

i can

...do something
more meaningful



SA Health Job Pack

Job Title	Campus Clinical Head
Job Number	637576
Applications Closing Date	8/12/2017
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	Ann Dunn
Phone number	8274 7150
Email address	Ann.Dunn@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:	Campus Clinical Head	
Classification Code:	MOV 2/3; MD02 Plus Managerial Allowance	Position Number: M47118
LHN/ HN/ SAAS/ DHA:	Central Adelaide Local Health Network	
Hospital/ Service/ Cluster	Cancer Services	
Division:	BreastScreen SA	
Department/Section/Unit/ Ward:	Clinical Services	
Role reports to:	Clinical Director, SA Medical Imaging (SAMI)	
Role Created/Reviewed Date:	July 2017 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 Campus Clinical Head (CCH) is responsible to the Clinical Director, SA Medical Imaging (SAMI) for all aspects of service delivery of Clinical Services at BreastScreen SA (BSSA) including:

- Efficient and effective management of BreastScreen SA Clinical Services resources (human, financial and capital).
- Direct line management of BSSA Head of Unit medical staff.
- Liaison with the BSSA General Manager and site based leadership teams regarding service provision.
- Representing BSSA at campus meetings (e.g. hospital clinical governance, management team).
- Liaison with clinicians and referrers regarding service provision issues and ensuring that BSSA's service delivery and systems are in accordance with SAMI's and BSSA's business objectives, policies and directives.
- Attendance at the SAMI Executive Management Team, contribution to the governance, integration and efficiency of SAMI.
- Decision making and action in congruent fashion with SAMI and BSSA financial and other objectives.
- Oversight of quality and safety of BSSA services, of training and development and of imaging research at the site.
- The provision of high standards of clinical care to clients of BSSA. This includes screening and assessment, by the provision and oversight of Clinical Services in accordance with BreastScreen Australia National Accreditation Standards (NAS) and established BSSA evidence based clinical protocols and practice.
- Ensuring the implementation of appropriate and comprehensive Quality Assurance programs for all disciplines involved in the provision of Clinical Services. The incumbent will contribute to the provision of a multi-disciplinary breast assessment service for women with screen detected breast abnormalities by working in the Assessment/Results Clinics.
- The promotion, initiation and co-ordination of teaching and research activities by the various disciplines contributing to the clinical service provision of BSSA and provision of advice as required to the General Manager on clinical, policy, budgetary and medico-legal issues relating to Clinical Services.

The Clinical Head will carry a clinical workload. The respective FTE fraction devoted to Clinical or Executive duties will be determined by the Clinical Director SAMI and Executive Director SAMI, in consultation with the incumbent as required from time to time.

Direct Reports:

- Radiologist Head of Unit
- Surgeon Head of Unit
- Senior Medical Practitioner Head of Unit

Key Relationships/ Interactions:**Internal**

- The incumbent reports to the Clinical Director, SAMI and maintains a close working relationship with other members of the SAMI Executive Management Team, in particular the Executive Director. The incumbent may also be required to work with other staff within SA Health, in other government agencies (State and Commonwealth) and in key stakeholder organisations.
- Radiologist Head of Unit, Surgeon Head of Unit and Senior Medical Practitioner Head of Unit report directly to the Campus Clinical Head.

External

- The incumbent is the BSSA representative for matters relating to Clinical Services. They are expected to collaborate with key senior level staff at the campus such as the General Manager, Manager Radiographic Services, Clinical Heads of Units, as well as maintaining a strong working relationship with others within the Service.
- Establish working relations and interact with SA Health and other government and non-government stakeholders.
- Establish working relationships with the Commonwealth BreastScreen Australia program, National Quality Management Committee and other state breast screening programs.

Challenges Associated with Role:

Major challenges currently associated with the role include:

- Management of a Breast Cancer Screening and Assessment service that requires growth in order to address the clinical service delivery needs of the Central Adelaide Local Health Network in an environment of resource limitation.

Delegations:

Human Resources: Level 4.

Financial level: As described from time to time in the published Financial delegations consistent with a Campus Clinical Head.

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.
- 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 licence.
- 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.
- 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 speciality 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
<p>Ensure the efficient and effective provision of medical services within BSSA in accordance with SAMI and BSSA corporate and business strategies by working collaboratively with the BSSA General Manager and other staff</p>	<ul style="list-style-type: none"> • Provide strategic, clinical and operational leadership to BSSA including provision of high quality clinical services, teaching and research in accordance with professional standards. • Direct BSSA services at the campus through the line management of discipline and site-based medical services, including performance management of direct reports. • Undertake performance development reviews of Clinical Heads of Units from a clinical and service delivery perspective and ensure that a strong culture of performance development exists and is supported. • Liaise and work closely with the General Manager and Clinical Heads of Units in order to achieve key outcomes and activities. • Ensure BSSA Clinical Services is represented at clinical and non-clinical on-site meetings (e.g. clinical governance, management team, accreditation, work health and safety). • Liaise with clinicians regarding service provision issues and ensure adequate service delivery and engagement between clinical staff, (e.g. support for multidisciplinary team meetings) and preparation of documentation such as memos, letters, briefings and submissions as required to meet objectives. • Liaise effectively with all members of the SAMI Executive Management Team (EMT).
<p><i>Contribute to the effective and efficient operation, planning and development of BSSA</i></p>	<ul style="list-style-type: none"> • Lead the development and implementation of appropriate clinical / operational / strategic business plans and processes for Clinical Services in keeping with SAMI and BSSA strategic and operational requirements. • Attend SAMI Executive Management Team meetings to provide site specific input, advice and contributions to SAMI discussions regarding strategic, clinical and operational matters including determination of efficiency improvement objectives, planning initiatives, service design and resource issues. • Contribute to the development and monitoring of service level agreements of BSSA with SAMI and the Central Adelaide Local Health Network (CALHN). • Ensure compliance with the requirements of service agreements between SAMI, BSSA and CALHN with regards to standards and outcomes of services. • Ensure that SAMI's and BSSA's statewide objectives, policies, plans, programs and targets are achieved effectively with agreed KPIs to monitor these programs and targets; including monitoring quantitative and qualitative indicators, and reporting on implementation and management of these SAMI statewide objectives at BSSA. • Ensure optimal utilisation of human and financial resources and that a high standard of Human Resource management (recruitment, development, performance management, succession planning and occupational health and safety) is maintained across BSSA Clinical services and is consistent with public sector standards. • Undertake relevant BSSA and SAMI projects/activities as directed. • Effectively managing the Clinical Services component of BSSA. • Providing leadership to, and management of, the clinical specialist and non-specialist staff. • Providing advice to, and deputising for, the General Manager as required. • Contributing to Quality Improvement/assurance activities through accurate medical record keeping, and facilitation of and participation in the Teaching and Review Quality Improvement Committee meetings.

	<ul style="list-style-type: none"> • Participating in internal program planning and management meetings, and chairing these when required. • Chairing the BSSA Medical Executive Committee meetings. • Acting as an ex-officio member of the BSSA State Accreditation Committee. • Liaising with the Coordinator, Clinical Services to ensure the efficient day-to-day operations of Clinical Services Unit. • Co-ordination of the multi-disciplinary contribution to the Clinical Services component of BSSA, in order to ensure effective and efficient functioning of the service, including the development and provision of training programs for clinical staff. • Regularly maintain and update various Policy and Procedure manuals as they relate to the BSSA Clinical Services Unit, in consultation with relevant staff. • Maintaining credentialing and defining the scope of clinical practice, prior to the appointment of medical staff and continuing through the term of employment/engagement which are driven by national standards and guidelines and in accordance with SA Health policies.
<p><i>High standards of screening service provision</i></p>	<ul style="list-style-type: none"> • Provide appropriate clinical services to clients according to the clinical roster. • Coordinate and provide follow up care of clients where appropriate. • Adhere to guidelines as provided in relevant BSSA and SAMI documentation. • Participate in departmental peer review and audit activities. • Continuously reviewing existing practices and promoting change where required. • Participate in quality assurance programs undertaken by BSSA and CALHN. • Participate in College-based programs directed towards maintaining the highest standards of professional care. • Ensure consumers are able to exercise their rights and responsibilities. • Ensure that clients and families are given adequate information upon which to base treatment decisions and follow up. • Being responsive to complaints from patients and their relatives. • Work harmoniously with all members of the clinical team. • Participate in the education and assessment of medical and specialist trainees, other junior staff and students. • Ensuring that an efficient and effective breast cancer screening service is provided through the accurate reading and reporting (by grade) of screening mammograms. • Ensuring the development and maintenance of clinical protocols for use in the provision of screening mammography services, the reading and reporting of screening mammograms and the assessment of screen-detected breast abnormalities. • Ensuring the accurate and efficient conduct of the screening service component of the program according to the BreastScreen Australia National Accreditation Standards (NAS). • Managing the Clinical Service Unit staff so that the workforce is motivated and productive. • Facilitating a Quality Improvement program that ensures that accurate reading and non-narrative reporting (by grade) of screening mammograms is maintained.

<p>High standards of care for clients of the Assessment Clinic</p>	<ul style="list-style-type: none"> • Providing leadership in the organisation and conduct of Assessment Clinics, in accordance with established evidence based BreastScreen Australia NAS and BSSA clinical guidelines, protocols and standards. • Ensuring the development of, and adherence to, agreed protocols for Visiting Medical Specialists working within the BSSA Assessment Clinic. • Participating in Assessment Team decision-making processes to determine whether any further investigation is required for clients after the initial radiological and clinical assessment. • Formulating recommendations for further investigation and management as required for women attending BSSA Assessment Clinic, in consultation with other members of the Assessment Team. • Maintaining an up-to-date knowledge of the epidemiology, diagnosis and management of benign and malignant breast conditions, and demonstrating clinical and analytical skills of a high standard to complement the roles of the multi-disciplinary team involved in all stages of the assessment pathway.
<p>High quality service provision</p>	<ul style="list-style-type: none"> • Ensuring the development of appropriate policies, protocols and operating procedures, and ensuring adherence to these by all Clinical Services staff. • Ensuring the development, implementation and analysis of comprehensive Clinical Quality Assurance programs, covering all aspects of Clinical Services as well as program wide. • Overseeing the production of regular performance statistics for the program and the Clinical Specialist staff in consultation with the Evaluation and Monitoring Project Officers. • Participating in the review of interval cancers. • Ensuring the development and implementation of and adherence to, Quality Assurance protocols for screening and assessment services provided by BSSA including participation in multi-disciplinary Quality Assurance and improvement activities. • Ensuring that all radiologists commencing as screen readers in the program are closely supervised by the Radiologist Head of Unit. • Ensuring that all surgeons commencing in the program are closely supervised by the Surgeon Head of Unit. • Ensuring adherence to the established BreastScreen Australia NAS and BSSA evidence based clinical guidelines, protocols and standards as part of the BSSA screening and assessment services. • Participating in or leading the investigation into client complaints or Ministerial requests for information/response to client complaints and preparation of written responses as required. • Participating in or leading the investigation into medico-legal cases and preparation of written responses, as required. • Ensures that the Radiologist Head of Unit provides feedback to all radiologists regarding their clinical performance statistics.
<p>Teaching and training functions of BSSA</p>	<ul style="list-style-type: none"> • Promotion of BSSA services and its policies at all times as appropriate to other health professionals and to the wider community. • Participation in continuing education activities for health professionals and in information activities for the lay community. • Generating, facilitating and undertaking teaching and research activities associated with BSSA. • Ensuring the provision of undergraduate and postgraduate training activities. • Facilitating access to external training and development opportunities for Clinical Services staff as appropriate. • Provision of appropriate in-service training programs for various BSSA staff.

<p><i>Efficient and effective operation of BSSA</i></p>	<ul style="list-style-type: none"> • Contribute to the promotion and implementation of the general public sector management aims, personnel management standards and employee conduct standards and in particular Equal Opportunity and Work Health Safety (WHS) by adhering to the provisions of relevant legislative requirements. • Contribute to the well-being of people in South Australia through participation 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. • Maintaining strict confidentiality regarding any information regarding clients, personal staff information, Human Resources and financial information and information of strategic importance to BSSA, SA Health, and its Health Units. • As part of risk management, the incumbent is required to support and participate in the identification, evaluation, and treatment of risks and opportunities that could result in a loss or a gain to BSSA. • Ensure that any changes to the program are evidence based and informed by in-house data monitoring and evaluation so as the program is consistent with contemporary best practice.
<p><i>Research and evaluation functions of the program</i></p>	<ul style="list-style-type: none"> • Liaising with the General Manager, Surgeon, Radiology and Senior Medical Practitioner Heads of Units to identify, initiate and participate in relevant research and evaluation activities relating to the Clinical Services component of BSSA.
<p><i>Teamwork</i></p>	<ul style="list-style-type: none"> • Work together in partnership with other team members to achieve common goals. • Contribute and share knowledge with others. • Take ownership of team issues and goals.
<p><i>Communication and interpersonal relationships</i></p>	<ul style="list-style-type: none"> • Display respectful behaviour to clients and colleagues in accordance with the Respectful Behaviour Policy.
<p><i>Customer focus</i></p>	<ul style="list-style-type: none"> • Demonstrate effective problem solving skills to provide a flexible service that meets the needs of the clients. • Demonstrate empathy and understanding of clients from diverse, cultural, ethnic and social background.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- **To be appointed to the role of Visiting Medical Specialist or Senior Visiting Medical Specialist MOV-2/3 the incumbent must have:** 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 Health Visiting Medical Specialists Enterprise Agreement 2012 (or its successor).
- **To be appointed to the role of Consultant or Senior Consultant MD2 the incumbent must have:** 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.

