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## SA Health Job Pack

Job Title	Consultant Obstetrician and Gynaecologist
Eligibility	Open to Everyone
Job Number	845947
Applications Closing Date	Position will remain open until filled
Region / Division	Limestone Coast Local Health Network
Health Service	Mount Gambier and Districts Health Service
Location	Mount Gambier
Classification	MD2
Job Status	Ongoing Full Time
Total Indicative Remuneration	\$359,093 - \$487,139 p.a.

## Contact Details

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## 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 Human Services (DHS) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:

- Working with Children Check (WWCC) - **DHS**
- National Disability Insurance Scheme (NDIS) Worker Check- **DHS**
- Unsupervised contact with Vulnerable groups- **NPC**
- Unsupervised contact with Aged Care Sector- **DHS**
- No contact with Vulnerable Groups - General Employment Probity Check - **NPC**

Further information is available on the SA Health careers website at [www.sahealth.sa.gov.au/careers](http://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 [Guidelines for Applicants](#) for further information regarding

- Salary Packaging
- Opportunities for movement within SA Health
- Flexible working arrangements
- Criminal History screening and background checks
- Immunisation requirements
- Rights of review
- Information for applicants



## ROLE DESCRIPTION

<b>Role Title:</b>	<b>Consultant Obstetrician and Gynaecologist</b>
<b>Classification Code:</b>	MD2
<b>LHN/ HN/ SAAS/ DHA:</b>	Limestone Coast Local Health Network (LCLHN)
<b>Hospital/ Service/ Cluster</b>	Mount Gambier and Districts Health Service
<b>Division:</b>	<b>Obstetrics and Gynaecology</b>
<b>Department/Section / Unit/ Ward:</b>	<b>Obstetrics and Gynaecology</b>
<b>Role reports to:</b>	Executive Director Medical Services
<b>Role Created/ Reviewed Date:</b>	February 2021
<b>Criminal History Clearance Requirements:</b>	<input checked="" type="checkbox"/> DHS Working With Children Check (WWCC) <input type="checkbox"/> NDIS Worker Check <input checked="" type="checkbox"/> NPC – Unsupervised contact with vulnerable groups
<b>Immunisation Risk Category</b>	<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 Obstetrician and Gynaecologist Consultant is required to:

- Provide clinical services of the highest possible standard to Obstetrics and Gynaecology patients, both in terms of individual performance and by clinical leadership and contribution to a multidisciplinary approach to the delivery of patient care.
- Provide a professional medical service in accordance with Regional, Hospital and departmental policy manuals and documents, and with the Professional standards of the Australasian College for Obstetrics and Gynaecology.
- Active involvement in teaching trainee medical officers, interns and medical students and, where appropriate, nursing and allied health.
- Participation in clinical audit and quality, safety and clinical risk management activities.
- Participation in research and continuous medical education activities.

**Direct Reports:**

- > Will be required to supervise the clinical practice of trainee medical officers in the Unit.

**Key Relationships/ Interactions:**Internal

- > The Obstetrician and Gynaecologist Consultant is required to work collaboratively on a daily basis with Medical, Nursing, Clinical, Allied Health Professionals, other health profession staff administrative staff within the Mount Gambier and Districts Health Service.
- > Internal service departments such as pathology and radiology.
- > Assist with supervising, mentoring and teaching junior medical staff.
- > The incumbent is required to maintain membership with various committees and working parties.

**External**

- > Outside referrals from GP's.
- > Medical and other multidisciplinary staff from other health services.
- > External teaching.

**Challenges associated with Role:**

Major challenges associated with the role include:

- > Provision of a high quality, patient focussed clinical services within allocated resources.
- > Contribution to the development of best practice models of care and management of safety and quality activities.
- > Providing clinical leadership to facilitate and support a team approach to the provision of clinical services and ensuring the provision of high quality training to trainee medical officers.

**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, 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 Policy Directive.*
- *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.*
- *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.*

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.

#### **Cultural Statement:**

The Limestone Coast Local Health Network welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. Limestone Coast Local Health Network is a culturally inclusive work environment that is respectful of Aboriginal and Torres Strait Islander culture

#### **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 Child Safety (Prohibited Persons) Act 2016 must obtain a satisfactory Working With Children Check (WWCC) through the Screening and Licensing Unit, Department for Human Services (DHS).
- > Approved Aged Care Provider Positions as defined under the Accountability Principles 1998 made in pursuant to the Aged Care Act 2007 (Cth) must obtain a satisfactory National Police Certificate (NPC) through the South Australian Police confirming the clearance is for the purpose of employment involving unsupervised contact with vulnerable groups.
- > Risk-Assessed roles under the National Disability Insurance Scheme (Practice Standards – Worker Screening Rules 2018) must obtain a satisfactory NDIS Working Screening Check through the Department of Human Services (DHS) Screening Unit.
- > National Police Certificates must be renewed every 3 years thereafter from date of issue.
- > Working With Children Checks must be renewed every 5 years thereafter from date of issue.
- > 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.

**OFFICIAL**

- > 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.
- > Must participate in a roster covering the Obstetrics and Gynaecology department 24 hours a day seven days per week.
- > Must be prepared to attend relevant meetings and staff development/education activities as required.
- > Intra and interstate travel may be required.
- > A formal review of performance/appraisal will be conducted annually in conjunction with the Executive Director Medical Services/Head of Unit.

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Provision of safe, best practice clinical services	<ul style="list-style-type: none"> <li>&gt; Providing medical services to patients within the Obstetrics and Gynaecology department.</li> <li>&gt; Providing an opinion on patients referred for consultation.</li> <li>&gt; Providing clinical leadership to facilitate and support a team approach to the provision of clinical services.</li> <li>&gt; Assigning and supervising the clinical practice of allocated trainee medical officers.</li> <li>&gt; Participating in relevant multidisciplinary meetings.</li> <li>&gt; Ensuring the appropriate documentation of clinical care in patients' electronic medical records and ensuring the timely provision of discharge summaries, written specialist opinions and requested medical reports.</li> <li>&gt; Participating in administrative activities associated with the provision of clinical services.</li> <li>&gt; Assisting the Head of Unit in planning and organising the delivery of clinical services.</li> <li>&gt; Fostering the development of community networks appropriate to the Unit's work.</li> <li>&gt; Attending relevant Outpatient clinics and clinical sessions as required.</li> <li>&gt; Ensuring appropriate documentation in the electronic medical record or paper case notes after a service event has occurred.</li> <li>&gt; Ensuring timely feedback and/or letter to referrer once a service event has occurred.</li> <li>&gt; Providing after hours emergency Obstetrics and Gynaecology services as required and participating in the after-hours on call roster.</li> </ul>
Teaching/Training/Research	<ul style="list-style-type: none"> <li>&gt; Contributing to medical teaching/training/research programs at postgraduate levels.</li> <li>&gt; Providing appraisals of undergraduates and trainee medical officers assigned to the Unit.</li> <li>&gt; Contributing to the training of other health professionals.</li> <li>&gt; Initiating and participating in research.</li> </ul>
Safety & Quality of Clinical Services	<ul style="list-style-type: none"> <li>&gt; Initiating and supporting clinical improvement activities. This will involve evaluation of clinical processes and service outcomes, including patient safety, identifying possible areas for improvement and implementing the required changes.</li> <li>&gt; Maintaining an awareness of risk in the clinical environment.</li> <li>&gt; Actively supporting and contributing to risk management initiatives.</li> <li>&gt; Reporting sentinel events, potential medical negligence claims and adverse patient incidents.</li> </ul>
Management of financial and material resources	<ul style="list-style-type: none"> <li>&gt; Using facilities, equipment and supplies in the most cost efficient manner.</li> <li>&gt; Contributing to casemix management by ensuring that appropriate practices are in place to ensure the timely coding of required data.</li> </ul>
Patient focused approach in the provision of clinical services	<ul style="list-style-type: none"> <li>&gt; Adhering to and supporting practices that ensure patients' rights are respected.</li> <li>&gt; Investigating and addressing patient complaints in a positive, constructive manner.</li> <li>&gt; Maximising the participation of consumers in planning and evaluating services.</li> </ul>
Development and review of policies and procedures at a Department and Hospital	<ul style="list-style-type: none"> <li>&gt; Participating in relevant standing or ad hoc committees associated with the provision of clinical services. Specific committee commitments are as directed by the Executive Director Medical Services.</li> <li>&gt; Contributing to the development of hospital-wide policies and</li> </ul>

	procedures.
Management of confidential information and intellectual property	<ul style="list-style-type: none"><li>&gt; Adhering to the Hospital and SA Health policy on confidentiality of patient information and privacy.</li><li>&gt; Adhering to the Hospital policy on information technology security.</li><li>&gt; Adhering to the Hospital policy on intellectual property.</li></ul>



## Knowledge, Skills and Experience

### ESSENTIAL MINIMUM REQUIREMENTS

#### Educational/Vocational Qualifications

- > Bachelor of Medicine; Bachelor of Surgery (MBBS) or equivalent. Appropriate Specialist Qualifications and registerable with the Medical Board of Australia as Medical Practitioner with Specialist registration.

#### Personal Abilities/Aptitudes/Skills

- > Demonstrated commitment to provision of Obstetrics and Gynaecology.
- > Demonstrated high standard of clinical practice in Obstetrics and Gynaecology, particular Obstetrics and Gynaecology.
- > Demonstrated ability to establish effective local and regional links.
- > Demonstrated capability in research.
- > Demonstrated commitment to teaching and quality assurance activities.
- > Demonstrated professional integrity.
- > Demonstrated ability to work in a multidisciplinary team environment.
- > Demonstrated commitment to quality improvement.
- > Demonstrated ability to be adaptable to change.

#### Experience

- > Experience in the provision of Obstetrics and Gynaecology the local and regional referral network.
- > Experience in Obstetrics and Gynaecology and patient management.
- > Experience in quality improvement activities.
- > Experience in research and teaching.

#### Knowledge

- > Understanding of the Australian Healthcare system at federal, regional, state and local levels.
- > Understanding of the principles and philosophies of health service delivery of the Mount Gambier and Districts Health Service, particularly its commitment to research, training and teaching.
- > Understanding of quality improvement principles.
- > Understanding of the rights and responsibilities of patients and their families.

### DESIRABLE CHARACTERISTICS

#### Educational/Vocational Qualifications

- > MD or PhD or other higher degree in an appropriate field.

#### Personal Abilities/Aptitudes/Skills

- > Understanding of needs of specialised patient groups treated e.g. Aboriginal and Torres Strait Islander patients.

#### Experience

- > Experience at a senior level of professional practice.
- > Experience in teaching at an undergraduate and postgraduate level.
- > Experience in research initiatives.
- > Record of publication of research and presentations.

#### Knowledge

- > Understanding of budgetary requirements affecting the Health System.

## 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, Barossa Hills Fleurieu Local Health Network, Eyre and Far North Local Health Network, Flinders and Upper North Local Health Network, Limestone Coast Local Health Network Inc., Riverland Mallee Coorong Local Health Network, Yorke and Northern 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.

### Limestone Coast Local Health Network:

Residents within the Limestone Coast Local Health Network have access to a wide range of health care services. The Limestone Coast region covers a large geographical area which consists of the Upper and Lower South East, and extends all the way to the Victorian border.

Services provided within the South East region include accident and emergency, day and inpatient surgery, aboriginal health, obstetric services, community health and aged care services.

We have Health facilities located within Mount Gambier, Bordertown, Kingston, Millicent, Naracoorte and Penola. The links below can be used to navigate to detailed information on the different Hospital and Aged Care sites, as well as Country Health Connect.

The health units within the Limestone Coast LHN have dedicated and experienced staff who strive to meet the needs of the community by providing the highest level of health care.

## Values

### LCLHN Values

The values of LCLHN are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

<b>Integrity</b>	<ul style="list-style-type: none"> <li>&gt; We know integrity involves not only doing what is right when everyone knows, but also when no one is watching</li> <li>&gt; We recognise the importance of our work and display a high standard of professionalism</li> <li>&gt; We do what we say and say what we mean</li> </ul>
<b>Honesty</b>	<ul style="list-style-type: none"> <li>&gt; We engage in open, clear and honest communication</li> <li>&gt; We are transparent and truthful in our actions</li> <li>&gt; We acknowledge our strengths, limitations and mistakes and learn from these for improvement</li> </ul>
<b>Courage</b>	<ul style="list-style-type: none"> <li>&gt; We have the courage to speak up and respectfully challenge others</li> <li>&gt; We are committed to being a high performing team and support a culture that fosters continued progress and growth</li> <li>&gt; We show resilience in the face of adversity</li> </ul>
<b>Care</b>	<ul style="list-style-type: none"> <li>&gt; We provide compassionate, appropriate and safe care in a supportive and nurturing environment</li> <li>&gt; We partner with consumers, family members and carers to help them make decisions and support them along the care continuum</li> <li>&gt; We create a culture of care where staff are supported and positively engaged in their work</li> </ul>
<b>Respect</b>	<ul style="list-style-type: none"> <li>&gt; We seek to understand and value others by putting ourselves in their shoes</li> <li>&gt; We listen attentively, communicate openly and act without judgement</li> <li>&gt; We recognise and welcome diversity within our community and our staff</li> </ul>

### Code of Ethics

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 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.

### Aboriginal Health

SA Health acknowledges culture and identity as being integral to Aboriginal health and wellbeing and is committed to improving the health of Aboriginal people.

SA Health vision for Reconciliation is the gap is closed on Aboriginal health disadvantage; and Aboriginal people share the same rights, respect and access to opportunities and benefits as all South Australians.

## 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:**