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SA Health Job Pack

Job Title	ENT Clinical Research / Service Registrar
Job Number	667741
Applications Closing Date	Wednesday 25 July 2018
Region / Division	Southern Adelaide Local Health Network
Health Service	Flinders Medical Centre
Location	Bedford Park
Classification	MDP2
Job Status	Full-time, Temporary (up to 2 February 2020)
Indicative Total Remuneration*	\$92,558 - \$150,604 pa

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	A/Professor Eng Ooi, Head of ENT Otolaryngology Head & Neck Surgery
Phone number	8204 7525
Email address	eooi.entsurgery@gmail.com

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:	ENT Clinical Research/Service Registrar
Classification Code:	MDP2
Position Number	M54636
LHN/ HN/ SAAS/ DHA:	Southern Adelaide Local Health Network
Hospital/ Service/ Cluster	Flinders Medical Centre
Division:	Surgery & Perioperative Medicine
Department/Section / Unit/ Ward:	ENT Otolaryngology Head & Neck Surgery
Role reports to:	Operationally: Head of Unit, ENT Surgery Professionally: Head of Unit, ENT Surgery
Role Created/ Reviewed Date:	25/01/2006
Criminal History Clearance Requirements:	<input checked="" type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) <input checked="" type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)
Immunisation Risk Category:	<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)

Job Specification

Primary Objective(s) of role:

The ENT Clinical Research/Service Registrar is an unaccredited position and is accountable to the Department Head of ENT Surgery. The position is responsible for managing the care of all patients allocated to ENT in consultation with the Consultants, ENT Advanced Trainee Registrar, and ENT Fellow, and requires the ability and willingness to work closely with all medical, nursing and allied health staff. While working in the Ward and other areas such as Theatres and Clinics, the Clinical Research/Service Registrar is expected to work within the day-to-day operational rules of those areas.

Direct Reports: *(List any roles directly reporting to this role including classification. Remove section if not relevant)*

Will provide supervision to Medical Students, Interns and RMO's as directed by the Consultants and in conjunction with the ENT Advanced Trainee Registrar and ENT Fellow.

Key Relationships/ Interactions:

Internal

- The ENT Clinical Research/Service Registrar will be professionally responsible to the Head of ENT Department, and other staff with delegated supervisory positions. The position requires an ability and willingness to work closely with all medical, nursing and allied health staff.

External

- Liaises with other Directorates and Services of the LHN with other health providers in the community and hospital sector and with the broader community in the pursuit of comprehensive patient care.

Challenges associated with Role:

Major challenges currently associated with the role include:

- Maintaining a work/life balance while adhering to rostering expectations
- Managing difficult situations and people in times of stress
- Ensuring good communication between health care professionals through accurate and objective written notes

Delegations: (as defined in SALHN instruments of 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, 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 in the *Immunisation 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.
- 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).
- Appointment and ongoing employment is subject to immunisation requirements as per Risk Category identified on page 1.
- 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.
- May be required to work within other locations of the Southern Adelaide LHN, and remote outreach clinics.
- Some out of hours work may be required.
- 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.

STATEMENT OF KEY OUTCOMES AND ASSOCIATED ACTIVITIES

To provide ENT clinical services of the highest possible standard to patients of SALHN both in terms of individual performance and by contributing to a multi-disciplinary approach to the delivery of patient care.

Be actively involved in teaching medical students and junior medical staff. Conduct research as required.

To become skilled in the outpatient and operative management of patients with snoring/sleep apnoea and voice/Head & Neck conditions.

Flinders Medical Centre is a public teaching hospital, located on the same site as the Flinders University and the Flinders Private Hospital.

The Division of Surgery & Perioperative Medicine provides clinical outpatient and inpatient services to Flinders Medical Centre, and Noarlunga Health Service. The Division is responsible for the education of medical students and trainee medical officers and for the conduct of research.

The incumbent is required to work as part of a multidisciplinary academic and clinical ENT team, and is required to attend several remote outreach clinics.

KEY OUTCOMES

Responsibilities:

Provide a high quality clinical service under the direction of the Head of ENT Surgery

- Providing appropriate clinical care to patients
- Coordinating the follow up care of patients
- Ensuring the maintenance of comprehensive clinical records which document significant patient management decisions
- Ensuring effective communication with other care providers to promote continuity of patient care, this includes responding to all pages and carrying the mobile phone at all times during working hours and when on call
- On-Call commitments to be decided by negotiation in consideration of Unit and Case Mix requirements within the ENT Unit
- Responsible for theatre lists, equipment ordered, consenting etc, and to ensure that all is in readiness for the theatre lists to start on time

Demonstrate a commitment to continuous service improvement by:

- Participating in the development of clinical guidelines and protocols
- 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 programs undertaken by Flinders Medical Centre
- Participating in personal performance appraisal

Demonstrate a commitment to personal and professional development by:

- Attending conferences to maintain and enhance knowledge
- Participating in programs designed to provide personal growth and development
- Responsible and accountable for taking reasonable care to protect own health, safety and welfare and avoid any activity that adversely affects the health and safety of any other person at work through any act or omission

Demonstrate a commitment to the provision of a multidisciplinary 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

Engender a consumer focus in service delivery by:

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

Provide appropriate support, direction and training to junior trainee medical officers and medical students by:

- Providing appropriate direction and supervision to resident medical officers and interns
- Acting as a role model and mentor for medical students, resident medical officers and interns
- Participating in the education of junior staff and students

Participate in and contribute to the academic life of the Department at the direction of the Head of ENT Surgery by:

- Conducting research as required
- Participating in the research discussions
- Contributing to the supervision of postgraduate students
- Time should be set aside for continued education (currently 2 hours per week)

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 Standard.

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

Person Specification

1. 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 with General Registration

Personal Abilities/Aptitudes/Skills

- Ability to communicate effectively with a wide range of people including colleagues and other professional staff, proficient in written and spoken English.
- A commitment to providing a quality service to patients and their families.
- Ability to work as a member of a team.
- Ability to supervise more junior medical staff.
- Appropriate time management skills/punctuality.
- High level skills in problem solving and decision making.
- Good teaching skills and the ability to teach medical education at all levels.
- Commitment to clinical audit.
- Ability to act as a role model for medical students and junior medical staff.
- Ability to participate in continuing medical education activities.
- A demonstrable commitment to continuing medical education.
- Experience in self-directed research activity
- Have/obtain an SA driver's licence.
- Proven commitment to the principles and practise of:
 - EEO, Ethical Conduct, diversity and WHS;
 - Quality management and client oriented service;
 - Risk management."

Experience

- Proven experience in basic computing skills, including email and word processing
- Clinical experience and competence in the practice of surgery as expected for level of training.
- Research experience and publication in peer-reviewed journals.
- Surgical skills appropriate to level of training.
- Several publications in peer-reviewed journals

Knowledge

- Working knowledge of Microsoft Applications
- 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 act as a role model for medical students and junior medical staff

Experience

Experience in self-directed research activity

Knowledge

- Awareness of the Charter of Health and Community Services rights.
- Sound knowledge of hospital principles, goals and procedures

Educational/Vocational Qualifications

Nil stated

Other details

Nil stated

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 two 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 General Practice Network South.

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: