



ROLE DESCRIPTION

Role Title:	Craniofacial Unit Registrar
Classification Code:	MDP2
LHN/ HN/ SAAS/ DHA:	WCHN & CALHN
Hospital/ Service/ Cluster	Women's and Children's Hospital primary site Royal Adelaide Hospital training and On Call
Division:	Surgical Services
Department/Section / Unit/ Ward:	Cleft and Craniofacial SA
Role reports to:	Medical Unit Head
Role Created/ Reviewed Date:	July 2022
Criminal History Clearance Requirements:	Working with Children Check (issued by DHS) National Police Check (issued by approved provider) If applicable - NDIS Worker Check (issued by NDIS Commission)
Immunisation Risk Category	<input checked="" type="checkbox"/> Category A (direct contact with blood or body substances) <input type="checkbox"/> Category B (indirect contact with blood or body substances)

ROLE CONTEXT

Primary Objective(s) of role:

The Craniofacial Registrar will:

- > Contribute to the clinical care of inpatients and outpatients who are under the care of the Cleft and Craniofacial SA at the WCH and RAH under consultant supervision.
- > Demonstrate a commitment to clinical teaching and participate in associated research projects.

Direct Reports:

- > N/A

Key Relationships/ Interactions:

Internal

- > Reports to the Medical Unit Head (or delegate) for day-to-day clinical/non clinical issues, the designated Director of Training for educational/training issues, and liaises with the TMO Operational Unit Manager for non-clinical issues (e.g. rostering, leave etc.)
- > Works collaboratively with consultants, nursing staff, TMOs, other medical specialists and health professionals to achieve high quality service provision for patients of Women's and Children's Hospital and Royal Adelaide Hospital
- > Participates in training opportunities, both as trainer and student, in formal and informal training environments
- > Provides day to day supervision and training to junior staff (interns, Resident Medical Officers)

External

- > Works collaboratively with consultants, nursing staff and allied health staff from other specialties as a part of the multidisciplinary team.

Challenges associated with Role:

Major challenges currently associated with the role include:

- > This position includes rotational shift work, including after hours and weekends where direct supervision may not be available at all times.
- > Time management skills will be required to deal with competing demands such as attendance at training/educational sessions that conflict with busy periods on duty.
- > The ability to communicate with patients from diverse cultural backgrounds, (and their carers) who may be stressed and anxious in an unfamiliar environment will be needed

Delegations:

- > Nil

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 including completion of a formal term assessment form by the Term Supervisor each term.

The Registrar will be required to:

- > participate in ongoing reviews of clinical practice (as per the conditions of limited registration, where applicable)
- > participate in continuing medical education and professional development
- > maintain professional competence
- > ensure that clinical decisions made are within the scope of the position and the Registrar's personal skills, experience and competency levels

Regular placement reports provided by supervisors and clinical educators will include evidence of learning outcomes achieved and skills/experience gained.

General Requirements:

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Directives, Determinations and Guidelines, 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 for Health Care Workers in South Australia Policy Directive*.
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > *Children and Young People (Safety) Act 2017 (SA)* 'Notification of Abuse or Neglect'.
- > Disability Discrimination.
- > *Independent Commissioner Against Corruption Act 2012 (SA)*.
- > *Information Privacy Principles Instruction*.
- > 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.
- > May be responsible for supervision and oversight of volunteers assigned within the department, in collaboration with the WCHN Volunteer Unit. Refer to Volunteer Engagement and Management Procedure

The SA Health workforce contributes to the safety and quality of patient care by adhering to the South Australian Charter of Health Care Rights, understanding the intent of the National Safety and Quality Health Service Standards and participating in quality improvement activities as necessary.

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.

Special Conditions:

- > It is mandatory that no person, whether or not already working in SA Health, may be appointed to a position in SA Health unless they have provided a satisfactory current Criminal and Relevant History Screening, as required by the SA Health Criminal and Relevant History Screening Policy Directive.
- > For appointment in a Prescribed Position under the Child Safety (Prohibited Persons) Act (2016), a current Working with Children Check (WWCC) is required from the Department for Human Services Screening Unit. For other positions, a satisfactory National Police Certificate (NPC) assessment is required.
- > For 'Prescribed Positions' under the Child Safety (Prohibited Persons) Act (2016), the individual's WWCCs must be renewed every 5 years from the date of issue; and for 'Approved Aged Care Provider Positions' every 3 years from date of issue as required by the Accountability Principles 2014 issued pursuant to the Aged Care Act 1997 (Cth).
- > Appointment is subject to **immunisation risk category requirements** (see page 1). There may be ongoing immunisation requirements that must be met.
- > 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.
- > All employees required to complete timesheets must forward their timesheet to their manager, within two weeks from the period worked, to enable their manager to authorise that this is a true and accurate record of hours worked by the employee.
- > This Role Description provides an indication of the type of duties you will be engaged to perform. You may be lawfully directed to perform any duties that a person with your skills and abilities would reasonably be expected to perform.
- > 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:
 - 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

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.

Zero Tolerance to Racism:

The Women's and Children's Health Network has zero tolerance to racism. The Network is committed to ensuring its staff, volunteers, consumers and visitors are able to work or access health services in an environment that is culturally safe and free from any form of racism or discrimination.

Our staff are supported to address any form of racism in all environments, in line with our Corporate Procedure: ***Zero Tolerance to Racism – Identifying, Responding, and Managing in the Workplace.***

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Outpatient, Inpatient, and Emergency care	<ul style="list-style-type: none"> > Participation by the Advanced Trainee/Registrar in Outpatient Clinics of the unit rotation. > Assessment and management of new patients undertaken, in consultation with the supervising Consultant. > Review and follow up of ward patients admitted through Outpatient Clinics. > Supervision of the care provided by TMOs will be provided. > Advanced Trainee/Registrar participation in all duties associated with inpatients, including assessment of new admissions, care coordination, management of the day to day progress of assigned patients in the ward, discharge and follow up arrangements, during rostered hours of duty. > Appropriate consultation with senior nursing staff, supervising Consultant and other relevant staff will be undertaken. > Supervision of the care provided by TMOs will be provided. > Participation of customers in their care planning will be facilitated. > Assessment and management of acute paediatric, neonatal and/or obstetric emergencies will be undertaken by the Advanced Trainee/Registrar. > Appropriate ongoing patient management will be arranged, in consultation with the relevant on-call Advanced Trainee/Registrar and Unit Consultant staff. > Participation in the Paediatric Trauma Service (if applicable) and the Paediatric Retrieval Service that includes coordinating transport/retrieval as necessary and providing advice to clinicians in regional and remote centres, in conjunction with the PICU Consultant. > Emergency and routine patient care procedures will be performed under supervision consistent with level of training and experience. Depending on the specific appointment, procedures may include but not be limited to the following: obstetrics (including vaginal examinations, normal vaginal deliveries, assistance at instrumental and caesarean deliveries, repair of vaginal tears and episiotomy), intravenous and intra-arterial cannulation, chest tube insertion, endotracheal intubation, lumbar puncture, surgical operations, reduction of fractures etc.
Professional Responsibilities	<p>Ensure that service provision and the activities of the Division are customer focussed and professionally and effectively conducted by contributing to the development of an integrated team approach and culture which is highly responsive to the needs of business partners and external clients by:</p> <ul style="list-style-type: none"> > Ensuring patients and their families are able to exercise their rights and responsibilities. > Ensuring that patients/families are given adequate information upon which to base treatment decision and follow-up. > Being responsive to patient and relative complaints. > Demonstrating knowledge and commitment to patient rights and responsibilities with regard to health care provision. > Lead, develop and foster a positive work culture which is based on SA Health's values and promotes customer service, learning and development, safety and welfare of employees, acknowledges differences, and encourages creativity and innovation. > Ensuring WCHLN will meet its legal responsibilities with regard to patient record keeping by ensuring case notes and discharge summaries are accurate, concise, legible, signed and completed in a timely manner. > Provide support for the department through involvement in the non-clinical activities described below, including management areas such as preparation of the registrar roster.

Education and Training	<ul style="list-style-type: none"> > Gain the necessary knowledge and skills to provide safe & effective care for children in general surgery or medicine > Provide support for the department through involvement in the non-clinical activities including management areas such as preparation of the registrar roster > Participate in relevant teaching programs > Undertake Professional development opportunities > Presentation of case studies to other TMOs > Attend Grand Rounds, Medical Rounds and other training opportunities provided
Research	<p>The Registrar will participate in clinical and scientific research related to the Department by:</p> <ul style="list-style-type: none"> > Contributing to studies being undertaken > Developing areas of special interest > Proposing and developing research initiatives > Participating in the clinical audit activities of the Unit > Ensure all research is conducted within ethical guidelines
Quality management and continuous Improvement of practice and service delivery	<p>Required to participate and demonstrate a commitment to quality management and ongoing improvement(s) of the Department's services by:</p> <ul style="list-style-type: none"> > Maintaining and demonstrating commitment to Continuing Medical Education > Participation in a recognised program of continuing medical education > Continuously reviewing existing practices and to promote change where required. > Supporting the development of practice guidelines, protocols and quality indicators.
Contribute to a positive team culture and safe work environment	<ul style="list-style-type: none"> > Contribute to a team environment that promotes positivity, learning and development, safety and welfare of employees, acknowledges differences and encourages creativity, innovation and honesty. > Role models a positive approach and commitment to customer service. > Voices views and concerns in a constructive manner. > Accept principles of mutual responsibility and respect. > Support other members of the department in equitable access to limited resources in areas such as annual leave or attendance at meetings > OHS&W guidelines implemented and followed.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- > MBBS or equivalent
- > Registrable with the Medical Board of South Australia as a Medical Practitioner

Personal Abilities/Aptitudes/Skills:

- > Clinical skills appropriate for the duties performed in the work unit
- > Ability to work as an effective team member in a multi-disciplinary environment
- > Ability to communicate effectively with customers and other staff
- > Ability to work under stressful conditions and/or high workloads
- > Problem solving and decision making skills (both clinical and individual)
- > Ability to remain positive and adapt to change
- > Commitment to client(and parent/carer) participation in care
- > Commitment to quality management philosophy and devolved responsibility
- > Willingness to incorporate suggestions/feedback/complaints into personal improvement

Experience:

- > Minimum 4 years satisfactory experience as an Intern/Resident Medical Officer/Registrar in a recognised teaching hospital and some experience as an Advanced Trainee

Knowledge:

- > Broad knowledge in the field of Craniomaxillofacial surgery

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- > Advanced Trainee/Registrars will have a chosen career path in Craniomaxillofacial surgery
- > An FRACS or equivalent is highly desirable
- > A higher degree (MD or PhD) is highly desirable

Experience:

- > Participation in Research and Education Programs
- > Involvement in postgraduate and/or undergraduate education
- > Involvement in health administration

Knowledge:

- > Knowledge of health care in the public and private sectors
- > Understanding of the philosophy/principles/goals of the Children, Youth & Women's Health Service

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 Wellbeing.

The legal entities include but are not limited to Department for Health and Wellbeing, 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.

The Division of Surgical Services coordinates and manages support to the surgical departments and units of the WCH. The hospital is the main referral centre for complex paediatric surgical conditions for South Australia, the Northern Territory and some regional centres in Western Victoria and Western New South Wales and supports a clinical and basic science research and teaching program.

Specialised Surgery Departments within Surgical Services at the WCH are:

- Burns service
- Craniofacial
- Dental
- Ear nose and throat (including Audiology)
- General paediatric surgery (including: Urology, Thoracic, Stomal therapy)
- Neurosurgery
- Neonatal surgery
- Ophthalmology
- Orthopaedics (including Complex spinal cases)
- Plastics
- Theatres (Rogerson and Queen Victoria Operating Suites)

- Wards (Newland and Kate Hill)
- Paediatric Surgical Ambulatory Service

The Registrar will have a workload that is focused on craniofacial surgical cases.

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 & Children's Health Network

Accountability – what does it mean for me?

Within WCHN everyone is accountable for their contribution to the safety and quality of care delivered to consumers.

Consumers

Consumers and their families participate as partners to the extent that they choose. These partnerships can be in their own care, and in organisational design and governance.

Staff including Contractors, Locums, Agency, Students and Volunteers

All staff (as described above) have a role in the delivery of safe, high quality care to consumers, and are expected to perform their roles with diligence; and with a person-centred approach to the best of their ability. It is the responsibility of all staff to raise concerns when it is recognised that something is not right. Safety and quality is the responsibility of all staff, at all levels and across all locations.

Clinicians

All clinicians are accountable for the provision of competent, consistent, timely, safe, reliable, contemporary and person centred care within a defined scope of practice.

Clinicians work in teams with professionals from a variety of disciplines based on mutual respect and clear communication, with an understanding of responsibilities, capabilities, constraints and each other's scope of practice.

All clinicians are responsible for providing care that is person centred, evidence based and which focuses on safety through minimising risk while achieving optimal outcomes for consumers. This is helped by participating in clinical governance, in WCHN health and safety forums, fostering a learning environment and supporting other clinicians to provide high quality services which are safe.

Clinicians are expected to speak up when there are concerns about safety so that these can be rectified and learnt from. Clinicians are accountable for their own individual professional practice, including maintaining currency of credentialing, registration and professional practice.

Managers

Managers are accountable for implementing systems and practices that support high quality clinical practice. Managers oversee, guide and direct staff by providing leadership and advice ensuring appropriate clinical governance, continuous quality improvement, and leading safety programs. Managers develop, implement and monitor performance indicators for the identification, management and reporting of risk. Managers implement the Clinical Governance Framework; Consumer Engagement Framework and the requirements of the National Safety & Quality Standards within their areas of responsibility. Managers are expected to demonstrate diligence and honesty in the management of public resources.

