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## SA Health Job Pack

Job Title	Consultant Radiologist - Campus Clinical Head
Job Number	622593
Applications Closing Date	8/9/2017
Region / Division	SA Health - Central Adelaide Local Health Network
Health Service	SA Medical Imaging
Location	Various
Classification	MD2
Job Status	Full 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](http://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

<b>Role Title:</b>	Campus Clinical Head
<b>Classification Code:</b>	Senior Medical Consultant (MD02); Large Unit Allowance
<b>LHN/ HN/ SAAS/ DHA:</b>	Statewide Clinical Support Services
<b>Service</b>	SA Medical Imaging
<b>Division:</b>	RAH
<b>Role reports to:</b>	Clinical Director, SA Medical Imaging (SAMI)
<b>Role Created/ Reviewed Date:</b>	Revised 11 January 2017

### 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 Medical Imaging at the site including:

- > Efficient and effective management of SAMI resources (human, financial and capital).
- > Direct line management of SAMI medical staff.
- > Liaison with the Chief Operating Officer (COO) and site based leadership teams regarding service provision.
- > Representing SAMI at campus meetings (e.g. hospital clinical governance, management team).
- > Liaison with clinicians and referrers regarding service provision issues and ensuring that SAMI service delivery and systems are in accordance with SAMI'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 financial and other objectives.
- > Oversight of quality and safety of SAMI services, of training and development and of imaging research at the site.

The Clinical Head will carry a significant 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:

Radiologists  
Campus Operations Manager

### Key Relationships/ Interactions:

#### Internal to SAMI

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.

Radiologists and the Campus Operations Manager report directly to the Campus Clinical Head. The incumbent has line management responsibility for all SAMI non-medical staff through the Campus Operations Manager.

The working relationship with the Campus Operations Manager (COM) is of particular significance for day-to-day functioning of the campus. There is strong expectation of a partnership that utilises the skills of both the CCH and COM to maximum advantage, and demonstrates to the wider team a respectful and collaborative approach to leadership and management.

#### External to SAMI

The incumbent is the SAMI representative for matters relating to Radiology. They are expected to collaborate with key senior level staff at the campus such as the Chief Operating Officer (COO), as well as maintaining a strong working relationship with referrers to the Radiology Service.

### Challenges associated with Role:

Major challenges currently associated with the role include:

- > Management of a Medical Imaging service that requires growth in order to address the clinical service delivery needs of the Southern Adelaide Local Health Network in an environment of resource limitation.
- > Managing the balance between site related interests whilst prioritising the strategic and operational requirements of SA Medical Imaging.

### 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 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 (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.
- > 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.

#### Special Conditions:

- > Appointment is subject to a satisfactory Criminal History Screening Process 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.
- >

#### Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
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<p>Ensure the efficient and effective provision of Medical Imaging services within the Royal Adelaide Hospital in accordance with SAMI corporate and business strategies by working collaboratively with the RAH Campus Operations Manager and other staff</p>	<ul style="list-style-type: none"> <li>&gt; Provide strategic, clinical and operational leadership to Medical Imaging services at RAH including provision of high quality clinical services, teaching and research in accordance with professional standards.</li> <li>&gt; Direct SAMI services at the campus through the line management of discipline and site-based Medical Imaging services, including performance management of direct reports (as required).</li> <li>&gt; Ensure that rostering of Radiology medical staff at the site meets both SAMI's and the sites requirements.</li> <li>&gt; Undertake performance development reviews of Radiologists from a clinical and service delivery perspective and ensure that a strong culture of performance development exists and is supported.</li> <li>&gt; Liaise and work closely with the Campus Operations Manager in order to achieve key outcomes and activities.</li> <li>&gt; Liaise with the Chief Operating Officer of Central Adelaide Local Health Network (CALHN) regarding alignment of service provision between SAMI and the hospital.</li> <li>&gt; Ensure Medical Imaging is represented at clinical and non-clinical on-site meetings (e.g. hospital clinical governance, management team, accreditation, work health and safety).</li> <li>&gt; Liaise with clinicians and referrers regarding service provision issues and ensure adequate service delivery and engagement between Medical Imaging and referrers (e.g. support for multidisciplinary team meetings) preparation of documentation such as memos, letters, briefings and submissions as required to meet objectives.</li> <li>&gt; Liaise effectively with all members of the SAMI Executive Management Team (EMT).</li> </ul>
<p>Contribute to the effective and efficient operation of SA Medical Imaging</p>	<ul style="list-style-type: none"> <li>&gt; Lead the development and implementation of appropriate clinical/operational/strategic business plans and processes for imaging services in keeping with SAMI strategic and operational requirements.</li> <li>&gt; 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.</li> <li>&gt; Contribute to the development and monitoring of service level agreements of SAMI with the Central Adelaide Local Health Network (CALHN).</li> <li>&gt; Ensure compliance with the requirements of the service agreement between SAMI and the CALHN with regards to standards and outcomes of services.</li> <li>&gt; Ensure that SAMI'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 the hospitals.</li> <li>&gt; Ensure optimal utilisation of human and financial resources and that a high standard of Human Resource management (recruitment, development, performance management, succession</li> </ul>

	<p>planning and occupational health and safety) is maintained across SAMI services and is consistent with public sector standards.</p> <ul style="list-style-type: none"> <li>&gt; Undertake relevant SAMI projects/activities as directed.</li> <li>&gt; Co-ordinate the dissemination of appropriate information.</li> <li>&gt; Liaise with internal and external organisations/individuals as required.</li> </ul>
Contribute to clinical service provision within SAMI	<ul style="list-style-type: none"> <li>&gt; Provide appropriate Medical Imaging services to patients according to the clinical roster and across a wide range of modalities (e.g. ultrasound, CT, MRI and basic interventional procedures).</li> <li>&gt; Coordinate and provide follow up care of patients where appropriate.</li> <li>&gt; Contribute to the after-hours on-call service.</li> <li>&gt; Adhere to guidelines as provided in relevant SAMI documentation.</li> <li>&gt; Attend and chair clinical and departmental meetings as required.</li> <li>&gt; Participate in departmental peer review and audit activities.</li> <li>&gt; Continuously reviewing existing practices and promoting change where required.</li> <li>&gt; Participate in quality assurance programs undertaken by CALHN.</li> <li>&gt; Participate in College-based programs directed towards maintaining the highest standards of professional care.</li> <li>&gt; Ensure consumers are able to exercise their rights and responsibilities.</li> <li>&gt; Ensure that patients and families are given adequate information upon which to base treatment decisions and follow up.</li> <li>&gt; Being responsive to complaints from patients and their relatives.</li> <li>&gt; Work harmoniously with all members of the clinical team.</li> <li>&gt; Participate in the education and assessment of radiology trainees, other junior staff and students.</li> </ul>

## Knowledge, Skills and Experience

### **ESSENTIAL MINIMUM REQUIREMENTS**

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

- > Appropriate specialist qualifications.
- > Registrable as a specialist in Diagnostic Radiology with AHPRA/Medical Board of Australia.

#### **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, 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.
- > Demonstrated ability to resolve conflict, solve problems and conduct difficult negotiations to achieve favourable outcomes.
- > Demonstrated ability to work effectively in a team environment and achieve agreed outcomes.

- > Ability to adapt to workplace change.
- > Ability to prioritise work and meet agreed deadlines.
- > Demonstrated ability to maintain confidentiality.
- > Ability to deploy effective interpersonal skills, especially in conflict situations.
- > Demonstrated ability to provide a range of client centred services.
- > Capacity to teach and supervise trainees in Medical Imaging.

### **Experience**

- > Proven experience and competence in a broad range of Medical Imaging modalities including ultrasound, CT, MRI and basic interventional techniques.
- > Experience in leadership in the Medical Imaging sector.
- > 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.

### **Knowledge**

- > In depth knowledge of contemporary Medical Imaging practice.
- > 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.

## **DESIRABLE CHARACTERISTICS**

### **Educational/Vocational Qualifications**

- > Post graduate degree in research.

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

- > Ability to establish and manage databases and/or excel spread sheets using Excel and Access software.

### **Experience**

- > Demonstrated ability to define and oversee the processes required to achieve increased efficiencies in the delivery of Medical Imaging 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 radiology trainees.
- > Experience in research and research management.
- > Experience in the management of commercial/business contracts.

### **Knowledge**

- > An understanding of emerging directions with health services, nationally and internationally



## 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 (CALHN), 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:

Statewide Clinical Support Services (SCSS) is a Business Unit within CALHN. The SCSS Group Executive Director is responsible for leadership and management of SAMI, SA Pharmacy and SA Pathology. The SCSS Group Executive Director is a member of Portfolio Executive, the peak decision making body within SA Health, consistent with the LHN CEOs.

SA Medical Imaging (SAMI) has been created with the goal of:

- Providing a comprehensive and unified Medical Imaging service to the public health system in South Australia.
- Improving efficiency.
- Providing a more cohesive, consistent, and accessible state wide service.

SAMI became operational on 1 July 2012, and is working towards the above goals.

SAMI has responsibility for both in-sourced and out-sourced public Medical Imaging services across South Australia.

Central Adelaide Local Health Network (CALHN) is responsible for promoting and improving the health of central metropolitan Adelaide and the broader community by providing integrated health care and hospital services.

Central Adelaide LHN brings together the hospitals of (Royal Adelaide Hospital (RAH) as a major tertiary facility, The Queen Elizabeth Hospital (TQEH) as a general hospital, and our rehabilitation hospitals Hampstead Rehabilitation Centre (HRC) and St Margaret's Rehabilitation Hospital (SMRH), and a significant number of mental health and primary health care services. Central Adelaide LHN also governs a number of statewide services including SA Dental Service, SA Prison Health Service, BreastScreen SA and DonatLife SA, and has financial administrative responsibility for Statewide Clinical Support Services incorporating SA Pathology, SA Medical Imaging and SA Pharmacy.

## 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:**