



ROLE DESCRIPTION

Role Title:	Emergency Consultant		
Classification Code:	MD02	Position Number	M40956/M57224
LHN/ HN/ SAAS/ DHA:	Central Adelaide Local Health Network (LHN)		
Site/Directorate	Royal Adelaide Hospital/The Queen Elizabeth Hospital & The University of Adelaide		
Division:	Acute and Urgent Care		
Department/Section / Unit/ Ward:	Emergency Department		
Role reports to:	Director, Emergency Department		
Role Created/ Reviewed Date:	02/04/2020		
Criminal History Clearance Requirements:	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Working With Children's Check (WWCC) (DHS) <input type="checkbox"/> Vulnerable (NPC) <input checked="" 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)		

ROLE CONTEXT

Primary Objective(s) of role:

The Emergency Consultant is required to:

- To provide clinical services of the highest possible standard to Emergency Department 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 Departmental, Hospital and regional policy manuals and documents, and with the Professional standards of the Australasian College for Emergency Medicine.
- 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:

The Emergency Consultant:

- Reports directly to the Director, Emergency Department
- Responsible for the supervision of Senior Medical Practitioners, Trainee Medical Officers, Interns and Medical Students, Nurse Practitioners and Nurse Practitioner Candidates

Key Relationships/ Interactions:

Internal

- Required to work collaboratively on a daily basis with nursing, surgeons, allied health and other health professions' staff members, and administrative staff within the Directorate for matters relating Emergency Services.

- A required active member of internal review committees and other committees/working parties as directed by Senior Management, and where a representative of the Emergency Department is required.

External

- May be required to attend external meetings as a representative of Emergency Services across the Central Adelaide LHN

Challenges associated with Role:

Major challenges currently associated with the role include:

- Ongoing development and improvement of service delivery and models of care.

Delegations:

Delegated Level N/A in accordance with CALHN's Delegation of Authority Document

Staff supervised: Direct Indirect

Special Conditions:

- It is mandatory that no person, whether or not already working in SA Health, may be appointed to a position in SA Health unless they have provided the a satisfactory current Criminal and Relevant History Screening, as required by the *SA Health Criminal and Relevant History Screening Policy Directive*.
- For appointment in a Prescribed Position under the *Child Safety (Prohibited Persons) Act (2016)*, a current Working with Children Check (WWCC) is required from the Department for Human Services Screening Unit. For other positions, a satisfactory National Police Certificate (NPC) assessment is required.
- For 'Prescribed Positions' under the *Child Safety (Prohibited Persons) Act (2016)*, the individual's WWCCs must be renewed every 5 years from the date of issue; and for 'Approved Aged Care Provider Positions' every 3 years from date of issue as required by the *Accountability Principles 2014* issued pursuant to the *Aged Care Act 1997 (Cth)*.
- Appointment is subject to immunisation risk category requirements. There may be ongoing immunisation requirements that must be met.
- 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.

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 for Health Care Workers in South Australia Policy Directive*.
- Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- *Children and Young People (Safety) Act 2017 (SA)* '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.

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
High Quality clinical service and clinical leadership:	<ul style="list-style-type: none"> • Providing appropriate specialist level emergency clinical care to patients • Coordinating the follow up care of patients • Providing clinical supervision to Senior Medical Practitioners, Trainee Medical Officers and Medical Students • Contributing to an afterhours on-call service in accordance with a roster agreed by the site based Emergency Department Director • Overseeing the smooth functioning of the clinical area when on shift • Have admitting rights within your area of specialisation • 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 • Ensuring patients 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
Commitment to continuous service improvement by:	<ul style="list-style-type: none"> • 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 programs undertaken by SA Health • Participating in the identification and minimisation of risk within the clinical and work environment
Commitment to personal and professional development by:	<ul style="list-style-type: none"> • Attending conferences to maintain and enhance knowledge • Participating in programs designed to provide personal growth and development • Participating in and complying with College based programs directed towards maintaining the highest standards of professional care • Participate in annual performance review
Commitment to the provision of multidisciplinary approach to clinical care by:	<ul style="list-style-type: none"> • Working harmoniously with all members of the clinical team • Being responsive to the expectations and needs of both clinical and non-clinical colleagues
Research, Teaching and Training.	<ul style="list-style-type: none"> • Conducting research • Participating in the research discussions • Contributing to the supervision of postgraduate students • Providing appropriate direction and supervision to registrars, resident medical officers and interns

	<ul style="list-style-type: none">• Acting as a role model and mentor for medical students, registrars, resident medical officers and interns• Participating in the education of registrars, resident medical officers, interns and students
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Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- Fellow of the Australasian College of Emergency Medicine or equivalent qualification registrable with the Medical Board of Australia (AHPRA) as a Specialist in Emergency Medicine
- Demonstrated ongoing participation in continuing professional development since attaining specialist qualification.
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Personal Abilities/Aptitudes/Skills:

- Demonstrated high standard of clinical practice in emergency medicine.
- Demonstrated professional integrity, leadership and motivational skills.
- Demonstrated ability to work in a multidisciplinary team.
- Ability to work constructively with nursing and medical staff.
- Demonstrated commitment to quality improvement.
- Effective interpersonal communication skills.
- Ability to work independently and exercise a high level of professional judgement and medical competence in a multidisciplinary setting.
- Respect for the rights and responsibilities of patients and their families.
- Ability to organise work priorities in planning, development and implementation of tasks in meeting deadlines.
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Experience

- Experience with the supervision and teaching of undergraduate and postgraduate medical staff.
- Extensive clinical experience relevant to work in an ED.
- Experience in quality improvement activities.
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Knowledge

- Up to date knowledge on the management of emergency medicine patients
- A knowledge of Occupational Health, Safety and Welfare principles and procedures
- A knowledge of Equal Employment Opportunity principles
- A knowledge of Quality Improvement principles and procedures
- A knowledge of the Code of Fair Information Practice
- A knowledge of the Policy on Bullying and Harassment
- Understanding of the rights and responsibilities of patients and their families
- Working knowledge of Microsoft Office applications

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- Higher qualification in relevant field (Preference will be given to Fellows of the Australasian College for Emergency Medicine due to the requirements for accreditation of Emergency Registrar training).
- Participating in a recognised program aimed at maintaining clinical skills.

Personal Abilities/Aptitudes/Skills

- Demonstrate a flexible approach to working within a multi-disciplinary team.
- Ability to motivate other staff.

Experience

- Experience in a broad range of medical fields relevant to the practice of emergency medicine.
- Experience in a variety of settings working with a range of populations including Indigenous and culturally and linguistically diverse communities would be an advantage.
- Experience in research.
- Proven experience in basic computing skills including email and word processing.
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Knowledge

- Knowledge of the Public Health System
- Knowledge of Evidence Based Medicine & Best Practice Principles
- A sound clinical knowledge of Emergency Medicine practices
- An 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 Department for Health and Wellbeing 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., Barossa Hills Fleurieu Local Health Network Inc., Eyre and far North Local Health Network Inc., Flinders and Upper North Local Health Network Inc., Limestone Coast Local Health Network Inc., Riverland Mallee Coorong Local Health Network Inc., Yorke and Northern 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.

Central Adelaide Local Health Network:

CALHN is one of five Local Health Networks (LHNs) in South Australia established in July 2011. CALHN is responsible for the following health services:

- Royal Adelaide Hospital (RAH)
- The Queen Elizabeth Hospital (TQEH)
- Hampstead Rehabilitation Centre (HRC)
- St Margaret's Rehabilitation Hospital (SMRH)
- Glenside Health Service (GHS) Psychiatric Intensive Care Unit; Inpatient Rehabilitation Services and Acute beds only
- Adelaide Dental Hospital (ADH).

CALHN also has governance over numerous community mental health and primary health services including Prison Health Service, SA Dental Service and DonateLife SA. Of note also is governance of the Statewide Clinical Support Services (SCSS) including Imaging, Pathology and Pharmacy, responsibility of which has vacillated between CALHN and DHW over the past few years.

CALHN is one of three metropolitan LHNs and its core population is approximately 390,000 people. CALHN also provides services to patients from other SA networks, rural and remote areas, the Northern Territory, NSW (Broken Hill) and western parts of Victoria. These services usually relate to complex services such as head and neck cancer, radiation therapy, cardiac surgery, spinal surgery or rehabilitation.

CALHN's purpose is to deliver quality and sustainable healthcare. While the delivery of high quality patient care is our number one priority, we face a significant challenge in achieving financial sustainability. A quality-assured financial recovery plan has been developed to meet these challenges. Through effective leadership and change management, the plan which is applicable to all Directorates and departments, will be implemented over the next three years.

Division/ Department:

Acute and Urgent Care provides a range of clinical services for patient care, including but not limited to:

- Burns Services
- Emergency Medicine
- Trauma Services
- General Medicine
- Geriatric Medicine

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

Central Adelaide Local Health Network Values

Our shared values confirm our common mission by promoting an organisational climate where the patient's needs are put first and where the teamwork and professionalism of our workforce help us to attract and retain the best staff. These values guide our decisions and actions.

Patient Centred:	Our patients are the reason we are here and we will provide the best service to our patients and customers
Team Work:	We value each other and work as a team to provide the best care for our patients
Respect:	We respect each other, our patients and their families by recognising different backgrounds and choices, and acknowledging that they have the right to our services
Professionalism:	We recognise that staff come from varied professional and work backgrounds and that our desire to care for patients unites our professional approach to practice

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 CALHN as described within this document.

Name: _____ **Signature:** _____ **Date:** _____