



ROLE DESCRIPTION

Role Title:	Fellowship in Simulation / Clinical Emergency Medicine
Classification Code:	MDP2
LHN/ HN/ SAAS/ DHA:	Northern Adelaide Local Health Network
Hospital/ Service/ Cluster	Lyell McEwin Hospital and Modbury Hospital
Division:	Medical Services Directorate
Department/Section / Unit/ Ward:	Postgraduate Medical Education Unit, The University of Adelaide
Role reports to:	Director of Clinical Training
Role Created/ Reviewed Date:	
Criminal and Relevant History Screening:	<input checked="" type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Working with Children Check (WWCC) <input type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)
Immunisation Risk Category Requirements:	<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) <input type="checkbox"/> Category C (minimal patient contact)

ROLE CONTEXT

Primary Objective(s) of role:

- > The Simulation Medicine Fellowship is a combined clinical and teaching position.
- > The Simulation Medicine Fellowship comprises 0.5 FTE in Simulation Based Education in Adelaide Health Simulation, an accredited ACEM Specialist Skills Term at The University of Adelaide, and 0.5 FTE as a Trainee Medical Officer in the speciality training program of their choice
- > The 0.5 FTE clinical role is that of working in the division associated with their college training requirements, with responsibility for managing the care of all patients within the Division, in consultation with the responsible Consultants, Nurses and Allied Health professionals.
- > The incumbent actively contributes to continuous quality improvement and education activities.
- > The 0.5 FTE Simulation teaching role is undertaken in Adelaide Health Simulation at The University of Adelaide where the Simulation Medicine Fellow will contribute to the education of undergraduate and postgraduate clinicians (Nursing, Medicine and Health Science) suitable to their development as a Simulation Facilitator.
- > The simulation fellow will be expected to undertake a year-long research or equivalent scholarly project with the goal of publication and/or implementation. Support from Adelaide Health Simulation research lead is available.

Direct Reports:

- > Responsible to the Divisional Director in the division they choose.
- > Responsible to the Director, Adelaide Health Simulation.
- > Responsible to Director of Clinical Training, NALHN
- > Responsible for supervision of Medical Students, Interns and Junior Medical Officers in consultation with the Consultants.
- > Liaises with other units and divisions, The University of Adelaide and with other health providers in the community and hospital sector and with the broader community in pursuit of comprehensive patient care.
- > Professionally accountable to the Executive Director of Medical Services through the Divisional Director (Medical) and Head of Unit of their choice.

Key Relationships/ Interactions:Internal

- > Working within a multidisciplinary team, including nursing, allied health, other clinical support specialties and administrative staff.
- > Assisting NALHN in the development of a simulation program
- > Working within their division to drive continuous improvement by working with innovation and safety and quality teams
- > Educating the MDT in simulation events across NALHN.

External

- > Liaises with other Divisions and Services of NALHN, with other health providers in the community and hospital sector and with the broader community in the pursuit of comprehensive patient care.

Challenges associated with Role:

Major challenges currently associated with the role include:

- > Maintaining optimal communication with the team during complex and stressful situations
- > Physical and mental resilience to operate within a fast pace and complex environment
- > Development of a NALHN wide simulation program

Delegations:

- > Nil

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Quality Patient Care by:	<ul style="list-style-type: none"> > Maintaining a high standard of patient care. > Keeping high quality, readily accessible records of patient care. > Bringing any doubts or concerns to the attentions of the Consultant immediately. > Providing an effective and accurate clinical handover of patient care at the change of daily shifts and at the change of a clinical attachment. > Commencing discharge planning at the earliest opportunity ensuring drugs and equipment are ordered, post discharge management and undertaking follow-up in consultation with the patient's normal carers and General Practitioner. > Undertaking the writing of an accurate and timely discharge summary. > Implementing administrative procedures consistent with the duties of a registrar, including supervision of assessment, management and discharge planning. > Maintaining a high level of communication with patients and relatives appropriate to the circumstances. > Participating in the Divisional governance, research and teaching program.

<p>Contribute to Clinical Research:</p>	<ul style="list-style-type: none"> > Undertaking a 12-month research project with the goal of publication. > Assist and perform training of undergraduate and postgraduate clinicians. > Attend and actively participate in training courses to enable development of Simulation Based Education skills. > Undertake work at The University of Adelaide Simulation Centre.
<p>Quality Improvement:</p>	<ul style="list-style-type: none"> > Developing and establishing key performance indicators for all critical activities relevant to area of responsibility in accordance with the quality evaluation program. > Assisting in the identification, establishment and review of corporate and departmental performance standards and outcomes. > Participating actively and regularly in unit based and hospital wide training and educational sessions, both scheduled and opportunistic. > Participating in regular informal feedback process with Consultants and other Medical Practitioners. > Participating in both midterm and end of term assessment processes in a timely manner. > Participating in any remedial training activity as directed from formal and informal assessment processes. > Participating in an orientation to clinical and administrative responsibilities specific to the clinical unit, at the changeover of clinical rotations.
<p>Ensure Safe Working Environment at all times by:</p>	<ul style="list-style-type: none"> > Maintaining effective work practices. > Adopting procedures and practices which comply with the OHS&W Act. > Making proper use of all safeguards, safety devices and personal protective equipment (as required in undertaking the duties of the position). > Taking reasonable care to protect the health and safety of self and others. > Attending mandatory safety training programs.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- > Bachelor of Medicine; Bachelor of Surgery (MBBS) or equivalent, registrable with the Medical Board of Australia as a Medical Practitioner with General Registration.

Personal Abilities/Aptitudes/Skills:

- > High level of skills in negotiation and communication.
- > Genuine empathy for patients and their relatives/family.
- > Ability to communicate confidently and appropriately with patients and their family/relatives.
- > Ability to work as a team member and individually.
- > Ability to work under pressure without compromising patient care.
- > Competency in range of routine and common procedural critical care skills.
- > Skill in problem solving and decision making at both the clinical and individual level.
- > Commitment to quality management philosophy.
- > Ability to respond positively to change.
- > Enthusiasm and drive for continuous improvement and research.

Experience

- > Appropriate post-graduate experience.

Knowledge

- > Knowledge of contemporary medical practice and procedures appropriate to the level of the position.
- > Knowledge of investigations and treatments appropriate to the level of the position.
- > Knowledge of Occupational Health, Safety and Welfare principles and procedures.
- > Knowledge of Equal Employment Opportunity principles and procedures.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- > Nil

Personal Abilities/Aptitudes/Skills:

- > Presentation and reporting skills

Experience

- > Previous experience in research or willingness to undertake research activities.
- > Previous experience in teaching.

Knowledge

- > Nil

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. There may be ongoing immunisation requirements that must be met.
- > 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.

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)* maintaining your own health and safety and not place others at risk and comply with any reasonable instruction that is given to allow SA Health to comply with the WHS Act, 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.

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.

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.

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.

Cultural Commitment:

NALHN welcomes and respects Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. In acknowledgement of this, NALHN is committed to increasing the Aboriginal and Torres Strait Islander Workforce.

Resilience:

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

Organisational Context

SA Health

SA Health is committed to protecting and improving the health of all South Australians by providing leadership in health reform, public health services, health and medical research, policy development and planning, with an increased focus on wellbeing, illness prevention, early intervention and quality care.

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health, the Minister for Health & Wellbeing. The State Government has reformed the governance of SA Health, including establishing 10 Local Health Networks (LHNs), each with its own Governing Board.

These reforms have taken a staged approach, with the most significant changes to taking place from 1 July 2019 when the new Governing Boards become fully operational.

SA Health is comprised of the Department for Health and Wellbeing and the following legal entities:

- > Central Adelaide Local Health Network
- > **Northern Adelaide Local Health Network**
- > Southern Adelaide Local Health Network
- > Women's and Children's Health Network
- > Barossa Hills Fleurieu Local Health Network
- > Eyre and Far North Local Health Network
- > Flinders and Upper North Local Health Network
- > Riverland Mallee Coorong Local Health Network
- > Limestone Coast Local Health Network
- > Yorke and Northern Local Health Network
- > SA Ambulance Service

Northern Adelaide Local Health Network

The Northern Adelaide Local Health Network (NALHN) provides care to more than 400,000 people living in the northern metropolitan area of Adelaide as well as providing a number of state-wide services, and services to those in regional areas. NALHN works to ensure quality and timely delivery of health care, whilst building a highly skilled, engaged and resilient workforce based on a culture of collaboration, respect, integrity and accountability.

NALHN offers a range of primary health care services across the northern metropolitan area of Adelaide, with a focus on providing preventive and health promoting programs in the community, and transition and hospital substitution and avoidance programs targeted at chronic disease and frail aged.

Clinical leadership of care systems is central to the current national and state wide health reforms. NALHN care delivery is configured within clinical divisions that are patient-focused, clinically led groupings of services. Clinical Divisions are responsible for managing service delivery activities across NALHN campuses and units, bringing together empowered experts to directly make relevant decisions.

NALHN includes:

- > Lyell McEwin Hospital (LMH) - a 336-bed specialist referral public teaching hospital which has links to the University of Adelaide, University of South Australia and Flinders University. LMH provides a full range of high-quality medical, surgical, diagnostic, emergency and support services.
- > Modbury Hospital is a 174-bed, acute care teaching hospital that provides inpatient, outpatient, emergency services, Aged Care, Rehabilitation and Palliative Care. GP Plus Health Care Centres and Super Clinics
- > Aboriginal Health Services
- > Mental Health Services (including two statewide services – Forensics and Older Persons)
- > Sub-acute Services

The total operating budget for 23/24 for NALHN is \$1.02 bn with a workforce of 4,710 FTE / 6,325 head count.

NALHN Governing Board

The Governing Board members bring to NALHN a wealth of knowledge and experience across many areas.

NALHN is confident that with the support of our highly qualified Governing Board, NALHN will be well placed to achieve better health service decisions tailored to local needs and deliver a safe, high quality and financially sustainable LHN into the future.

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.

As a public sector employee, you have a responsibility to maintain ethical behaviour and professional integrity standards. It is expected that you act in accordance with the Code of Ethics, and contribute to a culture of integrity within SA Health.

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:

Version control and change history

Version	Date from	Date to	Amendment
V1	10/02/17	09/04/17	Original version.
V2	10/04/17	04/07/17	Safety & Quality statement in General Requirements.
V3	04/07/17	14/05/20	Minor formatting with order of information amended.
V4	15/05/20	19/10/2020	Organisation Context Updated
V5	20/10/2020	08/04/2021	Organisation Context Updated
V6	09/04/2021	20/12/2023	Financial Delegation Updated Management Position Clause Updated Code of Ethics Clause Updated
V7	21/12/2023		Special Conditions Updated General Requirements Updated Organisational Context Updated