



ROLE DESCRIPTION

Role Title:	Plastic Surgery Registrar
Classification Code:	MDP2
LHN/ HN/ SAAS/ DHA:	WCHLN and CAHLN
Hospital/ Service/ Cluster	Women's and Children's Hospital and the Queen Elizabeth Hospital
Division:	Surgical Services
Department/Section / Unit/ Ward:	Plastics
Role reports to:	Medical Unit Head Plastics at both WCH & TQEH
Role Created/ Reviewed Date:	April 2020
Criminal History Clearance Requirements:	Working with Children Check (issued by DHS) National Police Check (issued by approved provider) If applicable - NDIS Worker Check (issued by NDIS Commission)
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)

ROLE CONTEXT

Primary Objective(s) of role:

The Plastics Registrar will:

- > Contribute to the clinical care of Plastics inpatients and outpatients of WCH and/or TQEH under consultant supervision as a pre-vocational surgery trainee.
- > Demonstrate a commitment to clinical teaching and participate in associated research projects.

Positions that directly report to this position:

- > N/A

Key Relationships/ Interactions:

Internal

- > Reports to the Medical Unit Head (or delegate) of Plastic Surgery at the respective site for day-to-day clinical/non clinical issues, the designated Director of Training for educational/training issues, and liaises with the TMO Operational Unit Manager for non-clinical issues (e.g. rostering, leave etc.)
- > Works collaboratively with consultants, nursing staff, other medical specialists and health professionals to achieve high quality service provision for patients
- > Participates in training opportunities, both as trainer and student, in formal and informal training environments
- > Provides day to day supervision and training to junior staff (interns, Resident Medical Officers)
- > Direct and indirect supervision is provided on a daily basis by the designated Consultant(s)

External

- > Works collaboratively with consultants, nursing staff and allied health staff from other metropolitan and country health sites.

Challenges associated with Role:

Major challenges currently associated with the role include:

- > This position includes rotational shift work, including after hours and weekends where direct supervision may not be available at all times.
- > Time management skills will be required to deal with competing demands such as attendance at training/educational sessions that conflict with busy periods on duty.
- > The ability to communicate with patients from diverse cultural backgrounds, (and their carers) who may be stressed and anxious in an unfamiliar environment will be needed

Delegations:

- > Nil

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 including completion of a formal term assessment form by the Term Supervisor each term.

The Registrar will be required to:

- > participate in ongoing reviews of clinical practice (as per the conditions of limited registration, where applicable)
- > participate in continuing medical education and professional development
- > maintain professional competence
- > ensure that clinical decisions made are within the scope of the position and the Registrar's personal skills, experience and competency levels

Regular placement reports provided by supervisors and clinical educators will include evidence of learning outcomes achieved and skills/experience gained.

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 for Health Care Workers in South Australia Policy Directive (Aug 2017)*.
- > 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.
- > All employees required to complete timesheets must forward their timesheet to their manager, within two weeks from the period worked, to enable their manager to authorise that this is a true and accurate record of hours worked by the employee.
- > May be responsible for supervision and oversight of volunteers assigned within the department, in collaboration with the WCHN Volunteer Unit. Refer to Volunteer Engagement and Management Procedure

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.

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.

Zero Tolerance to Racism:

The Women's and Children's Health Network has zero tolerance to racism. The Network is committed to ensuring its staff, volunteers, consumers and visitors are able to work or access health services in an environment that is culturally safe and free from any form of racism or discrimination.

Our staff are supported to address any form of racism in all environments, in line with our Corporate Procedure: ***Zero Tolerance to Racism – Identifying, Responding, and Managing in the Workplace.***

Special Conditions:

- > Appointment is subject to a satisfactory Background Screening and National Criminal History Check obtained through the Screening and Licensing Unit, Department for Communities and Social Inclusion to be renewed every 3 years thereafter from date of issue. Existing employees who have undertaken a Police Check and are cleared and then subsequently charged with an offence are required to inform their Line Manager immediately.
- > Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.
- > As a state-wide service, WCHN employees may be required to undertake work at various locations in metropolitan Adelaide, and provide outreach to other parts of South Australia (the latter in consultation with the incumbent of the role).
- > 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.
- > This Role Description provides an indication of the type of duties you will be engaged to perform. You may be lawfully directed to perform any duties that a person with your skills and abilities would reasonably be expected to perform.
- > Participating in an after-hours on-call roster
- > The Women's and Children's Health Network requires that all medical staff fulfil their obligations in respect of meeting standards of professional practice including as required by:
 - Relevant State and Federal Legislation;
 - Medical Board of South Australia;
 - Credentialing and Scope of Clinical Practice for Medical and Dental staff;
 - The relevant professional specialist college guidelines; and
 - Medical Board of South Australia Code of Professional Conduct – Good Medical Practice
 - as varied from time to time
- > **To be licensed with the EPA to operate a Fluoroscope**

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Provide a professional clinical consultant service to the inpatients and outpatients of the Women's and Children's Hospital.	<ul style="list-style-type: none"> > Provision of safe, effective and efficient surgical services. > Participate in an emergency after hours on call roster. > Provision of safe, effective and efficient surgical service through the On call Paediatric Surgery registrar roster > The primary responsibility of the on-call Plastic Surgery registrar will be to paediatric patients requiring plastic surgical services. > Provide appropriate pre-operative assessment of patients including outpatient's clinics > Provide a smooth flow of surgical care from admission to arrival in procedural area with clear documentation > Ensure the maintenance of adequate clinical records and provision of documentation covering surgery and significant patient management decisions > Assessment and management of acute Plastic Surgical emergencies will be undertaken by the Registrar. > Investigations will be organised, correlated and interpreted by the Registrar when required, under general supervision of the relevant Consultant. > Advice on the interpretation of laboratory results and additional investigations necessary for patient diagnosis and management will be provided to clinicians requesting laboratory services. > Follow up will be provided for patients with abnormal test results, under appropriate supervision.
Professional Responsibilities	<p>Ensure that service provision and the activities of the Division are customer focussed and professionally and effectively conducted by contributing to the development of an integrated team approach and culture which is highly responsive to the needs of business partners and external clients by:</p> <ul style="list-style-type: none"> > Ensuring patients and their families are able to exercise their rights and responsibilities. > Ensuring that patients/families are given adequate information upon which to base treatment decision and follow-up. > Being responsive to patient and relative complaints. > Demonstrating knowledge and commitment to patient rights and responsibilities with regard to health care provision. > Lead, develop and foster a positive work culture which is based on SA Health's values and promotes customer service, learning and development, safety and welfare of employees, acknowledges differences, and encourages creativity and innovation. > Ensuring WCHLN will meet its legal responsibilities with regard to patient record keeping by ensuring case notes and discharge summaries are accurate, concise, legible, signed and completed in a timely manner.
Education and Training	<ul style="list-style-type: none"> > Gain the necessary knowledge and skills to provide safe & effective surgery for children in a plastic surgical practice > Demonstrate the ability to safely & effectively provide plastic surgical services for general paediatric procedures in children without significant co-morbidities.

	<ul style="list-style-type: none"> > Provide support for the department through involvement in the non-clinical activities including management areas such as preparation of the registrar roster > Provide undergraduate and postgraduate training in the discipline of the relevant Paediatric surgical service and participate in the supervision of students and more junior TMOs > Participate in relevant teaching programs > Provide occasional in-theatre supervision and training of rotational surgical trainees. > Undertake Professional development opportunities > Undertake studies relevant to Specialist College application and/or requirements > Presentation of case studies to other TMOs > Undergraduate and post graduate medical teaching and education of other hospital interest groups (internal and external) > Attend Grand Rounds, Medical Rounds, other training opportunities provided by the Directors of Medical Training, Plastics Audit Meeting and weekly tutorials.
Research	<p>The Registrar will participate in clinical and scientific research related to the Department by:</p> <ul style="list-style-type: none"> > Contributing to studies being undertaken > Developing areas of special interest > Proposing and developing research initiatives > Participating in the clinical audit activities of the Unit > Ensure all research is conducted within ethical guidelines
Quality management and continuous Improvement of practice and service delivery	<p>Required to participate and demonstrate a commitment to quality management and ongoing improvement(s) of the Department's services by:</p> <ul style="list-style-type: none"> > Maintaining and demonstrating commitment to Continuing Medical Education > Participation in a recognised program of continuing medical education > Continuously reviewing existing practices and to promote change where required. > Supporting the development of practice guidelines, protocols and quality indicators. >
Contribute to a positive team culture and safe work environment	<ul style="list-style-type: none"> > Contribute to a team environment that promotes positivity, learning and development, safety and welfare of employees, acknowledges differences and encourages creativity, innovation and honesty. > Role models a positive approach and commitment to customer service. > Voices views and concerns in a constructive manner. > Accept principles of mutual responsibility and respect. > Support other members of the department in equitable access to limited resources in areas such as annual leave or attendance at meetings > OHS&W guidelines implemented and followed. >

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.

Personal Abilities/Aptitudes/Skills:

- > Understanding both the rights and responsibilities of patients and their families.
- > Demonstrated commitment to providing a quality service to the patient.
- > Ability to work effectively in a multi-disciplinary setting.
- > Communicate, both verbally and in writing, to a wide range of people on a range of sensitive and complex issues.
- > Work effectively within a team environment.
- > Work independently and under limited direction to meet deadlines and achieve agreed outputs
- > Physically able to meet position expectations and requirements

Experience

- > Clinical skills appropriate for duties in Plastics Operating Theatres, Outpatient Clinics and Ward activities

Knowledge

- > Broad knowledge in the chosen field of surgery

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- > Will be working towards a career in Plastics Surgery and be preparing for written and clinical examinations with the appropriate college
- > Demonstrated continuing medical education
- > Paediatric Life Support (PLS) and/or Advanced Paediatric Life Support (APLS)

Personal Abilities/Aptitudes/Skills:

Experience

- > Minimum of 2 years satisfactory experience as an Intern/Resident Medical Officer in a recognised teaching hospital or equivalent overseas experience and training.
- > Participation in Research and Education Programs

Knowledge

- > Knowledge of health care in the public and private sectors
- > Knowledge of the principles and practice of OHSW, Equal Opportunity, the Public Sector Act 2009 Code of Ethics and diversity appropriate to the requirements of the position

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 legal entities include but are not limited to Department for Health and Wellbeing, 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:

The Division of Surgical Services coordinates and manages support to the surgical departments and units of the WCH. The hospital is the main referral centre for complex paediatric surgical conditions for South Australia, the Northern Territory and some regional centres in Western Victoria and Western New South Wales and supports a clinical and basic science research and teaching program.

Specialised Surgery Departments within Surgical Services at the WCH are:

- Burns service
- Craniofacial
- Dental
- Ear nose and throat (including Audiology)
- General paediatric surgery (including: Urology, Thoracic, Stomal therapy)
- Neurosurgery
- Neonatal surgery
- Ophthalmology
- Orthopaedics (including Complex spinal cases)
- Plastics
- Theatres (Rogerson and Queen Victoria Operating Suites)
- Wards (Newland and Kate Hill)
- Paediatric Surgical Ambulatory Service

The Registrar will have a workload that is focused on plastic surgical cases.

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.

Domestic and Family Violence

The WCHN recognises violence against women as a human rights issue that must be addressed in the workplace, and is committed to a zero tolerance policy towards violence against women in the workplace. Accordingly employees must appropriately report and respond to any such acts in the workplace, and make available appropriate support to employees who may be experiencing violence in the community.

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:

Women's and Children's Health Network Strategy 2026

Four Strategic Priorities



Improved health
and wellbeing of
families and
communities



Meaningful gains
in Aboriginal health
and wellbeing



Provide leading
healthcare for women,
babies, children and
young people



Create one
health network

Key Enablers

Effective
communication

Consumer and
community
engagement

Culture and
leadership

Engaged
and capable
workforce

Enabling
technology

Research

Productive
partnerships

Contemporary
infrastructure

Financial
sustainability

Continuous
improvement
and innovation

Mission To improve the health and wellbeing of families and communities by providing integrated care and support

Vision To be a leading and respected health network for women, babies, children, young people and their families

Values Compassion, Respect, Equity, Accountability, Together for Excellence

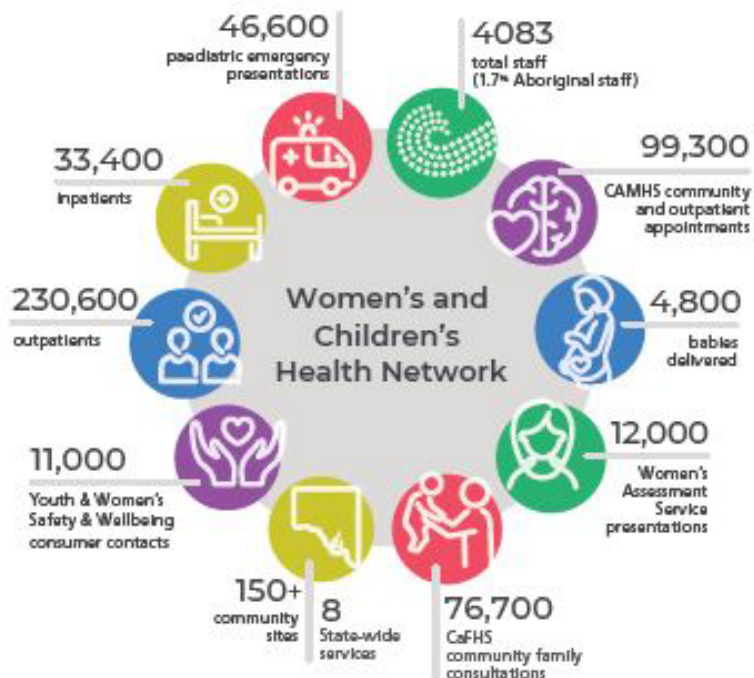
Our Story starts with our consumers and communities who are at the centre of everything that we do.

Our focus for the years ahead is to:

- Provide outstanding care and service
- Enhance our culture and leadership
- Design and deliver a new Women's and Children's Hospital
- Strengthen partnerships, expand innovation
- Through research, education and learning, inspire others, share specialist knowledge and deliver excellence in everything that we do
- Deliver an integrated WCHN

Our Way is underpinned by our agreed ways of working together that enable us as an organisation to:

- Share a common purpose and direction
- Use innovative and new ways to deliver our service
- Educate and support people to excel in the care that they give
- Grow and develop our current and future leaders
- Ensure that we have consistent behaviours and ways of working
- Implement processes and systems that are efficient and effective



State-wide services: Child and Family Health Service, Child and Adolescent Mental Health Service, Yarrow Place Rape and Sexual Assault Service, Disability Services, Child Protection Service, Metropolitan Youth Health, Women's Health Service, Women's Safety Strategy