



ROLE DESCRIPTION

Role Title:	Advanced Trainee – General Medicine
Classification Code:	MDP2A or G – Medical Practitioner (level 4-8)
LHN/ HN/ SAAS/ DHA:	Northern Adelaide Local Health Network
Hospital/ Service/ Cluster	Lyell McEwin Hospital, Modbury Hospital
Division:	Medicine
Department/ Section / Unit/ Ward:	General Medicine
Role reports to:	Divisional Director (Medical), Division of Medicine
Role Created/ Reviewed Date:	May 2021, June 2022, May 2023
Criminal and Relevant History Screening:	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Working With Children Check (WWCC) (DHS) <input checked="" 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:

Northern Adelaide Local Health Network is committed to maintaining and improving the health and well-being of the people of South Australia by:

- > Providing a comprehensive range of high quality, accessible hospital and related services
- > Promoting the health of the general community and encouraging healthy behaviour on the part of the individual
- > Encouraging and supporting teaching and research

As a member of a multi-disciplinary team, the Advanced Trainee will support this mission by assuming the supervised, clinical management of patients under the direct care of that team.

Direct Reports:

- > The Advanced Trainee acts under the supervision of senior and/or specialist medical staff. The Advanced Trainee has a major role in supervision and assisting medical students and junior medical staff with their learning as well as assessment and treatment of patients.
- > Professionally responsible to the Divisional Director (Medical), Division of Medicine, NALHN
- > Responsible for supervision of resident medical staff and medical students in consultation with the HOU of General Medicine.
- > Liaises with other Divisions and services, other health providers in the community and hospital sector and with the broader community in the pursuit of comprehensive patient care.

Key Relationships/ Interactions:Internal

- > Ward rounds – In patients
- > Education & Training

External

- > Clinics – Out Patients
- > Education & Training

Challenges associated with Role:

Major challenges currently associated with the role include:

- > Nil noted

Delegations:

- > Nil Delegation

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Refining all areas of Clinical Practice	<ul style="list-style-type: none"> > Accepting clinical responsibility under gradually diminishing supervision. > Perfecting communication and counselling skills. > Using diagnostic and consultative services with discretion. > Perfecting an understanding of ethical and legal issues relating to medical practice. > Ongoing development of both personal and professional lives. > Learning and perfecting a range of procedural skills for independent specialist practice.
Specific duties include:	<ul style="list-style-type: none"> > Undertaking with care and skill, the supervised management of patients. > Making notification to a senior staff member, of a significant change in the condition of patients (or situations where the senior staff member has made it known of a wish to be notified). > Ensuring that junior medical staff maintain a habit of thorough and prompt documentation in the medical record, of the initial assessment, treatment, clinical progress and discharge summary. > Ensuring that one's own medical documentation skills attain a standard that is medico-legally acceptable. > Providing appropriate and timely emotional support to families of patients. > Maintaining good communication and liaison with other members of the team, as well as the patient's General Practitioner where indicated. > Perfecting appropriate behaviours when seeking another opinion, or for managing ongoing care, either as the requestor or the recipient of the request for a referral. > Continually updating and extending personal medical knowledge and skills by regular attendance at relevant clinical meetings and through personal study.
Contribute to teaching/training by:	<ul style="list-style-type: none"> > Contributing to medical teaching/training programs at undergraduate and postgraduate level. Providing timely feedback to junior medical staff.

	<ul style="list-style-type: none"> > Recognising that overseas-trained doctors may have particular learning and training difficulties and arranging for timely referral to supervising consultants.
Contribute to continuous evaluation and improvement of clinical services by:	<ul style="list-style-type: none"> > Supporting clinical improvement activities. > Partaking of audits and reviews of clinical services. > Actively engaging in accreditation processes.
Contribute to the efficient management of the financial and material resources of the Unit by:	<ul style="list-style-type: none"> > Using facilities, equipment and supplies in the most cost efficient manner.
Contribute to a patients focused approach in the provision of clinical care by:	<ul style="list-style-type: none"> > Adhering to and supporting practices that ensure patients' rights are respected.
Contribute to the adoption of responsive risk management practices by:	<ul style="list-style-type: none"> > Ensuring that junior medical staff are adequately supervised at all times. > Ensuring that oneself and junior medical staff are appropriately orientated to new areas. > Ensuring that oneself and junior medical staff are aware of protocols and guidelines relevant to the area. > Maintaining an awareness of "risk" in the clinical environment. > Actively supporting and contributing to risk management initiatives. > Reporting adverse patient incidents or "near misses" and encouraging junior medical staff to report same. > Supporting a culture of "openness" and "no blame".
Contribute to the provision of a safe, healthy and equitable work environment by:	<ul style="list-style-type: none"> > Reporting all staff accidents, incidents and near misses. > Complying with reasonable instructions or procedures aimed at protecting the health and safety of oneself and others. > Carrying out responsibilities as detailed in occupational health, safety and injury management policies and procedures. > Maintaining knowledge of and adhering to the principles and standards of equal employment opportunity legislation which ensures all employees in the workplace are treated in a fair and equitable manner, free from discrimination, bullying and harassment. > Providing a responsible handover of patients when going off duty. > Providing early notification of holiday and sick leave where possible. > Promptly answering pagers. > Being punctual, polite and appropriately dressed. > Ensuring an awareness of hospital and department policies, procedures, hours of duty. > Providing assistance where possible to other colleagues or when requested by senior staff. > Being mindful of own physical and emotional health and well-being.
Contribute to the safeguard of confidential information and intellectual property of the Hospital by:	<ul style="list-style-type: none"> > Adhering to the Hospital's and Department of Human Service's policy on confidentiality of patients information. > Adhering to the Hospital's policy on information technology security. > Adhering to the Hospital's policy on intellectual property.

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.
- > Must be eligible for registration as an advanced trainee in General and Acute Care Medicine.

Personal Abilities/Aptitudes/Skills:

- > Sound communication skills.
- > Ability to recognise personal and professional limitations and address these where appropriate.
- > A willingness to accept constructive feedback on performance or behaviour from any member of the organisation.
- > Demonstrated clinical competence.
- > Demonstrated understanding of time management and organisational skills.
- > Demonstrated personal and professional integrity.
- > Demonstrated respect for the members of a multi-disciplinary team.
- > Demonstrated commitment to quality improvement and safe practice.
- > Demonstrated ability to be adaptable to change.
- > Commitment to ongoing medical education
- > Ability to act as a role model for medical students and junior medical staff
- > High level skills in problem solving and decision making.

Experience:

- > As per recognised undergraduate medical program.
- > Appropriate post-graduate experience and completion of primary examination.

Knowledge:

- > Understanding of Work Health and Safety principles and procedures
- > Understanding of the Australian National Safety & Quality Health Service Standards.
- > Understanding of the rights and responsibilities of patients and their families.
- > Understanding of fundamental medico-legal issues.
- > Sound working knowledge of internal medicine.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications:

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Personal Abilities/Aptitudes/Skills:

- > Demonstrated leadership skills with excellent time management capabilities and able to work effectively within a multi-disciplinary team.
- > Ability to undertake research.

Experience:

- > Proven experience in basic computing skills, including email and word processing
- > Proven experience in medical dictation.

Knowledge:

- > Understanding of budgetary issues affecting the health system.

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: