

i can

...do something
more meaningful



SA Health Job Pack

Job Title	Emergency Medical Practitioner / ACEM Trainees - NALHN 2019 Training Year – Multiple Positions
Job Number	669411
Applications Closing Date	7 December 2018
Region / Division	Northern Adelaide Local Health Network
Health Service	Lyell McEwin Hospital
Location	Elizabeth Vale
Classification	MDP2G
Job Status	Temporary Full-Time or Part-Time – from 4 February 2019 up to 2 February 2020
Indicative Total Remuneration*	\$93,111 - \$151,157 p.a.

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	Doris Murphy
Phone number	8282 0283

Email address	doris.murphy@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



ROLE DESCRIPTION

Role Title:	Medical Practitioner – Registrar / RMO
Classification Code:	MDP2
LHN/ HN/ SAAS/ DHA:	Northern Adelaide Local Health Network
Hospital/ Service/ Cluster	Lyell McEwin and Modbury Hospitals
Division:	Critical Care
Department/Section / Unit/ Ward:	Emergency
Role reports to:	Operationally: Head of Unit – Emergency Professionally: Designated Consultants of the Emergency Department
Role Created/ Reviewed Date:	
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)

ROLE CONTEXT

Primary Objective(s) of role:

The Medical Practitioner (Registrar / RMO) is responsible for:

- Responsible for provision of emergency medical assessment and treatment for patients attending the Emergency Department in consultation with the shift Consultants, Night Team Leaders, and in cooperation with Nursing and Allied Health professionals.
- Liaising with other services of NALHN, other health providers in the community and hospital sector as well as with the broader community in the pursuit of comprehensive patient care.
- Involvement in Continuous Quality Improvement activities.
- Involvement in continuing education activities.

Direct Reports:

- Report to the designated Consultants of the Emergency Department allocated at start of term.

Challenges associated with Role:

Major challenges currently associated with the role include:

- Managing a complex patient group with significant illnesses and multiple comorbidities
- Maintaining optimal communication with the team during complex and stressful situations

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 Criminal and Relevant History Screening.
- 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.
- After hours work according to the Emergency Department medical staff roster.
- Support values consistent with the aims of SA Health and the LHN, including honesty, respect and integrity.
- May be required to undertake a health assessment prior to commencement
- *Prescribed Positions* under the *Children's Protection Act (1993)* must obtain a satisfactory Criminal and Relevant History 'child-related' employment screening through the Screening and Licensing Unit, Department for Communities and Social Inclusion.
- Criminal and Relevant History Screening must be renewed every 3 years thereafter from date of issue for 'Prescribed Positions' under the *Children's Protection Act 1993* or 'Approved Aged Care Provider Positions' as defined under the *Accountability Principles 2014* pursuant to the *Aged Care Act 2007* (Cth).
- 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.
- All employees of NALHN are required to participate in Mandatory training, the content of which is at the discretion of the organisation.

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.

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.

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 2014.*
- > *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*
- > *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.

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
Medical Records	<p>Patient care is enhanced by good communication between health care professionals. It is the responsibility of the attending clinicians to document their care accurately and objectively. Casenotes are the primary avenue for this communication. They should be written contemporaneously. Comments should be accurate and objective and written with the knowledge that the patients have a right to inspect their casenotes under Freedom of Information legislation. The content of the casenotes should be concise, relevant and structured with each entry having a date and time and the writer being clearly identified by a signature, a printed name and a position description. Clinicians should use approved abbreviations only.</p>
Acute Patients	<p>The ED Medical Practitioner will ensure that patients undergo a formal assessment process. The history should include a complete exposition of the presenting problem and any relevant psychosocial history. The history and examination should be sufficient to deal the presenting complaint and any other related problems. The assessment which follows should not only provide a working diagnosis but also justify the need for any investigations which may be ordered at this point. Where there is any doubt or concern about the diagnosis or clinical condition of the patient the ED Medical Practitioner should have no hesitation in conferring with the appropriate Emergency Department or on-call Ward (medical, surgical, paediatric or other relevant) Registrar or Consultant at the earliest opportunity.</p> <p>The management of every patient will mean a documentation of the assessment and initial management, final diagnosis and management plan for the patient (including disposition) in the patient's medical record.</p>
Emergency Extended Care Unit Admitted or Short Stay Patients	<p>The ED Medical Practitioner will ensure that all patients have a comprehensive assessment sufficient to provide guidance for the management, investigation and ongoing treatment of the patient. Where there is any doubt or concern about the diagnosis or clinical condition of the patient the ED Medical Practitioner should have no hesitation in conferring with the appropriate Registrar or Consultant at the earliest opportunity.</p> <p>At the earliest opportunity the commencement of the discharge process should begin. This will include the ordering of drugs and equipment, arranging post-discharge management and follow-up in consultation with the patient's normal carers and General Practitioner and completion of the casemix form.</p>

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- Bachelor of Medicine; Bachelor of Surgery (MBBS) or equivalent, registrable with the Medical Board of Australia as a Medical Practitioner.

Personal Abilities/Aptitudes/Skills:

- High level of skill in negotiation and communication.
- Skill in problem solving and decision making at both the clinical and the individual level.
- Commitment to quality management philosophy and devolved responsibility.
- Commitment to patient and relative participation in patient care.
- Ability to react positively to change

Experience

- Clinical experience in Emergency Medicine setting
- Ability to liaise with people from diverse cultures and backgrounds.

Knowledge

- Current knowledge of Emergency Medicine including skill requirements, procedures, equipment and the clinical implementation of Emergency equipment
- Ability of to recognise limits of clinical skill and to seek assistance
- Understanding and knowledge of the role of Emergency Care within a developing health service
- Knowledge of Quality Improvement and Human Resource Management principles and procedures
- Knowledge of the SA Health Code of Fair Information Practice and the SA Health Patient Safety Framework
- Understanding of Work Health and Safety principles and procedures
- Understanding of the Australian National Safety & Quality Health Service Standards
- Knowledge of relevant legislation such as:
 - SA Health Care Act 2008
 - Consent to Medical Treatment and Palliative Care Act
 - Equal Opportunity
 - Occupational Health Safety and Welfare
 - Consent to Medical and Dental Treatment Act

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- Bachelor of Medicine; Bachelor of Surgery (MBBS) or equivalent, registrable with the Medical Board of Australia as a Medical Practitioner with General Registration.
- Trainee of the ACEM College
- Two Years post graduate experience

Personal Abilities/Aptitudes/Skills:

- Ability to work constructively with colleagues including nursing staff and multidisciplinary team members.

Experience

- Past experience in Emergency Departments in Australia or a comparable health care system.
- Proven experience in basic computing skills, including email and word processing

Knowledge

- A sound clinical knowledge of emergency medicine practices in Australia or a comparable health care 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, the Minister for Ageing, and the Minister for Mental Health and Substance Abuse. The Department for Health and Ageing 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.

Health Network/ Division/ Department:

The implementation of the National Health Reform in 2011 saw the establishment of five Local Health Networks across SA intended to promote, maintain and restore the health of the communities they serve.

The Northern Adelaide Local Health Network (LHN) provides care for around 341,000 people living in the northern metropolitan area of Adelaide as well as providing a number of state-wide services, and services to those in regional areas. More than 3,800 skilled staff provide high quality patient care, education, research and health promoting services.

The Northern Adelaide Local Health Network (NALHN) provides a range of acute and sub acute health services for people of all ages and covers 16 Statistical Local Areas and four Local Government Areas (one of which crosses the Central Adelaide Local Health Network) and includes the following:

- Lyell McEwin Hospital
- Modbury Hospital
- Sub-Acute
- GP Plus Health Care Centres and Super Clinics
- Aboriginal Health Care Services
- Mental Health Services (including two statewide services – Forensics and Older Persons)

NALHN offers a range of primary health care services across the northern metropolitan area of Adelaide, with a focus on providing preventive and health promoting programs in the community, and transition and hospital substitution and avoidance programs targeted at chronic disease and frail aged.

Clinical leadership of care systems is central to the current national and state wide health reforms. NALHN care delivery is configured within clinical divisions that are patient-focused, clinically led groupings of services. Clinical Divisions are responsible for managing service delivery activities across NALHN campuses and units, bringing together empowered experts to directly make relevant decisions.

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: Dr Belinda Leigh

Role Title: Head of Unit, Emergency, Lyell McEwin Hospital

Signature:



Date: 28.8.18

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
---------	-----------	---------	-----------