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SA Health Job Pack

Job Title	Senior Medical Scientist - Biochemical Genetics
Job Number	647057
Applications Closing Date	27/07/2018
Region / Division	SA Health – Central Adelaide Local Health Network
Health Service	Women's and Children's Hospital
Location	Adelaide
Classification	MeS3
Job Status	Full time, Ongoing
Indicative Total Remuneration*	\$102,482 - \$109,204

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.

Contact Details

Full name	Maria Fuller
Phone number	8161 6741
Email address	Maria.Fuller@health.sa.gov.au

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:	Medical Scientist
Classification Code:	MeS3
LHN/ HN/ SAAS/ DHA:	SA Pathology
Hospital/ Service/ Cluster	Women's & Children's Hospital
Division:	Biochemical Genetics
Department/Section / Unit/ Ward:	Genetics & Molecular Pathology
Role reports to:	Senior Laboratory Manager/Senior Scientific Lead
Role Created/ Reviewed Date:	May 2018
Criminal History Clearance Requirements:	<input type="checkbox"/> Aged (NPC) <input type="checkbox"/> Child- Prescribed (DCSI) <input type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)

ROLE CONTEXT

Primary Objective(s) of role:

- > Undertake, facilitate and apply scientific and technical knowledge and expertise to perform a range of biochemical and genetic techniques, including participation in new test development, problem solving, planning, execution, analyses and reporting results as well as contributing to research and development within the laboratory.
- > With limited supervision, contribute to the development, selection and adoption of new techniques and methodologies in Biochemical Genetics.
- > The application of techniques and methodologies with a strong emphasis on enzymology/protein chemistry or molecular testing.
- > Assist in training and supervision of technical laboratory staff in routine tests and tasks. As required, contribute to the Department's teaching and research activities.
- > To provide oversight of procedures, guidelines and operational activities of biochemical and genetic testing within biochemical genetics.
- > Contributing to the strategic direction in the use and application of diagnostic testing platforms and reporting of results within Genetics and Molecular Pathology.
- > Working with other senior laboratory and medical staff to initiate, develop, and supervise relevant developmental and research activities to improve diagnostic services.

Direct Reports:

Key Relationships/ Interactions:

Internal

- > Interacts closely on a daily basis with all Genetics and Molecular Pathology staff
- > Interacts with other SA Pathology personnel regarding specimens, tests, results and equipment.

External

- > Communication with requestors of pathology testing and personnel from other Pathology providers regarding specimens, testing and results.
- > Interacts with clinicians and suppliers.
- > Maintains a close working relationship with external clients and stakeholders.

Challenges associated with Role:

Major challenges currently associated with the role include:

- > Managing laboratory services to ensure that they are performed in accordance with the goals of SA Pathology and client needs.
- > Maintain a diagnostic & screening service that utilises the latest development in the field both in the interpretation and reporting of tests
- > Understanding the variations between test requirements on different platforms.
- > Ensuring that scientific and technical staff receive expert advice on choice of laboratory techniques, and other technical and scientific matters as they relate to biochemical and genetic testing.
- > Maintaining an accurate, complex integrated workflow.
- > Providing test results within a clinically acceptable turnaround time.
- > Interpreting scientific literature to assist with provision of comprehensive laboratory reports and contribute to the laboratory's research and development.

Delegations:

- > N/A

Resilience:

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

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.

General Requirements:

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Policies and Procedures 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.
- > 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.

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.

Special Conditions:

- > The incumbent is required to fully participate in the laboratory Roster and after suitable training and competency assessment and will be required to participate in a 24-hour / 7 day Roster which includes a shift roster and an on-call roster.
- > 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 Background Screening and National Criminal History Clearance through the Screening and Licensing Unit, Department for Communities and Social Inclusion.
- > Background Screening and National Criminal History Clearances must be renewed every 3 years thereafter from date of issue for 'Prescribed Positions' under the *Children's Protection Act 1993 (Cth)* or 'Approved Aged Care Provider Positions' as defined under the *Accountability Principles 1998* made in 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.

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Specialised Area	<ul style="list-style-type: none"> > Providing scientific leadership in the field of enzymology/protein chemistry or molecular genomics > provide both technical and scientific support to scientists and technical staff within Biochemical Genetics and to actively participate and interact with scientific staff within Genetics & Molecular Pathology Directorate. > Identification and implementation of best practice in all aspects of the laboratory service related to enzyme-based and molecular genetic techniques as applied to inborn errors of metabolism (IEM). > Monitoring and resolving technical problems to ensure test provision within required turn-around times, including co-ordinating priorities and performing urgent tests > As directed by the Senior Laboratory Manager/Senior Scientific Lead, assist with validating and verifying new methods and technologies for translation and successful implementation into the laboratory service. > Contributing to the review, development and evaluation of testing methods and equipment. >
Service Provision	<ul style="list-style-type: none"> > Report routine and complex test results (including urgent results) within specified turnaround times. > Exercise professional judgement within prescribed areas. > Perform established routine and complex tests. > Liaise with Departmental / Unit Medical Scientists and Medical Staff as appropriate regarding diagnostic interpretive or scientific / technical problems. > Liaise with clients in relation to specimen and test related enquiries; provision of test results and interpretation, following appropriate review of test results. > Safeguard the confidentiality of laboratory results. > Participate in the computing requirements of the laboratory including the Laboratory Information Systems, User Acceptance Testing and various equipment set-up and operation. > Assist with the supervision and training of staff in laboratory techniques and use of instruments. > Undertake scientific training to enable release of results when appropriate capability has been demonstrated. > Demonstrate basic IT skills and ability to use the various electronic management systems and other software in the laboratory eg Q-pulse for documents, Unity for QC recording, Surety for request form review, LabXcell /LIS for result reporting, patient databases. > Assist with work required to implement new methods and procedures, including evaluation and implementation of new reagents, test procedures and equipment.
Laboratory Management	<ul style="list-style-type: none"> > Operate, maintain and calibrate laboratory instruments. > Assist with the routine operation, calibration and maintenance of equipment. > Prepare analytical reagents and controls and assist with stock control to ensure that supplies of reagents and consumables are always available > Contribute to laboratory discussion to identify problems and seek solutions to improve processes. > Contribute to general laboratory maintenance, including inventory of laboratory equipment with documentation of any problems and

	<p>corrective actions.</p> <ul style="list-style-type: none"> > Maintain records of results and sample storage. > Maintaining up to date knowledge of the laboratory discipline. > Exercising professional expertise and competence in the performance of diagnostic services. > Enter and verify information for the validating and reporting of genetic test results in a timely fashion.
Quality Management	<ul style="list-style-type: none"> > Ensure that all work is performed in accordance with current Work Health and Safety Legislation, Departmental / Unit procedures, ISO, NPAAC and NATA requirements, and to ensure the confidentiality of laboratory results and patient information. > Maintain accurate records. > Comply with methods and procedures of approved manuals. > Audit and review procedures as necessary. > Understanding, maintaining and applying the principles of internal quality control and external quality assurance programs and solve problems that may arise.
Professional Development	<ul style="list-style-type: none"> > Maintain skills to ensure participation in all areas of diagnostic and research and development activities of the laboratory. > Participate in professional development activities via internal/external continuing education programs > Contribute to the professional societies and remain informed about current developments in the area of expertise > Under limited supervision, participate in research and development projects > Assist in the preparation of research reports for presentation at scientific meetings, grant applications and for refereed publications. > Assist with the research and development activities of the department by participating in the development and documentation of new test procedures in conjunction with the laboratory supervisor
Work Health & Safety	<ul style="list-style-type: none"> > Contribute to Work Health and Safety within SA Pathology by taking reasonable care to protect personal health and safety of other staff, wear protective clothing and use safety equipment as directed.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- > Bachelor of Science or Bachelor of Applied Science (Medical Laboratory Science) or equivalent

Personal Abilities/Aptitudes/Skills:

- > Relevant scientific and technical skills to perform diagnostic tests and with experience, to assess and introduce new methods
- > Provide high level of personal, oral and written communication skills with professional and other staff at all levels, from both internal and external sources
- > Work cooperatively and effectively in a team environment
- > Ability to identify problems and develop practical solutions
- > Understand and practise good customer service
- > Manage time efficiently so as to achieve high quality results and meet daily workload targets according to standard laboratory procedures
- > Proactive – must show initiative, especially alerting senior staff to potential problems
- > Ability to use computer software and the pathology laboratory information system to perform work duties

Experience

- > Authoritative knowledge in the field of enzymology/protein chemistry or molecular biology
- > Experience in the use of analytical laboratory equipment particularly as it relates to biochemical enzyme/protein measurements or molecular techniques
- > Experience in computing, data retrieval and processing
- > Research output as evidenced by peer-reviewed publications and/or scientific presentations

Knowledge

- > Knowledge of relationship between enzyme activities and genetic test results for the diagnosis & screening of inborn errors of metabolism
- > General knowledge of science and laboratory practice with specialised knowledge in enzymology or genetics
- > In depth understanding to enable interpretation of biochemical genetic analytical data
- > Knowledge of quality procedures

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- > Post-graduate qualifications in a relevant field, eg PhD or Masters
- > BAppSc (Med Lab Sc) or equivalent qualification accepted as suitable for full professional membership of an appropriate professional society (AIMS- professional membership, HGSA – full membership, ASC - non-medical membership, AACB- Associate Member, ASM - professional membership)
- > Evidence of continuing professional development

Personal Abilities/Aptitudes/Skills:

- > Demonstrated initiative and attention to detail
- > Being flexible and dependable
- > Proven supervisory and training skills
- > A proven ability to acquire and apply technical skills to carry out routine procedures

- > High level of skill with new technology including computing skills and analyser skills

Experience

- > Proven track record in research
- > Experience in the performance of diagnostic pathology testing
- > Experience in the performance and monitoring of Quality Control
- > Experience with specialised laboratory equipment

Knowledge

- > Knowledge of NATA accreditation and ISO 9001 certification requirements
- > Knowledge of Work Health, and Safety legislation
- > Knowledge of current accreditation and legislative requirements as applied to Pathology Laboratories
- > Knowledge of legislation, policies and guidelines relating to privacy

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 Ageing and the Minister for Mental Health and Substance Abuse.

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

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:

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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 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: