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## SA Health Job Pack

Job Title	Advanced Trainee - Medical Oncology – Statewide 2020
Eligibility	Open to Everyone
Job Number	703365
Applications Closing Date	18/10/19
Region / Division	Central Adelaide Local Health Network
Health Service	The Royal Adelaide Hospital, The Queen Elizabeth Hospital, Flinders Medical Centre and Lyell McEwin Hospital
Location	Various locations
Classification	MDP-2
Job Status	Full-time temporary from 3/2/20 up to 31/1/21
Total Indicative Remuneration	\$95,302/\$154,699 (pro rata)

## Contact Details

Full name	Teresa Abela
Phone number	7074 2387
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## 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.

## Immunisation

### **Risk Category A (direct contact with blood or body substances)**

- This role carries specific immunisation requirements. To be eligible for appointment in this role you will be required to meet the immunisation requirements associated with Category A (direct contact with blood or body substances). [Please click here for further information on these requirements.](#)

## 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>	Advanced Trainee/Registrar		
<b>Classification Code:</b>	MDP2	<b>Position Number</b>	
<b>LHN/ HN/ SAAS/ DHA:</b>	CALH, SALHN and NALHN		
<b>Site/Directorate</b>	Royal Adelaide Hospital/Calvary, The Queen Elizabeth Hospital, Lyell McEwin Hospital and Flinders Medical Centre		
<b>Division:</b>	Cancer		
<b>Department/Section / Unit/ Ward:</b>	Medical Oncology		
<b>Role reports to:</b>	Director of Medical Oncology		
<b>Role Created/ Reviewed Date:</b>	October 2017		
<b>Criminal History Clearance Requirements:</b>	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) <input type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)		
<b>Immunisation Risk Category:</b>	<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:

Medical Oncology is committed to the achievement of best practice in the design and delivery of services to its patients. This involves the pursuit of quality improvement and innovation in every aspect of its operation.

Organisationally it requires structures and processes that:

- > achieve devolution of authority and responsibility as near as practicable to the point of service delivery,
- > establish clear lines of accountability and open the organisation to external scrutiny,
- > facilitate and promote a team approach on the part of staff to facilitate optimal service outcomes and greater patient satisfaction,
- > provide the opportunity for staff and customers to participate in the on-going evaluation of organisational performance and the determination of future directions.

In the provision of clinical services it requires that such services are:

- > based on evidence based practice,
- > benchmarked for best practice,
- > provided within a safety culture,
- > provided in a manner that is patient focussed.

In a training capacity contributes to the provision of clinical management of patients and supervision of intern staff to ensure that patients receive the best possible care within the objectives and philosophies of Royal Adelaide Hospital/Calvary, The Queen Elizabeth Hospital, Lyell McEwin Hospital and Flinders Medical Centre with a commitment to inpatient and ambulatory care, research, education and teaching.

#### **Direct Reports:**

Responsible to the Director of Medical Oncology and reports to Supervisor/s of Training in matters relating to professional development.

#### **Key Relationships/ Interactions:**

Will be required to collaborate closely with the Unit's Clinical Nurse Consultant, other medical specialists in the Unit and other senior health professionals of the Unit.

#### **Challenges associated with Role:**

Major challenges currently associated with the role include:

- > Participate in the Unit's after hour's on-call roster.
- > Prepared to attend relevant meetings and staff development/education activities as required.
- > Regular intra and interstate travel may be required to conduct outreach clinics.
- > Rotation at other sites may be required including Darwin.
- > Conditions of service are in accordance with the South Australian Salaried Medical Officers Award.
- > Maintaining medical board registration and producing appropriate documentation as directed by the hospital.
- > Actively participate in regular clinical and developmental assessment.

#### **Delegations:**

- > Nil

## KEY RESULT AREA AND RESPONSIBILITIES

Key Result Areas	Major Responsibilities
Contribute to the provision of safe, best practice clinical services to patients of, and referred to, the Unit by:	<ul style="list-style-type: none"> <li>&gt; Participating in multidisciplinary cancer care in collaboration with other units within each Cancer Centre and units treating cancer within other functional units in the hospital.</li> <li>&gt; Participating in relevant multidisciplinary meetings.</li> <li>&gt; Ensuring the appropriate documentation of clinical care in patients' medical records and ensuring the timely provision of discharge summaries, written specialist opinions and requested medical reports.</li> <li>&gt; Participating in administrative activities associated with the provision of clinical services.</li> <li>&gt; Fostering the development of community networks appropriate to the Unit's work.</li> </ul> <p>Adhere to departmental policies, protocols and procedures that ensure the provision of clinically acceptable practices.</p>
Contribute to activities that ensure the safety and quality of clinical services by:	<ul style="list-style-type: none"> <li>&gt; Supporting clinical improvement activities with the aim of achieving safe, evidence based, best practice clinical services. This will involve evaluation of clinical processes and service outcomes, including patient safety, identifying possible areas for improvement and implementing the required changes.</li> <li>&gt; Maintaining and implementing required changes.</li> <li>&gt; Actively supporting and contributing to risk management activities.</li> </ul>
Contribute to a patient focused approach in the provision of clinical services by:	<ul style="list-style-type: none"> <li>&gt; Adhering to and supporting practices that ensure patients' rights are respected.</li> <li>&gt; Investigating and addressing patient complaints in a positive, constructive manner.</li> <li>&gt; Maximising the participation of consumers in planning and evaluating services.</li> </ul>
Contribute to the Hospital achieving best practice in the design and delivery of clinical services to its patients by:	<ul style="list-style-type: none"> <li>&gt; Participating in relevant standing or ad hoc committees associated with the provision of clinical services.</li> <li>&gt; Contributing to the development of hospital-wide policies and procedures.</li> </ul>

## **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.
- > Eligible for registration with the Medical Board of Australia.
- > Two years post graduate training.

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

- > Demonstrated high standard of clinical practice.
- > Demonstrated professional integrity.
- > Demonstrated ability to work in a multidisciplinary team environment.
- > Demonstrated commitment to quality improvement.
- > Demonstrate ability to be adaptable to change.
- > Demonstrated communication skills (verbal and written).
- > Demonstrated documentation skills.

#### **Experience**

- > Clinical experience appropriate to the year of training.

#### **Knowledge**

- > Knowledge of appropriate clinical standards.
- > Knowledge of policies, protocols and procedures to ensure acceptable practices.

### **DESIRABLE CHARACTERISTICS**

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

- > Completion of Part One examination FRACP.

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

- > Demonstrated skills in communication with colleagues and patients.

#### **Experience**

- > Nil.

#### **Knowledge**

- > Knowledge of health unit structures and functions of a large hospital.
- > Knowledge of health unit, systems, policies, procedures and the inter-relationship of various hospital services and departments.
- > Knowledge of Equal Employment Opportunity and Occupational Health, Safety and Welfare principles.

### Special Conditions:

- > It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory Criminal and Relevant History Screening.
- > *Prescribed Positions* under the *Children's Protection Act (1993)* must obtain a satisfactory Criminal and Relevant History 'child-related' employment screening through the Screening and Licensing Unit, Department for Communities and Social Inclusion.
- > Criminal and Relevant History Screening must be renewed every 3 years thereafter from date of issue for 'Prescribed Positions' under the *Children's Protection Act 1993* or 'Approved Aged Care Provider Positions' as defined under the *Accountability Principles 2014* pursuant to the *Aged Care Act 2007* (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) and when relevant WHS Defined Officers must meet due diligence requirements.*
- > *Return to Work Act 2014 (SA), facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.*
- > *Meet immunisation requirements as outlined by the Immunisation Guidelines for Health Care Workers in South Australia 2014.*
- > *Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).*
- > *Children's Protection Act 1993 (Cth) – 'Notification of Abuse or Neglect'.*
- > *Disability Discrimination.*
- > *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.

### **Resilience:**

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



## 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, the Minister for Ageing, and the Minister for Mental Health and Substance Abuse.

The legal entities include but are not limited to the Central Adelaide Local Health Network Inc., Northern Adelaide Local Health Network Inc., Southern Adelaide Local Health Network Inc., Women's and Children's Health Network Inc., Country Health SA Local Health Network Inc. and SA Ambulance Service Inc.

### 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 Central, Southern and Northern Adelaide Cancer Directorates provide a wide range of cancer-related ambulatory and inpatient services and programs, including radiation oncology, to clients predominantly at the Royal Adelaide Hospital (RAH), The Queen Elizabeth Hospital (TQEH), Flinders Medical Centre (FMC) and Lyell McEwin Hospital (LMH). All hospitals provide inpatient, outpatient, emergency and state wide services to the Adelaide community and those from many regional and rural areas.

CALHN's purpose is to deliver quality and sustainable healthcare. While the delivery of high quality patient care is our number one priority, we face a significant challenge in achieving financial sustainability. A quality-assured financial recovery plan has been developed to meet these challenges. Through effective leadership and change management, the plan which is applicable to all Directorates and departments, will be implemented over the next three years.

## 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 understood the responsibilities associated with role, the organisational context and the values of SA Health as outlined within this document

**Name:**

**Signature:**

**Date:**