonstrated experience in working with consumers and carers and providing quality service to patients and their families.
- > Proven experience and competence in a broad range of medical imaging modalities and procedures, clinical governance systems and approaches, the use of medical imaging technology such as Radiology Information Systems, Picture Archiving Services and Voice Recognition and basic computing skills, including email and word processing.

Knowledge

- > In depth knowledge of the field of Medical Imaging and safety and quality requirements associated with the field and of the Acts, legislation and national policies relevant to clinical practice in medical imaging.
- > Knowledge of contemporary clinical practice and care systems.
- > Knowledge of contemporary leadership and management principles and of the administrative policies and practices of a public hospital.
- > Sound knowledge of Quality Management principles and procedures and Quality Assurance techniques.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- > A tertiary or other qualification relevant to management, governance or research.

Personal Abilities/Aptitudes/Skills:

N/A

Experience

- > Well-developed project management skills with the ability to develop, implement and evaluate strategies and lead change in a complex environment.

Knowledge

- > In depth knowledge of contemporary leadership and management principles and of the administrative policies and practices within SA Health.

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:

BreastScreen SA (BSSA) is within the Central Adelaide Local Health Network (CALHN) and is the South Australian component of the national breast cancer screening program, BreastScreen Australia. BSSA aims to reduce mortality and morbidity attributed to breast cancer, in women primarily aged 50 to 74

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: