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6/6SA Health Job Pack

Job Title	Staff Specialist - Clinical Geneticist, Adult Genetics
Job Number	660277
Applications Closing Date	26/10/2018
Region / Division	Central Adelaide Local Health Network
Health Service	The Royal Adelaide Hospital
Location	Adelaide
Classification	MD-2
Job Status	Permanent full-time
Indicative Total Remuneration*	\$298,949/\$553,175

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	Andrew Kovac
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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:	Staff Specialist – Clinical Geneticist, Adult Genetics
Classification Code:	MD02
LHN/ HN/ SAAS/ DHA:	Central Adelaide Health Network (CALHN)
Hospital/ Service/ Cluster	The Royal Adelaide Hospital
Division:	Medical Directorate
Department/Section / Unit/ Ward:	Clinical Genetics
Role reports to:	Head of Unit
Role Created/ Reviewed Date:	March 2018
Criminal History Clearance Requirements:	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) <input type="checkbox"/> Vulnerable (NPC) <input checked="" type="checkbox"/> General Probity (NPC)

ROLE CONTEXT

Primary Objective(s) of role:

The Staff Specialist - Clinical Geneticist

- > Provides expertise relating to clinical genetic services for patients of the Adult Genetics Unit.
- > Contributes to education, training and research within the Unit and encourages and supports team work amongst staff for optimal clinical service outcomes.

Direct Reports:

- > Head of Unit

Key Relationships/ Interactions:

- > Works with his/her peer group of Clinical Geneticists and Genetics Counsellors within the Adult Genetics Unit.
- > Works with staff of the Paediatric & Reproductive Genetics Unit, Women's and Children's Health Network
- > Works with staff of the Genetics and Molecular Pathology Directorate of SA Pathology.

Challenges associated with Role:

- > To ensure that services of the Adult Genetics Unit are delivered to best practice standard and that they improve health outcomes.
- > To establish and maintain strong professional links within and external to CALHN, and on a state-wide and national level.
- > To value and respect the needs and contributions of CALHN Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence.
- > To value and respect the different cultural practices of our patients and parents from immigrant families as well as ensuring complete understanding of issues when they are not English speaking.

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.

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:

- > 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.
- > The incumbent may be required participate in a weekend and on call roster as required.
- > This position involves travel by air/road to country outreach clinics.

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Provide high standard clinical genetic services to patients and their families using evidence-based practice.	<ul style="list-style-type: none"> > Contribute to a culture of service excellence > Contribute to effective consultation, communication and cooperation between staff involved in the provision of clinical genetic services > Participation in relevant multi-disciplinary meetings > Contribute to review of service provision and implementation of service improvement initiatives > Implement the Unit's administrative policies and procedures, and the Unit's clinical protocols, guidelines and practice standards > Ensure that the Unit's clinical database is used effectively > Provide expert clinical genetics advice, information and training to colleagues, referring medical practitioners and other healthcare professionals in South Australia.
Encourage and foster a positive team culture and safe work environment.	<ul style="list-style-type: none"> > Contribute to a team environment, which promotes positivity, learning and development, safety and welfare of employees, acknowledges differences, and encourages creativity, innovation and honesty. > As a team member, contribute to the development of a positive approach and commitment to patient service. > Promote a positive team, which actively deals with conflict and inappropriate behaviours expeditiously and effectively. >
Ensure ongoing professional development for the incumbent and training of undergraduate and postgraduate trainees in clinical genetics	<ul style="list-style-type: none"> > Represent the Adult Genetics Unit at relevant clinical meetings > Supervise clinical genetics and genetic counselling trainees in the Adult Genetics Unit > Be involved actively at the State, National and International level in professional and academic activities related to clinical genetics and genetic counselling
Contribute to advances in knowledge in the specialty.	<ul style="list-style-type: none"> > Initiate, support and contribute to clinical research initiatives within the clinical genetics. > Participate in multi-centre research trials, projects and initiatives.
Participate in quality management, quality assurance and risk management activities and ongoing improvement of services.	<ul style="list-style-type: none"> > Continuously review existing practices and promote change where required. > Contribute to the development of practice guidelines, protocols and quality indicators. > Ensure clinical risks are assessed and appropriate corrective strategies are developed.

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.
- > Certification as a Clinical Geneticist by the HGSA, or satisfactory completion of the training requirements of the Royal Australasian College of Physicians' Specialist Advisory Committee in Clinical Genetics, or equivalent qualification.

Personal Abilities/Aptitudes/Skills:

- > Well-developed interpersonal and communication skills (written and verbal), including the ability to work with individuals and families for positive health outcomes and to foster productive working relationships both internally and externally.
- > Demonstrated ability to work as part of a multidisciplinary team.
- > Demonstrated commitment to providing a quality service to the patient.

Experience

- > Experience in adult genetics.

Knowledge

- > Knowledge of the operation of a clinical genetics service.
- > Knowledge of current trends relevant to clinical genetics and genetic counselling.
- > Knowledge of service provision within health systems.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- > Professional or research qualifications relevant to the position.

Personal Abilities/Aptitudes/Skills:

- > Experience and skills in a subspecialty area of clinical genetics.

Experience

- > Experience of clinical/laboratory liaison in the delivery of high quality clinical and laboratory genetics services.
- > Experience in leading and coordinating multidisciplinary teams.
- > Involvement in clinical and/or laboratory research.
- > Experience of clinical service management.
- > Experience of clinical teaching and supervision of trainees.

Knowledge

- > Knowledge of the operation of a clinical genetics service in Australia.
- > Clinical resource management.

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:

Central Adelaide LHN is responsible for promoting and improving the health of central metropolitan Adelaide and the broader community by providing integrated health care and hospital services. Central Adelaide LHN brings together the hospitals of (Royal Adelaide Hospital [RAH] as a major tertiary facility, The Queen Elizabeth Hospital [TQEH] as a general hospital, and our rehabilitation hospitals Hampstead Rehabilitation Centre [HRC] and St Margaret's Rehabilitation Hospital [SMRH]), and a significant number of mental health and primary health care services. Central Adelaide LHN also governs a number of statewide services including SA Dental Service, SA Prison Health Service, BreastScreen SA and DonateLife SA, and has financial administrative responsibility for Statewide Clinical Support Services incorporating SA Pathology, SA Medical Imaging and SA Pharmacy.

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: