

i can

...do something
more meaningful



SA Health Job Pack

Job Title	Senior Medical Practitioner, Emergency Medicine, SALHN
Job Number	643229
Applications Closing Date	27 July 2018
Region / Division	Southern Adelaide Local Health Network
Health Service	Emergency Department
Location	Noarlunga Centre
Classification	MDP4
Job Status	Full Time/ Temporary up to 3 Feb 2019
Indicative Total Remuneration*	\$173,895 - \$225,269

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	Jim Holland
Phone number	8384 9753
Email address	jim.holland@sa.gov.au

Guide to submitting an application

Thank you for considering applying for a position within SA Health. Recruitment and Selection processes across SA Health are based on best practice and a commitment to a selection based on merit. This means treating all applications in a fair and equitable manner that aims to choose the best person for the position.

A well presented, easy to read application will allow the panel to assess the information they need from your application. To give yourself the best opportunity to reach interview, the application should clearly and concisely demonstrate to the selection panel that you are suitably equipped to perform the role, and that you possess all of the stated minimum essential skills, abilities, knowledge, experience and educational qualifications (where required).

The online application form to apply for this position will ask for employment history, education, qualifications and referees however to understand the position and requirements we suggest you become familiar with the attached Job and Person Specification.

We request that you attach the following to your application -

- ✍ **A covering letter** of up to 2 pages introducing yourself to the selection panel and describing your skills, abilities, knowledge, qualifications and experience in relation to the position;
- ✍ **A current Curriculum vitae/Resume** that includes your personal details, relevant employment history, education, training courses, qualifications and professional memberships.

* Refer to <http://www.sahealthcareers.com.au/information/> for further information regarding

- The Indicative Total Remuneration which is inclusive of Award salary, superannuation and other monetary benefits.
- Information for Applicants
- Criminal History Assessment requirements



Southern Adelaide Local Health Network (LHN) JOB AND PERSON SPECIFICATION (NON-MANAGERIAL)

Role Title:	Senior Medical Practitioner
Classification Code:	MDP4
Position Number	M56311
LHN/ HN/ SAAS/ DHA:	Southern Adelaide Local Health Network
Hospital/ Service/ Cluster	Noarlunga Hospital
Division:	Medicine
Department/Section / Unit/ Ward:	Emergency
Role reports to:	Operationally: Clinical Director Emergency Department Noarlunga Hospital Professionally: Clinical Director Emergency Department Noarlunga Hospital
Role Created/ Reviewed Date:	April 2017
Criminal History Clearance Requirements:	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) <input checked="" type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)

Job Specification

Primary Objective(s) of role:

- Provide clinical services of the highest possible standard in the Emergency Department.
- Required to work with limited or no direction or supervision and to exercise a high degree of professional judgement and clinical competence in a multi-disciplinary setting.
- Responsible for the overall smooth day to day management of the clinical floor.
- Limited work in the hospital wards may also be required as directed by the relevant head(s) of those services.
- Responding to hospital MET/Code Blue/Code Black calls as required by allocation on shift.
- Provide supervision, training and direction to more junior staff as required.
- Participate in teaching and quality assurance activities, and undertake health promotion and community education activities.

Direct Reports:

- Responsible to the Clinical Director of Emergency Department. Required to supervise junior and less experienced medical staff and medical students.

Key Relationships/ Interactions:

Internal

- Required to participate in a seven day shift work roster with on-call commitment and to undertake call-back / recalls as necessary.
- Out of hours work is required, including night shift as rostered.
- May be required to work within other locations of the Southern Adelaide Health Service.
- Provision of clinical services in the Emergency Department or to medical inpatients as required, exercising a high level of professional judgement and clinical competence in a multi- disciplinary setting;
- Responsible for the smooth management of the floor including leading rounds and handover and ensuring patient flow
- Conducting consultations and procedures that include assessing, analysing, diagnosing, managing, treating, educating and supporting patients;
- Adhering to required work practices that ensure satisfactory patient flows through the Health Service and the meeting of performance targets;
- Coordinating appropriate follow up care of patients and investigations;

External

- Ensuring appropriate follow up of medical problems with the patient's general practitioner, other specialist or service, and providing communication to facilitate ongoing care;
- Organising admissions and discharges, liaising with inpatient teams at other hospitals as necessary;
- Developing and maintaining harmonious and professional working relationships with other health workers or service providers, such as Metropolitan Referral Unit, Medical Ambulatory Care Service, Mental Health Services, etc
- Developing and maintaining harmonious and professional working relationships with external emergency services such as SA Police and SA Ambulance Services
-

Challenges associated with Role:

Demonstrate a commitment to the provision of a multi-disciplinary approach to clinical care by:

- Working harmoniously with all members of the clinical team;
- Being responsive to the expectations and needs of both clinical and non-clinical colleagues.

Assist in the provision of leadership and appropriate supervision of junior medical staff by:

- Actively contributing to the implementation of changes in delivery of services where necessary;
- Demonstrating leadership in the achievement of targets required by both NHS and the Department of Health (DoH);
- Ensuring appropriate case load and clinical mix of patients;
- Providing advice on diagnosis, investigation and management.

Undertake health promotion activities by exercising opportunistic health promotion.

Participate in research activities in collaboration with researchers in this or other institutions.

Contribute to the maintenance of a high organisational standard of Customer Service by;

- acting in a professional manner at all times when dealing with internal and external clients;
- positively promoting the organisation both internally and externally;
- providing prompt, professional and courteous service to all clients including colleagues, other departments and the community;
- maintaining confidentiality on all issues relating to the organisation, the clients and fellow colleagues;
- treating all customers with respect and equality whilst being responsive to their needs;

Maintaining dress and personal presentation standards appropriate to the working environments and that reflect organisational standards and regulations at all times.

Contribute to your personal and professional development to meet the changing needs of your position, career and industry by;

- attending and being actively involved in all Mandatory and other relevant training sessions provided by the organisation within required timeframes;
- Participating in training activities that enhance clinical competencies;
- actively participating in the Performance Development process including Annual Performance Review, which assists to identify your professional and personal development requirements.

Contribute to an environment of positive teamwork and communication by;

- being aware of, and practice according to, the organisation's mission, objectives, core values and strategies;
- demonstrating the ability to work consistently positive within a team (and/or across teams) to achieve team goals;
- working harmoniously with other team members to achieve service delivery excellence;
- resolving any workplace conflict or grievances in a professional manner and through the correct organisational processes;
- maintaining and initiating regular and professional communication with all relevant colleagues and managers.

Contribute to continuous improvement and the quality management system at NHS by;

- participating in the development of clinical guidelines and protocols;
- participating in clinical and departmental Team meetings & planning activities;
- demonstrating understanding of, and compliance with, standards of practice, external legislation and NHS policies and procedures that relate to this position and the organisation;
- aiming to improve the quality of work processes and individual work practices;
- participating in and contributing to the accreditation process including the recording of quality activities in the NHS Quality Register;
- undertake clinical audit as required

Contribute to the maintenance of sound administration and documentation practices by;

- ensuring timely documentation of the clinical service in the patients' medical record;
- ensuring timely completion of computerised patient information records;
- ensuring that all documentation is accurate and completed in a professional and timely manner and is in accordance with any organisational and/or legislative requirements where applicable.

Comply with the principles of the Code of Fair Information Practice, adopted by the Department of Human Services, which regulate the collection, use, disclosure, storage and transfer of all personal patient/client information within the Department and throughout its funded service providers by;

- maintaining an awareness and understanding of the principles of the Code of Fair Information Practice;
- adhering to those principles as they relate to the performance of the duties of your position.

Responsible for maintaining a safe work environment in accordance with the Occupational Health, Safety & Welfare Act by;

- complying with Occupational Health, Safety and Welfare policies and procedures;
- protecting your own and others' health and safety at work;
- reporting any hazards or incidents as soon as possible in accordance with the relevant procedures and instructions;
- using any equipment provided and undertaking any reasonable instruction from persons with authority;
- assisting with hazard identification, risk assessment and control measure process when:-
 - work-related incidents/injuries occur
 - hazards are reported
 - purchasing new equipment
 - workplace changes occur
 - there are changes in relevant legislation
- ensuring that the appropriate documentation is completed, in conjunction with the manager/supervisor, following a work related incident/injury and/or the reporting of a hazard;
- assisting with appropriate follow-up following the reporting of hazards and/or work related incidents/injuries

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.
- Information Privacy Principles.
- 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.

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.

STATEMENT OF KEY OUTCOMES AND ASSOCIATED ACTIVITIES

"Contribute to a safe and healthy work environment, free from discrimination and harassment by working in accordance with legislative requirements, the Code of Ethics for the South Australian Public Sector and departmental human resource policies, including WHS requirements."

"Commitment to achieving and complying with National Safety & Quality Health Service Standards."

Acknowledged by Occupant: _____ Date: ____/____/____

Person Specification

1. ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

For appointment as a Senior Medical Practitioner:

For appointment as a Senior Medical Practitioner:

- Bachelor of Medicine; Bachelor of Surgery (MBBS) or equivalent
 - Registrable with the Medical Board of Australia as a Medical Practitioner
 - General Registration by the Medical Board of Australia & not less than 5 years' experience since obtaining such registration
-

Personal Abilities/Aptitudes/Skills

- "Proven commitment to the principles and practise of:
 - EEO, Ethical Conduct, diversity and WHS;
 - Quality management and client oriented service;
 - Risk management."
 - Strong interpersonal skills to provide leadership and to negotiate with a range of people both inside and outside of the health service including colleagues and other professional staff;
 - Ability to lead a multidisciplinary team
 - A commitment to providing a quality service to patients and their families;
 - Appropriate time management skills / punctuality;
 - High level skills in clinical problem solving and decision making;
 - Ability to work within a multi-functional, multi-disciplinary team;
 - Ability to communicate effectively, both verbally and in writing;
 - Ability to work under pressure.
-

Experience

- At least five years relevant experience employed in a medical position in a community health centre, a primary care unit within a hospital or an emergency department of a general hospital.
 - Experience working as part of a multi-disciplinary team.
 - Experience in management of medical and surgical emergencies, including application of Advanced Life Support management principles as a team leader
-

Knowledge

- Sound medical knowledge
 - Understanding of Work Health Safety principles and procedures
 - Understanding of Quality Management principles and procedures
 - Understanding of Delegated Safety Roles and Responsibilities
 - Awareness of National Safety and Quality Health Service Standards
-

2. DESIRABLE CHARACTERISTICS

Personal Abilities/Aptitudes/Skills

- Ability to be empathetic and supportive to patients and colleagues;
 - Ability to motivate staff.
 - Enthusiasm for shift work roster supporting a 24/7 service
-

• Experience

- Proven experience in basic computing skills, including email and word processing
 - Experience working with a diverse client group, including mental health clients.
-

• Knowledge

- Awareness of the Charter of Health and Community Services rights.
-

• Educational/Vocational Qualifications

- Demonstrated commitment to Continuing Professional Development, through relevant College CPD program.
 - Advanced Life Support (ALS or ALS2) course, or equivalent Advanced Paediatric Life Support (APLS) course, or equivalent Emergency Trauma Management (ETM) course, or equivalent
-

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, socio economic, 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:

The Southern Adelaide Local Health Network (LHN) provides care for around 341,000 people living in the southern metropolitan area of Adelaide as well as providing a number of state-wide services, and services to those in regional areas. More than 7,000 skilled staff provides high quality patient care, education, research and health promoting services.

Southern Adelaide LHN provides a range of acute and sub-acute health services for people of all ages, and has three hospitals, Flinders Medical Centre and Noarlunga Hospital.

Southern Adelaide LHN Intermediate Care Services will deliver multi-disciplinary clinical care, addressing complexity through targeted approaches to complex chronic disease management in the community, and supported hospital discharge and avoidance programs. There is a key focus on building partnerships across the care continuum supporting interfaces between acute sites, GPs, Primary Care and Community based services.

Mental Health Services provides a range of integrated services across community and hospital settings, targeted at all age groups, in collaboration with non-Government organisations and Adelaide Primary Health Network

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; it sets out the South Australian Public Sector values as:

- ☐ ☐ ☐ Service – Proudly serve the community and Government of South Australia.
- ☐ ☐ ☐ Professionalism – Strive for excellence.
- ☐ ☐ ☐ Trust – Have confidence in the ability of others.
- ☐ ☐ ☐ Respect – Value every individual.
- ☐ ☐ ☐ Collaboration & engagement – Create solutions together.
- ☐ ☐ ☐ Honesty & integrity – Act truthfully, consistently, and fairly.
- ☐ ☐ ☐ Courage & tenacity- Never give up.
- ☐ ☐ ☐ Sustainability – Work to get the best results for current and future generations of South Australians.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

Domestic and Family Violence

The Southern Adelaide Local Health Network (SALHN) recognises the devastating impact domestic or family violence can have on the lives, of those who experience abuse and are committed to supporting employees who experience domestic or family violence by providing a workplace environment that provides flexibility and supports their safety.

SALHN Vision

We believe in providing the standard of health care that we desire for our own families and friends.

SALHN core value TRUST

Building positive relationships; with our patients, employees and partners.

Approvals

Job and Person Specification 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: