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SA Health Job Pack

Job Title	Staff Specialist, Department of General Medicine
Job Number	635796
Applications Closing Date	24/11/2017
Region / Division	SA health - Women's and Children's Health Network
Health Service	Division of Paediatric Medicine
Location	North Adelaide
Classification	MD2
Job Status	Part time, ongoing
Indicative Total Remuneration*	\$298,949 - \$553,175

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

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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:	Staff Specialist
Classification Code:	MD-2
LHN/ HN/ SAAS/ DHA:	Women's and Children's Health Network (WCHN)
Hospital/ Service/ Cluster	Women's and Children's Hospital (WCH)
Division:	Division of Paediatric Medicine
Department/Section / Unit/ Ward:	Department of General Medicine
Role reports to:	Medical Director, Division of Paediatric Medicine via the Medical Unit Head, Department of General Medicine
Role Created/ Reviewed Date:	October 2017
Criminal History Clearance Requirements:	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) <input type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)

ROLE CONTEXT

Primary Objective(s) of role:

The Staff Specialist:

- > Is responsible for the management of high quality inpatient, outpatient and community General Medicine services.
- > Is responsible for ensuring that clients' functional levels are restored or managed using evidence based best practice.
- > Will contribute to education and research within the Unit and will encourage and support team work amongst staff for optimal clinical service outcomes.

Direct Reports:

- > Nil

Key Relationships/ Interactions:

- > The Staff Specialist reports to the Medical Director, Division of Paediatric Medicine via the Medical Unit Head, Department of General Medicine.
- > Works in close liaison with Allied Health, senior nursing staff, other psychiatry and surgical specialists and other health professionals in a collaborative manner.
- > Supervise the clinical practice of allocated trainee medical officers and medical students.

Challenges associated with Role:

Major challenges currently associated with the role include:

- > To ensure General Medicine services at the WCHN are delivered to best practice standard, and improve health outcomes.
- > Establish and maintain strong links within and external to WCHN, and on a state-wide and national level.
- > Strengthen and expand secondary and tertiary health care services within a population health approach, focusing on inequity, health promotion and early intervention.
- > Ensure continuity with disability, rehabilitation and allied health services and improve integration across the continuum of care.
- > To value and respect the needs and contributions of WCHN Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence.
- > To value and respect the different cultural practices of our patients and parents from immigrant families as well as ensuring complete understanding of issues when they are not English speaking.

Delegations:
> As per WCHN Delegations Manual.
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:
<p>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:</p> <ul style="list-style-type: none"> > <i>Work Health and Safety Act 2012 (SA)</i> and when relevant WHS Defined Officers must meet due diligence requirements. > <i>Return to Work Act 2014 (SA)</i>, facilitating the recovery, maintenance or early return to work of employees with work related injury / illness. > Meet immunisation requirements as outlined by the <i>Immunisation Guidelines for Health Care Workers in South Australia 2014</i>. > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation). > <i>Children's Protection Act 1993 (Cth)</i> – 'Notification of Abuse or Neglect'. > Disability Discrimination. > Code of Fair Information Practice. > Relevant Awards, Enterprise Agreements, <i>Public Sector Act 2009</i>, 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:
<ul style="list-style-type: none"> > 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:
<ul style="list-style-type: none"> > 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. Existing employees who have undertaken a Police Check and are cleared and then subsequently charged with an offence are required to inform their Line Manager immediately. > As a state-wide service, WCHN employees may be required to undertake work at various locations in metropolitan Adelaide, and provide outreach to other parts of South Australia (the latter in consultation with the incumbent of the role). > 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. > Participating in an after-hours on-call roster. > The Women's and Children's Health Network requires that all medical staff fulfil their obligations in respect of meeting standards of professional practice including as required by: <ul style="list-style-type: none"> • Relevant State and Federal Legislation; • Medical Board of South Australia; • Credentialing and Scope of Clinical Practice for Medical and Dental staff; • The relevant professional specialist college guidelines; and • Medical Board of South Australia Code of Professional Conduct – Good Medical Practice as varied from time to time. • Rights to Private Practice in accordance with the Private Practice Agreement. • Requirement to participate in Specialty College CPD programs and recertification as applicable depending on nature of qualifications covering Paediatrics. > Intra and interstate travel will be required. > Some out of hours work will be required.

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Provision of high standard clinical services to patients using evidence based practice.	<ul style="list-style-type: none"> > The provision of a high standard of clinical practice through adherence to policies, protocols and procedures. > Active participation in clinical review programmes to monitor standards of practice and ensure the maintenance of quality outcomes. > The provision of effective and efficient medical services to inpatients, outpatients and community across the spectrum of general paediatric medicine – including acute care, chronic multidisciplinary care, management of undifferentiated illness and development and behavioural disorders. > Clinical indicators are developed and met for performance within the service. > Clinical records are maintained in accordance with organisational policy. > Development of partnerships both internal and external to support quality patient needs and outcomes.
Encourage and foster a positive culture and safe work environment.	<ul style="list-style-type: none"> > A team environment, which promotes positivity, learning and development, safety and welfare of employees, acknowledges differences, and encourages creativity, innovation and honesty. > Team members develop a positive approach and commitment to patient service. > A positive team is maintained by actively dealing with conflict and inappropriate behaviours expediently and effectively.
Ensure undergraduate and postgraduate training in adolescent medicine.	<ul style="list-style-type: none"> > Contribution to and facilitation of continuing education programmes. > Junior medical staff are provided with opportunities for learning and education and appropriate teaching support. > Medical undergraduates and trainee medical officers have their performance assessed/appraised. > Other health professionals are provided with opportunities for learning and education in General Medicine.
Contribution to advances in knowledge in the specialty.	<ul style="list-style-type: none"> > Research initiatives are co-ordinated and planned. > Initiate, support and contribute to clinical research initiatives within the specialty area. > Participation in multi-centre research trials.
Leading the unit and participating in quality management, quality assurance and risk management activities and ongoing improvement of services.	<ul style="list-style-type: none"> > Continuously reviewing existing practices and promoting change where required. > Contribute to the development of practice guidelines, protocols and quality indicators. > Clinical risks are assessed and appropriate corrective strategies are developed.
Contribution to the ongoing review of Credentialing & Scope of Clinical Practice for medical staff.	<ul style="list-style-type: none"> > Ensuring that appropriate credentials and a defined scope of practice is maintained and participating in regular reviews.

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.

Personal Abilities/Aptitudes/Skills:

- > Well-developed interpersonal and communication skills (written and verbal), including the ability to work with individuals and families for positive health outcomes and to foster productive working relationships both internally and externally.
- > Demonstrated commitment to providing a quality service to the patient.

Experience:

- > Experience in the provision of General Medicine services to clients (patients and families).
- > Experience in a large public hospital and in community settings.
- > Experience in teaching at an undergraduate and postgraduate level.
- > Experience in developmental and behavioural assessments.

Knowledge:

- > Knowledge of administrative policies and practices of a large public hospital.
- > Knowledge of contemporary practice, issues and research in relation to Paediatric medicine.
- > Knowledge of the principles and practice of WHS, Equal Opportunity, the Public Sector Act 2009, Code of Ethics and diversity appropriate to the requirements of the position.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications:

- > FRACP in General Paediatrics
- > Recognised as an accredited Specialist by a Specialist Advisory Committee (or equivalent) of the Royal Australasian College of Physicians.
- > Proof of current participation in Specialty College CPD programs
- > Additional and relevant postgraduate tertiary qualifications.

Personal Abilities/Aptitudes/Skills:

- > Skill in problem solving and decision making at a senior level.
- > High level skills in negotiation and mediation.
- > Leadership, management and motivational skills to maximise individual and team performance.
- > Demonstrated ability to be adaptable to change.

Experience:

- > Experience in General Medicine at a Consultant level.
- > Experience in leading and coordinating multidisciplinary teams.
- > Managing a team to achieve specific outcomes.
- > Involvement in research initiatives.
- > Experience in quality improvement activities.

Knowledge:

- > Sound knowledge of clinical resource management.

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:

The Women's and Children's Health Network (WCHN) was established to promote, maintain and restore the health of women, children and young people in South Australia. The Service plans, develops and coordinates health services as part of an integrated health system.

The Women's and Children's Health Network efficiently conducts and manages, within its identified resources, health services for children, young people and women, including:

- > Specialist hospital services
- > Primary health care and population health programs
- > Integrated community care services
- > Services to address the health and wellbeing of particular populations, including Aboriginal Health Programs
- > Education and training programs
- > Research.

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.

Domestic and Family Violence

The WCHN recognises violence against women as a human rights issue that must be addressed in the workplace, and is committed to a zero tolerance policy towards violence against women in the workplace. Accordingly employees must appropriately report and respond to any such acts in the workplace, and make available appropriate support to employees who may be experiencing violence in the community.

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:



Women's and Children's Health Network Strategic Plan 2011–2017



Vision

Better health for children, young people and women.

Purpose

To provide quality health services for children, young people and women.

Values

These values will be demonstrated through everything we do:

- > **Respect** for our clients, patients, colleagues and communities
- > Act with **integrity, honesty** and **accountability**
- > Improve our services and care through **innovation**, learning, experience and research.

Strategic Goals

Goal 1: Provide quality health care to our patients, clients, and communities.

Goal 2: Provide effective systems and processes to support delivery of our health services.

Goal 3: Prioritise and allocate resources and infrastructure to best meet health needs.

Goal 4: Build and support our people, culture and capability.

Patients, Clients, Communities

Goal 1: Provide quality health care to our patients, clients, and communities.

To achieve our vision, the key outcomes we must deliver are:

- > Contribute to the population's health and wellbeing
- > Improve opportunities to prevent illness and promote health
- > Reduce the gap between Aboriginal and non-Aboriginal health and wellbeing
- > Provide specialist services
- > Improve equity of access to health services

Systems and Processes

Goal 2: Provide effective systems and processes to support delivery of our health services.

To deliver the required community outcomes, we need to achieve:

- > Person-centred care and continuous service review
- > Safe and evidenced based healthcare
- > Illness prevention and health promotion across all service areas
- > Organisational risk management
- > Quality and integrated health care
- > Leadership in specialist services for the state
- > Community engagement
- > Strong partnerships

Resources and Infrastructure

Goal 3: Manage resources and infrastructure to best meet health needs.

To deliver the required community outcomes, we need to:

- > Prioritise and allocate resources and infrastructure
- > Efficiently utilise current resources
- > Effectively manage resources and assets for maximum benefit
- > Plan for future needs based on evidence and best practice

Our People, Culture and Capability *(Employees, Volunteers and Contracted)*

Goal 4: Build and support our people, culture and capability.

To achieve the desired outcomes and sustain our ability to change and improve, we need to:

- > Always demonstrate our shared organisational values and culture of service
- > Attract and retain the required high quality staff
- > Develop competence, capability, individual accountability and performance
- > Ensure a safe working environment
- > Demonstrate innovative healthcare
- > Foster teamwork