



## ROLE DESCRIPTION

<b>Role Title:</b>	Medical Practitioner		
<b>Classification Code:</b>	MDP2	<b>Position Number</b>	M57420
<b>LHN/ HN/ SAAS/ DHA:</b>	Central Adelaide Local Health Network (LHN)		
<b>Site/Directorate</b>	The Queen Elizabeth Hospital		
<b>Division:</b>	Critical Care Services		
<b>Department/Section / Unit/ Ward:</b>	Anaesthesia Department		
<b>Role reports to:</b>	Director, Anaesthesia Department		
<b>Role Created/ Reviewed Date:</b>	23/03/18		
<b>Criminal History Clearance Requirements:</b>	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) <input type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)		
<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 ( <i>minimal patient contact</i> )		

## ROLE CONTEXT

<b>Primary Objective(s) of role:</b>
<ul style="list-style-type: none"><li>The Medical Practitioner is responsible for managing the care of all patients requiring the services of the department of Anaesthesia in consultation with the responsible Consultants, Nurses and Allied Health professionals. Contributes to the provision of an Anaesthesia Service within the objectives and philosophies of The Queen Elizabeth Hospital. The incumbent actively contributes to continuous quality improvement in the interests of effective and efficient patient care and with a commitment to clinical teaching.</li></ul>
<b>Direct Reports:</b>
<ul style="list-style-type: none"><li>Reports to the Director, Anaesthesia Department</li><li>Supervision is provided on a daily basis by Consultant Anaesthetists</li></ul>

Key Relationships/ Interactions:
<ul style="list-style-type: none"> <li>Working within a multidisciplinary team, including nursing, allied health, other clinical support specialities and administrative staff.</li> <li>Liaises with other divisions and services of The Queen Elizabeth Hospital, with other health providers in the community and hospital sector and with the broader community in the pursuit of comprehensive patient care.</li> <li>Supervision is provided on a daily basis by Consultant Anaesthetist</li> </ul>

Challenges associated with Role:
<p>Major challenges currently associated with the role include:</p> <ul style="list-style-type: none"> <li>Working in a pressured environment caring for patients undergoing major surgery and emergency surgery procedures</li> <li>Managing a complex patient group with significant illnesses and multiple comorbidities</li> <li>Maintaining optimal communication with the team during complex and stressful situations</li> </ul>

Delegations:
<p><b>Delegated Level</b> N/A in accordance with CALHN's Delegation of Authority Document</p> <p><b>Staff supervised:</b>                      Direct N/A                      Indirect                      N/A</p>

Special Conditions:
<ul style="list-style-type: none"> <li>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.</li> <li><i>Prescribed Positions</i> under the <i>Children's Protection Act (1993)</i> must obtain a satisfactory Background Screening and National Criminal History Clearance through the Screening and Licensing Unit, Department for Communities and Social Inclusion.</li> <li>Background Screening and National Criminal History Clearances must be renewed every 3 years thereafter from date of issue for 'Prescribed Positions' under the <i>Children's Protection Act 1993</i> (Cth) or 'Approved Aged Care Provider Positions' as defined under the <i>Accountability Principles 1998</i> made in pursuant to the <i>Aged Care Act 2007</i> (Cth).</li> <li>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 <i>Public Sector Act 2009</i> for Public Sector employees or the <i>SA Health (Health Care Act) Human Resources Manual</i> for Health Care Act employees.</li> <li>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.</li> <li>Required to participate in an emergency cover roster as determined by the relevant Director of Anaesthesia.</li> <li>Willingness to partake in departmental clinical and development assessment and as required by ANZCA.</li> </ul>

## 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.

## 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.

## 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 Commitment:**

CALHN welcomes and respects Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. In acknowledgement of this, CALHN is committed to increasing the Aboriginal and Torres Strait Islander Workforce.

