



## ROLE DESCRIPTION

<b>Role Title:</b>	Senior Registrar		
<b>Classification Code:</b>	MDP3-G	<b>Position Number</b>	M43168
<b>LHN/ HN/ SAAS/ DHA:</b>	Central Adelaide Local Health Network (LHN)		
<b>Site/Directorate</b>	Royal Adelaide Hospital/The Queen Elizabeth Hospital		
<b>Division:</b>	Critical Care Services		
<b>Department/Section / Unit/ Ward:</b>	Emergency Department		
<b>Role reports to:</b>	Network Director, Emergency Department		
<b>Role Created/ Reviewed Date:</b>	12/04/2019		
<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 ( <i>minimal patient contact</i> )		

## ROLE CONTEXT

<b>Primary Objective(s) of role:</b>
<p>– The Senior Registrar contributes to the provision of safe, best practice clinical services to patients within the Emergency Department of the Critical Care Directorate – Central Adelaide Local Health Network. To the teaching/training at undergraduate and postgraduate levels and achieving best practice in the design and delivery of clinical services to its patients.</p>
<b>Direct Reports:</b>
<p>– Reports to the Network Director, Emergency Department – Responsible clinically to the Emergency Department Consultant on duty. – Responsible as allocated for the supervision of Trainee Medical Officers, Nurse Practitioners and Medical Students in consultation with consultants.</p>
<b>Key Relationships/ Interactions:</b>
<p><u>Internal</u></p> <ul style="list-style-type: none"><li>• Working within a multidisciplinary team, including nursing, allied health, other clinical support specialities and administrative staff.</li><li>• Responsible for supervision of trainee medical officers, interns and students in consultation with the Emergency Consultants</li></ul>

### External

- Liaises with other divisions and services of the Royal Adelaide Hospital, 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:

- Managing a complex patient group with significant illnesses and multiple comorbidities.
- Maintaining optimal communication with the team during complex and stressful situations

### **Delegations:**

**Delegated Level:** Nil in accordance with CALHN's Delegation of Authority Document

**Staff supervised:** Direct ☒ Indirect ☒

### **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 *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 and Young People (Safety) Act 2017* 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 Policy Directive.*
- *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.*
- *Code of Fair Information Practice.*
- *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:**

CALHN 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, CALHN 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.

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Contribute to the provision of high standard clinical services to patients:	<ul style="list-style-type: none"> <li>Assessing, diagnosing, triaging and treating patients under the direct or remote supervision of an Emergency Department Consultant.</li> <li>Maintaining clinical competence through participation in accredited continuing professional development program.</li> <li>Ensuring appropriate documentation in patients' medical records, including written Emergency Department opinions and requested medical reports.</li> <li>Participating in relevant interdisciplinary meetings.</li> <li>Assisting the Consultants in planning, organising and implementing the delivery of clinical services.</li> <li>Provision of, or assisting in, the provision of services at other sites within CALHN.</li> <li>Other duties as directed by the Director/Consultants.</li> </ul>
Contribute to teaching/training:	<ul style="list-style-type: none"> <li>Participate in the supervision of and support of junior medical staff and other ED clinical staff.</li> <li>Contributing to clinical review programs to monitor standards of practice and ensure the delivery of quality outcomes.</li> <li>Participating in the complaint management process within ED.</li> <li>Continuously reviewing existing practices and promoting change when required.</li> <li>Participating actively and regularly in unit based and hospital wide training and educational sessions, both scheduled and opportunistic.</li> <li>Participating in any remedial training activity as directed from formal and informal assessment process.</li> <li>Initiating and participating in research.</li> </ul>
Contribute to continuous evaluation and improvement of clinical services:	<ul style="list-style-type: none"> <li>Initiating and supporting clinical improvement activities. This will involve evaluation of clinical processes and service outcomes, identifying possible areas for improvement and implementing the required changes.</li> <li>Maintaining an awareness of risk in the clinical environment.</li> <li>Actively supporting and contributing to risk management initiatives.</li> <li>Reporting sentinel events, potential medical negligence claims and adverse patient incidents.</li> </ul>
Efficient management of the financial and material resources of the Service:	<ul style="list-style-type: none"> <li>Using facilities, equipment and supplies in the most cost efficient manner.</li> <li>Contributing to Casemix management by ensuring that appropriate practices are in place to ensure the timely coding of required data.</li> </ul>
Patient focus of clinical care:	<ul style="list-style-type: none"> <li>Adhering to and supporting practices that ensure patients' rights are respected.</li> <li>Investigating and addressing patient complaints in a positive, constructive matter.</li> <li>Maximising the participation of consumers in planning and</li> </ul>

	evaluating services.
Contribute to personal development:	<ul style="list-style-type: none"> <li>• Completing all CALHN mandatory training to ensure knowledge and skills in core competencies are up to date.</li> <li>• Meet annually with direct supervisor to complete a performance review and development.</li> <li>• Maintaining &amp; improving personal knowledge &amp; skills &amp; participating in continuing medical education.</li> <li>• Carrying out reviews and investigations relevant to the advancement of the specialty.</li> <li>• Promoting where possible the Service's reputation for research and clinical excellence at state, national and international forums.</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.
- Obtained a specialist qualification and is registrable with the Medical Board of South Australia.

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

- Demonstrated professional integrity.
- Enthusiastic participation in all Department professional activities.
- Commitment to personal and professional development.
- Demonstrated strong spirit of co-operation with all co-workers while retaining a primary focus on provision of patient care.
- Highly developed interpersonal skills with demonstrated ability to communicate effectively to all levels of staff within a multidisciplinary clinical team.
- Demonstrated ability to be flexible and work as part of a team while ensuring quality outcomes clinically and administratively.
- Demonstrated skills in clear and concise oral and written communication.
- Ability to liaise with people from diverse cultures and backgrounds.
- Demonstrated ability to work in a multidisciplinary team environment.
- Demonstrated commitment to quality improvement.
- Demonstrated ability to be adaptable to change.

#### **Experience**

- A minimum of five years clinical experience in Critical Care Medicine or related discipline.
- Experience in quality improvement activities.

#### **Knowledge**

- Knowledge of appropriate clinical standards.
- Knowledge of policies, protocols & procedures to ensure acceptable practices.
- Understanding of quality improvement principles.
- Understanding of the rights and responsibilities of patients and their families.

### **DESIRABLE CHARACTERISTICS**

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

- Australian Diploma of Emergency Medicine or equivalent.

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

- Demonstrated high standard of clinical practice in the relevant specialty.

#### **Experience**

- A minimum of seven years clinical experience in Critical Care Medicine or related discipline.
- Experience in Clinical Teaching of Emergency Medicine.
- Experience in quality improvement activities.

#### **Knowledge**

- Understanding of budgetary requirements affecting the Health System.
- Knowledge of health unit, systems, policies, procedures and the inter-relationship of various hospitals.

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

The legal entities include but are not limited to 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.

### Central Adelaide Local Health Network:

CALHN is one of five Local Health Networks (LHNs) in South Australia established in July 2011. CALHN is responsible for the following health services:

- Royal Adelaide Hospital (RAH)
- The Queen Elizabeth Hospital (TQEH)
- Hampstead Rehabilitation Centre (HRC)
- St Margaret's Rehabilitation Hospital (SMRH)
- Glenside Health Service (GHS) Psychiatric Intensive Care Unit; Inpatient Rehabilitation Services and Acute beds only
- Adelaide Dental Hospital (ADH).

CALHN also has governance over numerous community mental health and primary health services including Prison Health Service, SA Dental Service and DonateLife SA. Of note also is governance of the Statewide Clinical Support Services (SCSS) including Imaging, Pathology and Pharmacy, responsibility of which has vacillated between CALHN and DHW over the past few years.

CALHN is one of three metropolitan LHNs and its core population is approximately 390,000 people. CALHN also provides services to patients from other SA networks, rural and remote areas, the Northern Territory, NSW (Broken Hill) and western parts of Victoria. These services usually relate to complex services such as head and neck cancer, radiation therapy, cardiac surgery, spinal surgery or rehabilitation.



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.

**Division/ Department:**

Critical Care Services provides a range of clinical services for patient care, including but not limited to:

- Intensive Care Services
- Emergency Medicine
- Trauma Services
- Anaesthetic Services (including Pain Management – acute and chronic, Hyperbaric Medicine)

These services, including their research component, are delivered across the Central Adelaide Local Health Network – The Royal Adelaide and The Queen Elizabeth Hospital), although some services may be limited to one site only.

## Values

### Central Adelaide Local Health Network Values

Our shared values confirm our common mission by promoting an organisational climate where the patient's needs are put first and where the teamwork and professionalism of our workforce help us to attract and retain the best staff. These values guide our decisions and actions.

<b>Patient Centred:</b>	Our patients are the reason we are here and we will provide the best service to our patients and customers
<b>Team Work:</b>	We value each other and work as a team to provide the best care for our patients
<b>Respect:</b>	We respect each other, our patients and their families by recognising different backgrounds and choices, and acknowledging that they have the right to our services
<b>Professionalism:</b>	We recognise that staff come from varied professional and work backgrounds and that our desire to care for patients unites our professional approach to practice

### 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

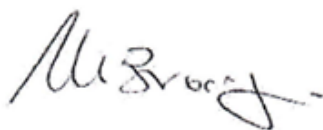
### Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

**Name:** Megan Brooks

**Role Title:** Site Director, Emergency Service

**Signature:**



**Date:** 27/07/18

## 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:**