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## SA Health Job Pack

Job Title	Senior Medical Practitioner
Job Number	628663
Applications Closing Date	8/12/2017
Region / Division	SA Health - Central Adelaide Local Health Network
Health Service	SA Prison Health Services
Location	Northfield
Classification	MDP4
Job Status	Part time, Ongoing
Indicative Total Remuneration*	\$164,800 - \$214,843

## 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	Daniel Pronk
Phone number	7002 3113
Email address	daniel.pronk@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>	MDP4G
<b>LHN/ HN/ SAAS/ DHA:</b>	Central Adelaide Local Health Network (LHN)
<b>Hospital/ Service/ Cluster</b>	SA Prison Health Service (SAPHS)
<b>Division:</b>	Medical
<b>Department/Section / Unit/ Ward:</b>	Corporate
<b>Role reports to:</b>	Head of Unit: Medical
<b>Role Created/ Reviewed Date:</b>	March 2014

## ROLE CONTEXT

### Primary Objective(s) of role:

SA Health is a large and complex system aimed at ensuring access to quality, safe, complete and affordable health care for the residents of South Australia. Keeping South Australians healthy and caring for them when they are ill is a priority for the State Government.

The Chief Executive of Department of Health reports directly to the Minister for Health and has overarching responsibility for the performance of the health system as a whole. The Department of Health has a central role in facilitating and monitoring an affordable, sustainable strategy for South Australia Health. This strategy should guide and assist local managers and clinicians in their decisions about local services.

The Senior Medical Practitioner will promote the health and wellbeing of persons affected by imprisonment by providing responsive primary health care services, programs and activities which are based on social justice and harm minimisation principles. The Senior Medical Practitioner will work in collaboration with SAPHS and the Department for Correctional Services staff, and with community health care services.

As a Senior Medical Practitioner, the incumbent will contribute to the provision of safe, best practice medical primary healthcare services to patients of SAPHS.

### Direct Reports:

- Accountable to the Head of Unit: Medical
- Works collaboratively with other key government and non government agencies supporting prisoners and offenders

**Challenges associated with Role:**

- Major challenges currently associated with the role include:
- Contributing to the development of a strategic approach to prisoner and offender health care delivery
- Implementing clinical systems to support good decision making within SAPHS
- Understanding and respecting diversity in culture, gender, social backgrounds and race within the workplace and in the broader community
- Understanding the complexity of the health industry including the range of services offered

Successfully navigating patient's diverse cultures and health requirements

**Resilience:**

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

**Delegations:**

**Staff supervised:** 0 Direct, 0 Indirectly

**Budget:**

- Salaries and wages: \$ 0.00
- Goods and services: \$ 0.00 Indicate the level of delegation for this area

**Delegations**

- HR Delegation Level 0
- Procurement Delegation Level 0 (\$ 00.00)
- Financial Delegation Level 0 (\$ 00.00)

**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.

- Maintain confidentiality regarding any information regarding client/patient, personal staff information, human resource and financial information and information of strategic importance to SA Health and Central Adelaide LHN.
- 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.

Managers and staff are required to contribute to the safety and quality management system and continuous improvement by:

- participating in Strategic, Divisional and Team planning activities as required
- complying with standards of practice
- aiming to continuously improve the quality of work practices and services
- participating in the evaluation of work practices and services
- participating in the accreditation process as relevant to the position.

### **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.

### **Special Conditions:**

- Appointment is subject to a satisfactory Background Screening and National Criminal History Check obtained through the Screening and Licensing Unit, Department for Communities and Social Inclusion to be renewed every 3 years thereafter from date of issue.
- 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.
- Possession of a Driver's License is preferred
- Participation in the SAPHS out of hour on-call emergency roster.
- Some intrastate travel may be required
- Compliance with SAPHS credentialling/recredentialing process.



## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
<b>Direct Patient Services</b>	<ul style="list-style-type: none"> <li>• Provide a high level of professional judgement and provide appropriate clinical medical/primary health care services</li> <li>• Assess newly admitted patients within 72 hours of admission when possible and manage significant, acute clinical risks</li> <li>• Assess and manage a range of health problems comparable to that seen in general practice</li> <li>• Provide high level knowledge and skills in managing mental health, substance abuse/dependence and indigenous patient health problems</li> <li>• Develop and maintain effective clinical and public health practices in consultation with the Head of Unit: Medical</li> <li>• Assist in the development and implementation of appropriate health surveillance and screening programs</li> <li>• Prescribe medication and review usage in accordance with SAPHS policy and procedures</li> <li>• Participate in the prison opioid substitution program</li> </ul>
<b>Records Management</b>	<ul style="list-style-type: none"> <li>• Ensure the appropriate documentation of clinical care in patients' medical records and ensuring the timely provision of discharge summaries, written opinions and requested medical reports</li> <li>• Provide appropriate written referrals e.g. laboratory, radiological and other investigations, off site health care providers</li> <li>• Check and follow up of received letters and investigation results</li> </ul>
<b>Networking/Advocacy</b>	<ul style="list-style-type: none"> <li>• Liaise with other agencies and government departments on patient's behalf</li> <li>• Participate in case conferences with other health and DCS workers</li> <li>• Participate in relevant multidisciplinary meetings</li> <li>• Contribute to the development of release plans for patients from time of commencement with SAPHS and when necessary contribute to patient health care in the first four weeks post- release by providing essential pharmaceuticals or prescriptions for such</li> <li>• Represent the organisation on interagency committees</li> </ul>
<b>Involvement in ensuring the quality of health service delivery</b>	<ul style="list-style-type: none"> <li>• Advocacy for and involvement in the development of healthy public policy</li> <li>• Participate in research activities of the organisation</li> </ul>

	<p>and target community</p> <ul style="list-style-type: none"> <li>• Maintain professional competence through participation in continuing medical education</li> <li>• Be involved in organisational accreditation activities</li> <li>• Evaluate outcomes of programs</li> <li>• Assist with planning for the efficient use of resources</li> </ul>
<b>Participate in the development of procedures</b>	<ul style="list-style-type: none"> <li>• Provide informed current medical opinion in relation to procedure development</li> <li>• Provide specialised clinical and public health advice</li> <li>• Develop and implement research proposals in collaboration with other workers to inform procedure development</li> <li>• Evaluate impact of procedures</li> <li>• Collaborate in a multi-disciplinary setting to ensure development and implementation of procedures</li> </ul>
<b>Contribute to the training of other health workers and co-workers by</b>	<ul style="list-style-type: none"> <li>• Supervise other health workers as appropriate</li> <li>• Provide onsite and off site direct supervision for junior medical staff ( up to four at a time)</li> <li>• Provide ongoing training and development for co-workers</li> <li>• Provide clinical supervision for trainee medical officers</li> </ul>
<b>Safety &amp; Quality</b>	<ul style="list-style-type: none"> <li>• Initiate and support clinical improvement activities with the aim of achieving safe, evidence based, best practice clinical services. This will involve evaluation of clinical processes and service outcomes, including patient safety, by clinical audits, quality assurance programs, clinical performance indicators etc. identifying possible areas for improvement and guiding the change process</li> <li>• Ensure sentinel events, potential medical negligence claims and adverse patient incidents are appropriately reported, investigated and resultant recommendations to improve services are implemented</li> </ul>
<b>Patient Focus</b>	<ul style="list-style-type: none"> <li>• Provide specialist clinical and public health medical information for patient groups</li> <li>• Initiate, develop and conduct health education and promotion programs within the organisation's development plan and goal areas</li> <li>• Maximise the participation of consumers in planning and evaluating services provided</li> <li>• Apply and promote practices that ensure patients' rights are respected</li> <li>• Investigate and address patient complaints in a positive, constructive manner</li> </ul>



## **Knowledge, Skills and Experience**

### **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 with General Registration.

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

- Demonstrated clinical excellence in general practice
- Demonstrated ability to work in a team and multidisciplinary environment
- Demonstrated skills in problem solving and decision making

#### **Experience**

- 5 years relevant experience in primary health care

#### **Knowledge**

- Understanding of contemporary health issues

### **DESIRABLE CHARACTERISTICS**

#### **Educational/Vocational Qualifications**

- Evidence of participation in continuing medical education since attaining qualification
- Successful completion of the Opioid prescriber training

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

- Demonstrated commitment to staff and consumer participation in service planning

#### **Experience**

- Experience in management of drug and alcohol issues
- Experience in Indigenous health
- Experience in the management of mental health issues

#### **Knowledge**

- Knowledge of the health impact of incarceration
- Knowledge of relevant human rights statements for incarcerated persons
- Understanding of issues that impact on the health and wellbeing of Indigenous people



## 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:

SA Prison Health Service reports via the Central Adelaide Local Health Network. Providing health care services within a primary care model which focuses on the provision of quality, contemporary and equitable health care across the spectrum of health needs.

Health care delivery has a focus on the individual prisoner as a person, but also on population health measures to improve health outcomes for the prisoner population as a whole. Health care is provided in collaboration with other health services within the correctional setting, such as Forensic Mental Health Service (FMHS); Aboriginal Health; SA Dental Service (SADS); Drugs and Alcohol Services SA (DASSA), and Shine (Sexual Health). The South Australian Prison Health Service (SAPHS) is an agency within the structure of SA Health, Central Adelaide Local Health Network (CALHN).

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## 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\_\_\_\_\_ Role / Title\_\_\_\_\_

Signature\_\_\_\_\_ Date:        /        / 2014