

Position	General Trainee (Medical)
Classification	MDP2 (Level 2-3)
Division	Department of Health; CALHN, NALHN, SALHN
Department / Section / Unit / Ward	Rotating
Role reports to	Operationally: > Head of Unit Professionally: > Head of Unit
CHRIS 21 Position Number Various	Role Created / Review Date 01/05/2023
Criminal History Clearance Requirements <input type="checkbox"/> National Police Check <input checked="" type="checkbox"/> Child - Prescribed (Working with Children Check)	Immunisation Risk Category Category A (direct contact with blood or body substances)

JOB SPECIFICATION

Primary Objective(s) of role:

The General Trainee (Medical) is responsible for managing the integrated care of all patients allocated to rotations. This is done in consultation with the responsible Consultants, Registrars, Visiting Specialists, Nurses and Allied Health professionals (where relevant). The incumbent actively contributes to Continuous Quality Improvement activities and education activities.

Direct Reports: (List positions reporting directly to this position)

- > To the position – Nil.
- > Will be responsible for the supervision of medical students and Interns as directed by the Consultants and Registrars.

Key Relationships / Interactions:

Internal:

- > The General Trainee (Medical) is responsible to the relevant Head of Unit for the daily care of patients allocated to the department / unit.
- > Reports to the Consultants and Registrars of the current rotations for clinical matters.
- > Where relevant, in the case of Private Patients reports to the relevant Consultant or Senior Registrar (if delegated).
- > Will be responsible for the supervision of medical students and Interns as directed by the Consultant and / or Registrar.

External:

- > Liaises with other Directorates and Services, 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 a work/life balance while adhering to rostering expectations.
- > Managing difficult situations and people in times of stress.
- > Ensuring good communication between health care professionals through accurate and objective written notes.

Delegations: (As defined in SALHN instruments of delegations)

(Levels / limits of authority in relation to finance, human resources, Work Health and Safety and administrative requirements as defined by Departmental delegations and policies.)

Financial	N/A
Human Resources	N/A
Procurement	N/A

Resilience

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

Performance Development

It is your responsibility to actively participate in the Performance Review & Development Program which will include a six (6) monthly review of your performance against the responsibilities and key result areas associated with your position and a requirement to demonstrate appropriate behaviours which reflect a commitment to South Australian Public Sector and SALHN values and strategic directions.

General Requirements

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Policies, Procedures and legislative requirements including but not limited to:

- > National Safety and Quality Health Care Service Standards.
- > *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 in 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)*
- > *Public Interest Disclosure Act 2018*.
- > Disability Discrimination.
- > Information Privacy Principles.
- > 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.
- > *Mental Health Act 2009 (SA)* and Regulations.

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 currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory Background Screening and National Criminal History Clearance.
- > Prescribed Positions under the *Child Safety (Prohibited Persons) Act 2016* and Child Safety (Prohibited Persons) Regulations 2019 must obtain a Working with Children Clearance through the Screening Unit, Department of Human Services.
- > Working with Children Clearance must be renewed every five (5) years.
- > 'Approved Aged Care Provider Positions' as defined under the Accountability Principles 1998 made in pursuant to the *Aged Care Act 2007* (Cth) must be renewed every 3 years.
- > Appointment and ongoing employment is subject to immunisation requirements as per Risk Category identified on page 1.
- > 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 2008* employees.
- > The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.

Key Result Areas	Major Responsibilities
Direct / indirect patient / client care	<ul style="list-style-type: none"> > Commitment to delivering high quality and safe care consistent with the SALHN Integrated Governance Framework and Consumer Engagement Framework and Plan.
Ensuring that all patients have a comprehensive formal admission process which, in liaison with other members of the clinical team will include:	<ul style="list-style-type: none"> > Documenting a complete exposition of the presenting problem and a competent psychosocial history. > Ensuring that the examination and history cover the presenting complaint and broad enough to uncover other problems that may exist. > Ensuring that this assessment provides a working diagnosis and justifies the need for any investigations which may be ordered. > Accurately chart medications, requests for medical imaging and consultation requests. > Bringing any doubts or concerns to the attention of the Consultant or Registrar immediately. > Assessing patients as required and providing an ongoing action plan and notation in the patient's records. > Familiarising oneself with clinical management protocols. > 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.
Attending Outpatient clinics Preadmission clinics and Emergency patients' needs by:	<ul style="list-style-type: none"> > Undertaking a comprehensive assessment that provides guidance for the management, investigation and ongoing treatment of the patient. > Consulting with the Consultant or Registrar where any concern relating to diagnosis or clinical condition exists.
Ensuring that care of patients is accurately and objectively documented by:	<ul style="list-style-type: none"> > Ensuring good communication between health care professionals through accurate and objective written notes, whilst bearing in mind the right of patients to inspect the case notes through Freedom of Information legislation. > Documenting concise relevant and structured entries which include date, time and signature being clearly identified and ensuring that names are printed and signed. > Using correct provider and prescriber numbers. > Using only approved abbreviations. > Making at least daily entries with a comprehensive summary of the admission which is then included in the discharge letter to the patient's ongoing care providers.
Ensuring that continuous quality improvement programs and activities are in place and are linked to the organisation's strategic and corporate directions and targets by:	<ul style="list-style-type: none"> > 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 Consultant and Registrar > Participating in formal 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.
Contribution to effective operation of unit	<ul style="list-style-type: none"> > Contributing to the development of an integrated team approach and culture which is highly responsive to the needs of our consumers.