Managers organise, direct and manage the performance of staff to meet operational requirements; implement and promote evidence based standards and policies that are compliant with relevant, professional, industrial and legislative requirements. Managers engage with and listen to staff, and create an environment where staff feel able to speak up in relation to concerns about safety. Managers address concerns raised and provide regular, ongoing feedback in the interests of improving care and safety.

Executive/Divisional Directors

Executive/Divisional Directors are accountable for embedding the Clinical Governance Framework; Consumer Engagement Framework and the requirements of the National Safety & Quality Standards into their areas of responsibility and providing assurance to the Executive and Board that these systems are in place and work effectively, all risks are known and mitigated and that staff understand their safety and quality responsibilities.

It is expected that those holding senior leadership positions will model the highest standards of ethical and professional behaviour.

WCHN Committees

WCHN Committees support Executive Directors to implement and evaluate organisational systems, support divisions to work together to identify and mitigate risk and continuously improve practice. They support the organisation to work as a single entity.

Chief Executive Officer

The Chief Executive has overall accountability for safety, care delivery, system governance and monitoring.

Board

The Board is accountable for governance, monitoring, compliance and ensuring the executive are discharging their responsibilities in managing the organisation.

Women's and Children's Health Network Strategy 2026

Four Strategic Priorities



Improved health and wellbeing of families and communities



Meaningful gains in Aboriginal health and wellbeing



Provide leading healthcare for women, babies, children and young people



Create one health network

Key Enablers

Effective communication

Consumer and community engagement

Culture and leadership

Engaged and capable workforce

Enabling technology

Research

Productive partnerships

Contemporary infrastructure

Financial sustainability

Continuous improvement and innovation

Mission To improve the health and wellbeing of families and communities by providing integrated care and support

Vision To be a leading and respected health network for women, babies, children, young people and their families

Values Compassion, Respect, Equity, Accountability, Together for Excellence

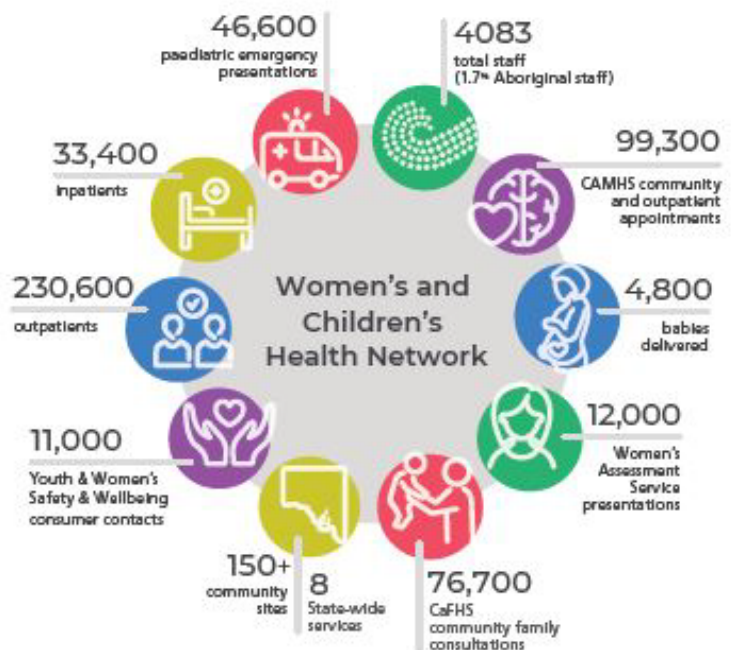
Our Story starts with our consumers and communities who are at the centre of everything that we do.

Our focus for the years ahead is to:

- Provide outstanding care and service
- Enhance our culture and leadership
- Design and deliver a new Women's and Children's Hospital
- Strengthen partnerships, expand innovation
- Through research, education and learning, inspire others, share specialist knowledge and deliver excellence in everything that we do
- Deliver an integrated WCHN

Our Way is underpinned by our agreed ways of working together that enable us as an organisation to:

- Share a common purpose and direction
- Use innovative and new ways to deliver our service
- Educate and support people to excel in the care that they give
- Grow and develop our current and future leaders
- Ensure that we have consistent behaviours and ways of working
- Implement processes and systems that are efficient and effective



State-wide services: Child and Family Health Service, Child and Adolescent Mental Health Service, Yarrow Place Rape and Sexual Assault Service, Disability Services, Child Protection Service, Metropolitan Youth Health, Women's Health Service, Women's Safety Strategy