**Resilience:**

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Clinical	<ul style="list-style-type: none"> <li>Under supervision provide a comprehensive, effective, efficient and safe clinical anaesthetic service within accepted standards.</li> <li>Adhering to departmental policies, protocols and procedures that ensure the provision of clinically acceptable anaesthetic practices.</li> <li>Participating in clinical review and quality assurance programmes to monitor and maintain standards of practice.</li> <li>Providing a professional clinical anaesthetic service to hospital patients.</li> </ul>
Quality Assurance	<ul style="list-style-type: none"> <li>Participate in activities that review and evaluate the care being given to patients and assist the development of corrective strategies as required following these reviews.</li> </ul>
Teaching	<ul style="list-style-type: none"> <li>Participate in the postgraduate training programme as directed and supervised by the clinical director and departmental consultant staff</li> <li>Participating and contributing to the departmental teaching programme in aspects of anaesthesia as directed by Consultant staff</li> <li>Contributing to and supporting continuing education programs within the department as required.</li> <li>Participating and contributing to the primary and final examination preparation courses for the Fellowship of ANZCA where appropriate.</li> </ul>
Research	<ul style="list-style-type: none"> <li>Participate in clinical and scientific research by:-</li> <li>Proposing and developing research initiatives relating to anaesthesia.</li> <li>Conducting research related to anaesthesia.</li> <li>Promoting where possible the departments research profile at state, national and international forums.</li> </ul>
Administration	<ul style="list-style-type: none"> <li>Contribute and participate in the efficient and effective function of the department by:</li> <li>Adhering to hospital policies and procedures</li> <li>Actively keeping abreast of all policy and procedural changes as they occur</li> <li>Observing and adhering to Equal Employment Opportunity and Occupational Health, Safety and Welfare principles</li> <li>Perform other administrative duties as directed by the Director of the Department.</li> </ul>

**ESSENTIAL MINIMUM REQUIREMENTS**

**Educational/Vocational Qualifications**

- Eligible to be registered with the Medical Board of Australia

**Personal Abilities/Aptitudes/Skills:**

- Commitment to provision of high quality professional services
- Enthusiastic participation in all department professional activities.
- Maintain a strong spirit of co-operation with all co-workers while retaining a primary focus on provision of patient care.
- Ability to liaise with people from diverse cultures and backgrounds
- Ability to work effectively and efficiently within multidiscipline teams
- Excellent interpersonal skills
- Ability to take direction
- Skills in clear and concise oral and written communication
- Ability to respond positively to change.
- Commitment to personal and professional development

**Experience**

- Appropriate post-graduate experience and completion of primary examination of ANZCA.
- Will have the Primary examination of ANZCA
- Will have a minimum of 18 months of clinical Anaesthesia Experience.

**Knowledge**

- Knowledge of appropriate clinical standards
- Knowledge of investigations and treatments appropriate to the level of the position

**DESIRABLE CHARACTERISTICS**

**Educational/Vocational Qualifications**

- N/A

**Personal Abilities/Aptitudes/Skills:**

- Commitment to personal and professional development.

**Experience**

- Completion of primary examination of ANZCA

**Knowledge**

- Knowledge of health unit structures and functions of a large hospital.
- Knowledge of health unit, systems, policies, procedures and the inter-relationship of various hospital services and departments
- Knowledge of policies, protocols & procedures to ensure acceptable practices
- Knowledge of Equal Employment Opportunity and Occupational Health, Safety and Welfare principles

### 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.

### Central Adelaide Local Health Network:

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.

### Health Network/ Division/ Department:

Critical Care & Perioperative Services provides a range of clinical services for patient care, including but not limited to:

- Intensive Care Services
- Acute Pain
- Hyperbaric
- Anaesthetic Services
- Medical Emergency Response Teams
- Theatre and Technical Suites

These services, including their research component, are delivered across the Central Adelaide Local Health Network – The Royal Adelaide and The Queen Elizabeth Hospital), although some services may be limited to one site only.

## 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:** \_\_\_\_\_