	<ul style="list-style-type: none"> > Contributing to the promotion and implementation of the objects and principles of the Health Care Act 2008 and Public Sector Act 2009 (inclusive of the Code of Ethics for the South Australian Public Sector). > Adhering to the provisions of relevant legislation including, but not limited to, the Equal Opportunity Act 1984, Work Health and Safety Act 2012 (SA) (WHS), Awards and Enterprise Agreements. > Demonstrating appropriate behaviours which reflect a commitment to the Department of Health values and strategic directions. > Undertaking training as required to attain and maintain required competency of skills and knowledge applicable to the role.
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1. 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 and the ability to communicate confidently and appropriately with patients and their families/relative and other health professionals.
- > Previous experience working as an effective team member in a multi-disciplinary environment.
- > Possess basic skills in patient assessment and in ward procedures.
- > Skilled in problem solving and decision making at both the clinical and the individual level, at times under pressure and in stressful circumstances.
- > Demonstrate a commitment to providing a quality service to patients and their families including the involvement of patients in their own medical outcomes.
- > Can effectively use organisational skills (incorporating documentation, time management skills, critical thinking and priority setting).
- > Demonstrated commitment to continuing education, quality improvement, research and or teaching.

Experience

- > Proven experience in delivering high quality and safe care consistent with the National Safety and Quality Health Care Service Standards.

Knowledge

- > Awareness of National Safety and Quality Health Service Standards.
- > Understanding of Delegated Safety Roles and Responsibilities.
- > Understanding of Work Health Safety principles and procedures.
- > Understanding of Quality Management principles and procedures.
- > Awareness of person and family centred care principles and consumer engagement principles and procedures.
- > 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.

2. DESIRABLE CHARACTERISTICS (to distinguish between applicants who meet all essential requirements)

Personal Abilities/Aptitudes/Skills

- > Basic Life Support, Advance Life Support and/ or Paediatric Life Support training
- > Completed Aseptic technique training
- > Completed Blood Safe training

Experience

- > Proven experience in basic computing skills, including email and word processing.
- > Demonstrated experience as a Medical Practitioner in an acute setting and/or in SA Health.

Knowledge

- > Awareness of the Charter of Health and Community Services rights.
- > Knowledge of SA Health policies and procedures

Educational/Vocational Qualifications

- > Evidence of commitment to professional development

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.

SA Health Challenges

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce strategies, and ageing infrastructure. The SA Health Strategic Plan has been developed to meet these challenges and ensure South Australians have access to the best available health care in hospitals, health care centres and through GPs and other providers.

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 Department for Health and Wellbeing is an administrative unit under the Public Sector Act 2009.

Governing Boards

The State Government is reforming the governance of SA Health, including from 1 July 2019 the establishment of 10 Local Health Networks, each with its own Governing Board.

Statewide	> Women's and Children's Health Network
Metropolitan	> Central Adelaide Local Health Network > Southern Adelaide Local Health Network > Northern Adelaide Local Health Network
Regional	> Barossa Hills Fleurieu Local Health Network > Yorke and Northern Local Health Network > Flinders and Upper North Local Health Network > Riverland Mallee Coorong Local Health Network > Eyre and Far North Local Health Network > South East Local Health Network

Southern Adelaide Local Health Network (SALHN)

SALHN provides care for more than 350,000 people living in the southern metropolitan area of Adelaide as well as providing a number of statewide services, and services to those in regional areas. More than 7,500 skilled staff provide high quality patient care, education, research and health promoting services.

SALHN provides a range of acute and sub-acute health services for people of all ages.

SALHN includes

- > [Flinders Medical Centre](#)
- > [Noarlunga Hospital](#)
- > [GP Plus Health Care Centres and Super Clinics](#)
- > [Mental Health Services](#)
- > Sub-acute services, including [Repat Health Precinct](#)
- > [Jamie Larcombe Centre](#)
- > [Aboriginal Family Clinics](#)



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; it sets out the **South Australian Public Sector Values** as:

- > **Service** – We proudly serve the community and Government of South Australia.
- > **Professionalism** – We strive for excellence.
- > **Trust** – We have confidence in the ability of others.
- > **Respect** – We value every individual.
- > **Collaboration & engagement** – We create solutions together.
- > **Honesty & integrity** – We act truthfully, consistently, and fairly.
- > **Courage & tenacity** – We never give up.
- > **Sustainability** – We work to get the best results for current and future generations of South Australians.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

Domestic and Family Violence

The Southern Adelaide Local Health Network (SALHN) recognises the devastating impact domestic or family violence can have on the lives, of those who experience abuse and are committed to supporting employees who experience domestic or family violence by providing a workplace environment that provides flexibility and supports their safety.

Role Acceptance

I have read and understand the responsibilities associated with the General Trainee (Medical) in the Department of Health and organisational context and the values of SA Health as described within this document.

Name

Signature

Date