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SA Health Job Pack

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|--------------------------------------|---|
| Job Title | Consultant - Urology |
| Eligibility | Open to Everyone |
| Job Number | 675985 |
| Applications Closing Date | 21 June 2019 |
| Region / Division | NALHN – Division of Medicine |
| Health Service | Lyell McEwin Hospital |
| Location | Elizabeth Vale |
| Classification | MD2 |
| Job Status | Permanent Part-Time – 26.25 hours per week |
| Total Indicative Remuneration | \$320,766 - \$361,641 p.a. (pro-rata) – Consultant \$373,320 - \$594,536 p.a. (pro-rata) – Senior Consultant |

Contact Details

| | |
|----------------------|------------------------|
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| Email address | Teagan.linke@sa.gov.au |

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 - 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

| | |
|---|--|
| Role Title: | Urology Consultant |
| Classification Code: | MDO2 |
| LHN/ HN/ SAAS/ DHA: | Northern Adelaide Local Health Network |
| Hospital/ Service/ Cluster | NALHN |
| Division: | Surgery |
| Department/Section / Unit/ Ward: | Urology |
| Role reports to: | Head of Urology |
| Role Created/ Reviewed Date: | |
| Criminal History Clearance Requirements: | <input checked="" type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) <input type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC) |
| Immunisation Risk Category | <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 appointee will have an FRACS or equivalent and be eligible for enrolment on the Specialist Register of South Australia.
- > The appointee will have significant experience in the field of Urology surgery.
- > The appointee will have undertaken specialised training in Urology surgery.
- > He/she will be responsible for managing the care of all patients allocated to them in collaboration with the responsible Medical Officers, Registrars, fellow Consultants, Nurses and Allied Health professionals.
- > He/she must undertake a commitment to continuous quality improvement activities including regular Surgical Audit.

Direct Reports:

- > Directly reports to the Urology Head of Unit

Key Relationships/ Interactions:

- > The reporting relationships will be to the Director Surgical Specialties and Anaesthetics (Medical) for matters of administration and clinical governance and will work collaboratively with other Consultant Surgeons in the specific surgical disciplines.
- > A significant willingness to join hospital committees as required.
- > He/she will be responsible for the teaching and supervision of medical students, RMOs and Registrars allocated to the Division of Surgery.
- > Liaises with other Divisions and Services in the Northern Local Health Network, 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:

- > Ability to work in a dynamic and continually evolving department whilst delivering high quality urological care
- > Interest in female urology and female pelvic medicine to complement and strengthen the department
- > Be willing to work at multiple sites across the NALHN serviced health areas

Delegations:

- > Nil Delegations

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">> Provision of specialist surgical services to patients, with a wide range and experience in the management of complex surgical problems and complications.> Provision of a specialist opinion on patients referred for consultation, including regular outpatient clinics and inpatient consultation on the wards.> Provision of clinical leadership to facilitate and support a team approach to the provision of clinical services;> Supervision and mentoring the clinical practice of trainee medical officers;> 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;> Assisting other Urology staff in planning and organising other Urology colleagues in planning and delivery of clinical services;> Fostering the development of community networks appropriate to the unit's work; |
| Contribute to teaching/training | <ul style="list-style-type: none">> Contributing to medical teaching/training programs at undergraduate and postgraduate levels;> Providing appraisals of medical undergraduates and trainee medical officers assigned to the unit;> Contributing to the training of other health professionals. |
| Contribute to advances in knowledge in the specialty | <ul style="list-style-type: none">> Initiating and participating in research |
| Contributing to continuous evaluation and improvement of clinical services | <ul style="list-style-type: none">> 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.> Participating in and promoting surgical audit of unit activities. |

| | |
|--|--|
| Contributing to the efficient management of the financial and material resources of the Unit | <ul style="list-style-type: none"> > Using facilities, equipment and supplies in the most cost efficient manner; > Understanding and complying with the LMHS delegations of authority; > Contributing to case-mix management by ensuring that appropriate practices are in place to ensure the timely coding of required data. > Ensuring accurate coding of all operative procedures |
| Contribute to a patient focused approach in the provision of clinical care | <ul style="list-style-type: none"> > Adhering to and supporting practices that ensure patients' rights are respected; > Investigating and addressing patients complaints in a positive, constructive manner; > Maximising the participation of consumers in planning and evaluating services. |
| Contribute to the adoption of responsive risk management practices | <ul style="list-style-type: none"> > Maintaining an awareness of risk in the clinical environment; > Actively supporting and contributing to risk management initiatives; > Reporting sentinel events, potential medical negligence claims and adverse patient incidents. |
| Contribute to the provision of a safe, healthy and equitable work environment | <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 self 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 are treated in a fair and equitable manner, free from discrimination, bullying and harassment. > Being aware of, and observing, the SA Public Service Code of Ethics and Respectful Behaviours Policy |

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- > Bachelor of Medicine; Bachelor of Surgery (MBBS) or equivalent
- > Appropriate Specialist Qualifications and registrable with the Medical Board of Australia as a Medical Practitioner with Specialist registration; or another qualification as defined in the SA Medical Officers Award.

Personal Abilities/Aptitudes/Skills:

- > An ability to manage to the spirit and principles of the premier's safety Commitment and the legislative requirements of the *Work Health and Safety Act 2012* (SA), utilising AS/NZS ISO 31000:2009 Risk Management- Principles and Guidelines, or to an equivalent set of standards
- > Demonstrated aptitude and interest in Urology Surgery.
- > Demonstrated experience in the diagnosis and management of Urological conditions
- > Excellent clinical and technical skills in managing Urological patients.
- > Demonstrated professional integrity.
- > Demonstrated ability to work in a multidisciplinary team environment, in particular to relate well to other medical practitioners, health professionals, patients and the public;
- > Demonstrated commitment to quality improvement.
- > Demonstrated ability to be adaptable to change.
- > Demonstrated ability to supervise staff;
- > Demonstrated ability to assist with organisation of education programs for medical officers, trainee medical officers and undergraduate medical students.

Experience

- > Significant experience in the provision of Urological services.
- > Experience within a large teaching hospital.

Knowledge

- > Knowledge in the management of complex surgical problems and complications.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- > Evidence of research and ideally publications of original work in referee journals.

Personal Abilities/Aptitudes/Skills:

- > Interest in extending skills in Urology surgery.
- > Experience in quality improvement activities.
- > Administrative experience.
- > Commitment and enthusiasm in teaching
- > Ability and enthusiasm to undertake research.
- > Knowledge of the SA Public Health system.
- > EMST accreditation or willingness to undergo training to achieve it.

Experience

- > Proven experience in basic computing skills, including email and word processing
- > Experience at a high level of professional practice as a Urology surgical fellow
- > Experience in teaching at an undergraduate and postgraduate level.
- > Experience in research initiatives.
- > Experience in management of acute trauma and surgical emergencies

Knowledge

- > Understanding of budgetary issues affecting the Health System.

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).
- > 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.
- > Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.

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.

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

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

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 implementation of the National Health Reform in 2011 saw the establishment of five Local Health Networks across SA intended to promote, maintain and restore the health of the communities they serve.

The Northern Adelaide Local Health Network (LHN) provides care for around 341,000 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. More than 3,800 skilled staff provide high quality patient care, education, research and health promoting services.

The Northern Adelaide Local Health Network (NALHN) provides a range of acute and sub acute health services for people of all ages and covers 16 Statistical Local Areas and four Local Government Areas (one of which crosses the Central Adelaide Local Health Network) and includes the following:

- Lyell McEwin Hospital
- Modbury Hospital
- Sub-Acute
- GP Plus Health Care Centres and Super Clinics
- Aboriginal Health Care Services
- Mental Health Services (including two statewide services – Forensics and Older Persons)

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.

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:

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 | | Minor formatting with order of information amended. |