Personal Abilities/Aptitudes/Skills:

- Strong leadership ability with a demonstrated ability to motivate and inspire others to work together as a team to achieve objectives and meet strict deadlines.
- Demonstrated commitment to clinical governance, quality and business excellence and ability to establish a team environment which supports continuous improvement.
- Demonstrated ability to question and review processes and make sound recommendations for improvement.
- Demonstrated high-level skills in analysing and conceptualising problems, formulating and executing appropriate solutions, strategic management and planning and negotiating successful outcomes in an innovative and resourceful manner.
- Demonstrated ability to provide creative solutions to clinical problems.
- Demonstrated ability to communicate effectively both verbally and in writing with a wide variety of people.
- Ability to adapt to workplace change.
- Capacity to teach and supervise medical trainees.
- Proven clinical skills, relative to the area of specialty, with recent experience in the investigation and diagnosis of breast diseases as demonstrated by recent experience within a dedicated population based breast cancer screening program.
- Demonstrated ability to work effectively and harmoniously as the leader of a multi-disciplinary team and achieve agreed outcomes.
- Proven high level verbal and written communication skills to permit effective management, liaison and interaction with a broad range of people, both within the workplace, and to facilitate working relationships within and external to BSSA.
- Demonstrated commitment to Quality Assurance and Quality Improvement activities.
- Demonstrated ability to formulate and implement conflict management, resolution and mediation strategies.

Experience

- Experience in leadership in a population based screening program.
- Experience in budget management and achieving financial targets in complex organisations in context of a wide range of competing priorities.
- Experience in providing leadership to a complex multi-disciplinary organisation in a climate of continuing change, increasing the effectiveness and accountability of the organisation and/or programs.
- An incumbent from a radiology specialty should have attained a high level of competency in diagnostic imaging, interventional procedures, screen reading and assessment as demonstrated by recent experience in a population based breast cancer screening program.

- An incumbent from a surgical specialty must have post fellowship training and expertise in the clinical assessment and surgical management of benign and malignant breast disease including the clinical assessment of women with screen detected abnormalities as demonstrated by recent experience in a dedicated population based breast cancer screening program, guided biopsy of impalpable lesions, and surgical management of benign and malignant breast lesions detected through screening.
- An incumbent from a surgical specialty must participate in the RACS Medical Education program and be involved in audits of short term and long term outcomes for their patients, such as the RACS Section of Breast Surgery National Audit and/or membership of Breast SurgANZ.
- An incumbent from a general practitioner speciality must have appropriate specialist qualifications through the RACGP, participate in the Continuing Medical Education program and have knowledge of the diagnosis and management of benign and malignant breast conditions and a working knowledge of screening and public health theory and practice.

Knowledge

- 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.
- Knowledge of the Public Sector Management aims, personnel management standards and employee conduct standards, in particular Equal Employment and Occupational Health, Safety and Welfare.
- A sound knowledge of population based screening and public health theory and practice, with particular emphasis on the tenets of breast cancer screening and women's health.
- Knowledge and understanding of the BreastScreen Australia NAS and understanding of BSSA objectives, policies, procedures and an undertaking to be compliant with these standards.
- Knowledge of Human Resource Management principles and recent experience in relation to Multi-disciplinary Teams, including Medical Specialists.
- Knowledge of and adherence to, client privacy and confidentiality requirements and the principles of Universal Precautions.
- An understanding of relevant medico-legal issues.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications:

- Post graduate degree in research
- Formal training and qualifications in communication skills, management, public health and health administration.
- Regular attendance at local, interstate and international breast speciality conferences.

Skills/Experience/Knowledge:

- Demonstrated ability to define and oversee the processes required to achieve increased efficiencies in the delivery of screening and assessment services with an emphasis on identification of cost savings and improved levels of service to clinicians.
- Experience in policy, strategic planning and innovative program development at a senior level, preferably in a radiology/medical imaging services related area.
- Experience in program evaluation and continuous improvement activities.
- Experience in management of training programs and processes for specialist trainees.
- Experience in research and research management.
- Experience in the management of commercial/business contracts.
- An understanding of emerging directions with health services, nationally and internationally.
- Prior experience as head of a Health Services Unit.
- Recent experience in a population based breast cancer screening program.
- Prior experience in Staff Performance Review.
- Prior participation in multi-disciplinary training programs relevant to screening mammography (e.g. Tabar courses).
- Recent administrative or management experience in a Health Service setting.

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: