



ROLE DESCRIPTION

Role Title:	Women's Imaging Fellow, Royal Adelaide Hospital (RAH)
Classification Code:	MD-P3 (Senior Registrar)
LHN/ HN/ SAAS/ DHW:	Statewide Clinical Support Services (SCSS)
Hospital/ Service/ Cluster:	South Australia Medical Imaging (SAMI)
Division:	Royal Adelaide Hospital (RAH) Radiology
Role reports to:	Campus Clinical Head, RAH Radiology
Role Created/ Reviewed Date:	November 2021
Criminal and Relevant History Screening:	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Working With Children's Check (WWCC) (DHS) <input checked="" type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)
Immunisation Risk Category Requirements:	<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 Women's Imaging Fellow is responsible for assisting in the provision of Women's Health Imaging services at The Royal Adelaide Hospital under the guidance of a Consultant Radiologist.

This is a Fellow Position for a Radiologist who has completed 5 years of accredited training. For a fulltime position (5 days per week), the Fellow will have a minimum of 3 days gaining specific experience and training in Women's Imaging, including magnetic resonance imaging (MRI), computed tomography (CT), Mammography, Ultrasound and Interventional breast procedures, 0.5 days research and 1.5 days general radiology to be decided in discussion with the Campus Clinical Head.

The Fellow will have access to meetings, lectures, tutorials and research facilities in the Department. They will also be involved in undergraduate and postgraduate teaching.

The Fellow will undertake research projects and audits in relation to Women's Imaging and will encouraged to present at national and international meetings. They will be an active participant in the relevant Clinical and Multidisciplinary Meetings, including the Gynaecology Oncology Meeting and the Breast Multidisciplinary Meeting.

Direct Reports:

Nil

Key Relationships/ Interactions:
<u>Internal to SAMI</u> Responsible to the supervising radiologist and Director of Training who is accountable to the Campus Clinical Head, RAH radiology. Close liaison is expected with radiological and other medical staff, nursing staff, clerical officers and radiographers / sonographers to ensure the continued effectiveness of the Women's Imaging service. <u>External to SAMI</u> Liaison with internal and external referrers within RAH and other sites where SAMI services are provided, to ensure maintenance of a high quality diagnostic service.

Challenges associated with Role:
Major challenges currently associated with the role include: <ul style="list-style-type: none">> Provision of a high quality medical imaging services in a timely manner.> Balancing clinical demand with the available provision of service.

Delegations:
Nil

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Provide a high quality Women's Medical Imaging service under the direction of the supervising radiologist to SAMI patients.	<ul style="list-style-type: none"> > Providing appropriate high quality Women's Medical Imaging services to SAMI patients as directed by the supervising radiologist or Campus Clinical Head. > Providing a consultative service to referring clinicians regarding patient management. > Assisting with the scheduling of patients and supervision of protocols for Medical Imaging studies. > Ensuring effective communication with care providers, especially referring clinicians, to promote continuity of care for both inpatients and outpatients. > Coordinating and providing follow up care of patients where appropriate. > Contributing to an after-hours roster. > Contributing to policy, procedural and professional issues. > Adhering to guidelines as provided in relevant SAMI documentation.
Demonstrate a commitment to continuous service improvement.	<ul style="list-style-type: none"> > Attending and participating in clinical and departmental meetings. > Participating in departmental peer review and audit activities. > Continuously reviewing existing practices and promoting change where required. > Participating in quality assurance and quality improvement activities at both Site and SAMI levels. > Participating in Royal Australian and New Zealand College of Radiologists (RANZCR) based programs directed towards maintaining the highest standards of professional care. > Participating in research, with appropriate collaboration, at the Site and/or SAMI, to monitor diagnostic accuracy as part of quality control, assisting in innovation and assessment of new techniques. > Actively cooperating in processes that will ensure Medical Imaging meets accreditation standards laid down by the Australian Council on Healthcare Standards (ACHS) and the Australian Government Diagnostic Imaging Accreditation Scheme (DIAS). > Participating in personal performance appraisal and complying with credentialing and scope of practice processes. > Participating in programs designed to provide personal growth and development.
Demonstrate a commitment to the provision of a multidisciplinary approach to clinical care.	<ul style="list-style-type: none"> > Working harmoniously with all members of the clinical team. > Being responsive to the expectations and needs of both clinical and non-clinical colleagues.
Engender a consumer focus in service delivery.	<ul style="list-style-type: none"> > Ensuring consumers are able to exercise their rights and responsibilities. > Ensuring that patients and families are given adequate information upon which to base treatment decisions and follow up. > Being responsive to complaints from patients and their relatives.
Provide appropriate support, direction and training to trainee medical officers and medical students.	<ul style="list-style-type: none"> > Providing appropriate direction and supervision to radiology trainees, other junior staff and students within SAMI. > Acting as role model and mentor for medical students and junior medical staff. > Participating in the education and assessment of radiology trainees, other staff and students.

Participate in and contribute to the academic life of SAMI at the direction of the Campus Clinical Head.	<ul style="list-style-type: none"> > Participating in audit projects. > Participating in research discussions and research projects. > Contributing to the supervision of postgraduate students and others undertaking research. > Participating in Department and Interdepartmental research studies specific to Women's Imaging
Ensure that a safe and healthy work environment, free from discrimination, is provided for employees.	<ul style="list-style-type: none"> > Implementing SA Health Human Resources policies. > Ensuring that the principles of Equal Employment Opportunity and Ethical Conduct are a normal part of doing business. > Managing industrial relations issues appropriately as they arise.
Responsible and accountable for taking reasonable care to protect own health, safety and welfare and avoiding adversely affecting the health and safety of any other person at work through any act or omission.	<ul style="list-style-type: none"> > Complying with Work Health & Safety policies and other related written arrangements at work. > Complying with Work Health & Safety principles and procedures on a daily basis. > Complying with any reasonable instruction and following safe work practices in relation to Work Health & Safety at work. > Using and taking care of any plant or equipment provided for Work Health & Safety purposes. > Participating in training programs and on the job training programs for Work Health & Safety. > Reporting all incidents, accidents and observed hazards to a supervisor or manager as soon as possible and assisting in the investigation process. > Supporting the role of Health and Safety Representatives by keeping them informed of any Work Health & Safety issues. > Ensuring that they are not, by the consumption of alcohol or a drug, in such a state as to endanger their own health or safety at work or the health and safety of any other person.
Contribute to the efficient management of the financial and material resources of the Department.	<ul style="list-style-type: none"> > Using facilities, equipment and supplies in the most efficient manner.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- > Bachelor of Medicine; Bachelor of Surgery (MBBS) or equivalent.
- > Obtained a Specialist Qualification and is registrable as a Medical Practitioner with Specialist registration.

Personal Abilities/Aptitudes/Skills

- > Ability to communicate effectively with a wide range of people including colleagues and other professional staff.
- > A commitment to high personal standards and to providing a quality service to patients and their families.
- > Ability to work as a member of a team and to demonstrate, foster and lead respectful behaviour.
- > Appropriate time management skills and punctuality.
- > High level skills in problem solving and decision making.
- > Commitment to clinical audit and research.
- > Ability to act as a role model for medical students, junior medical staff and radiology trainees.
- > Ability to participate in continuing medical education activities.
- > Proven capacity to teach trainees in Medical Imaging.
- > Excellent written and verbal communication skills.
- > Capacity to manage and resolve conflict effectively.
- > Ability to react positively to change.
- > Insight into own interpersonal, team building and conflict resolution skills.
- > Demonstrated commitment to the principles and practices of Equal Employment Opportunity and Ethical Conduct, and an understanding of, experience in, and 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, utilising AS/NZS 4360 Risk Management, or to an equivalent set of standards.

Experience

- > Proven experience and competence in a broad range of Medical Imaging modalities and procedures.
- > Demonstrated experience in working with consumers and carers.
- > Demonstrated experience in clinical governance systems and approaches.
- > Proven experience in basic computing skills, including email and word processing.

Knowledge

- > In depth knowledge of the field of Medical Imaging.
- > Knowledge of contemporary leadership and management principles.
- > Sound knowledge of Work Health & Safety principles and procedures.
- > Sound knowledge of Quality Management principles and procedures.

DESIRABLE CHARACTERISTICS

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Educational/Vocational Qualifications

- > Post graduate degree in research.

Personal Abilities/Aptitudes/Skills

- > Analytical and statistical skills.
- > Experience in team building.

Experience

- > Demonstrated experience in Women's Imaging
- > Demonstrated experience in a clinical leadership role within a Medical Imaging department.
- > Demonstrated teaching and / or research experience within a recognised discipline of Medical Imaging.

Knowledge

- > Knowledge of research principles and statistics.

Special Conditions:

- > It is mandatory that no person, whether or not already working in SA Health, may be appointed to a position in SA Health unless they have provided the a satisfactory current Criminal and Relevant History Screening, as required by the *SA Health Criminal and Relevant History Screening Policy Directive*.
- > For appointment in a Prescribed Position under the *Child Safety (Prohibited Persons) Act (2016)*, a current Working with Children Check (WWCC) is required from the Department for Human Services Screening Unit. For other positions, a satisfactory National Police Certificate (NPC) assessment is required.
- > For 'Prescribed Positions' under the *Child Safety (Prohibited Persons) Act (2016)*, the individual's WWCCs must be renewed every 5 years from the date of issue; and for 'Approved Aged Care Provider Positions' every 3 years from date of issue as required by the *Accountability Principles 2014* issued pursuant to the *Aged Care Act 1997* (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.
- > Work outside of normal hours including weekends as rostered.
- > Participate in the SAMI RAH radiology registrar after-hours roster.
- > Be available to work in all imaging areas.
- > Provide copies of Australian Health Practitioner Regulation Agency (AHPRA) I Medical Board of Australia registration and South Australian Environmental Protection Agency (EPA) radiation licence certificates in a timely fashion on an annual basis.
- > Utilise the Enterprise System for Medical Imaging (ESMI) to reporting medical imaging studies from other SAMI sites.

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 for Health Care Workers in South Australia Policy Directive*.
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > *Children and Young People (Safety) Act 2017* (SA) '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 and 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.

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 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 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.

Central Adelaide Local Health Network (CALHN):

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 Donate Life SA. Of note also is governance of the Statewide Clinical Support Services (SCSS).

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.

Health Network/ Division/ Department:

Statewide Clinical Support Services (SCSS) is a Business Unit within CALHN. The SCSS Group Executive Director is responsible for leadership and management of SAMI, SA Pharmacy and SA Pathology. The SCSS Group Executive Director is a member of Portfolio Executive, the peak decision making body within SA Health, consistent with the Local Health Network Chief Executive Officers.

SAMI has been created with the goal of:

- > Providing a comprehensive and unified Medical Imaging service to the public health system in South Australia.
- > Improving efficiency.
- > Providing a more cohesive, consistent, and accessible state wide service.

SAMI became operational on 1 July 2012, and is working towards the above goals. SAMI has responsibility for both in-sourced and out-sourced public Medical Imaging services across South Australia. An integral part of SAMI is the Enterprise System for Medical Imaging (ESMI). ESMI has three components: the Picture Archiving and Communications System (PACS), the Radiology Information System (RIS) and the voice recognition (VR) system.

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.

As a public sector employee, you have a responsibility to maintain ethical behaviour and professional integrity standards. It is expected that you act in accordance with the Code of Ethics, and contribute to a culture of integrity within SA Health.

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: Associate Professor Marc Agzarian

Role Title: Clinical Director, SAMI

Signature:



Date:

22 November 2021

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	10/07/18	Minor formatting with order of information amended.
V4	11/07/18	26/03/19	Updated legal entities for Minister and Department title on Page 7. Updated Immunisation Guidelines to Policy Directive under general requirements.
V5	27/03/19	04/06/19	Added categories for immunisation requirements on front page.
V6	05/06/19	25/06/19	Updated changes to the Criminal Relevant History and Screening.
V7	26/09/19	09/06/20	Updated legal entities to include new regional LHN's.
V8	10/06/2020	03/05/2021	Update Risk Management Statement
V9	04/05/21	21/11/2021	Inclusion of integrity statement under Code of Ethics on Page 6
V10	22/11/2021		Updated to current template, corrections to direct reports