



SA Health Job Pack

Job Title	Pharmacology Supervisor
Eligibility	Open to Everyone
Job Number	738334
Applications Closing Date	24/10/2020
Region / Division	Central Adelaide Local Health Network
Health Service	SA Pathology
Location	Adelaide
Classification	MeS3
Job Status	Full time, ongoing
Total Indicative Remuneration	\$110,974 - \$117,696

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 Human Services Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:



- Working with Children Screening DHS
- 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.

Immunisation

Risk Category A (direct contact with blood or body substances)

This role carries specific immunisation requirements. To be eligible for appointment in this role you will be required to meet the immunisation requirements associated with Category A (direct contact with blood or body substances). Please click here for further information on these requirements.

Contact Details

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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:	Pharmacology Supervisor		
Classification Code:	MeS-3	Position Number	M53316
LHN/ HN/ SAAS/ DHA:	Central Adelaide Local	Health Network (LHI	N)
Site/Directorate	SCSS		
Division:	SA Pathology		
Department/Section / Unit/ Ward:	Chemical Pathology, Drugs Unit		
Role reports to:	Drugs Unit Head		
Role Created/ Reviewed Date:			
Criminal History Clearance Requirements:	 Aged (NPC) Child- Prescribed ✓ Vulnerable (NPC) General Probity ()	
Immunisation Risk Category:	Category B (indire	c contact with blood o ect contact with blood nal patient contact)	r body substances) or body substances)

ROLE CONTEXT

Primary Objective(s) of role:

- > Contributes to the provision of a high quality, efficient and cost-effective diagnostic pathology service by applying scientific and technical knowledge and expertise.
- > Perform and evaluate a range of diagnostic techniques, including participation in problem definition, planning, execution, analysis and reporting in conjunction with the key result areas of responsibility to ensure the optimised day to day operation of the service.
- > With consultation, contribute to the development, selection and adoption of new techniques and methodologies.
- > Assist in training and supervision of medical and technical laboratory staff in routine and complex tests and tasks.
- > As required, contribute to the Department's teaching and research activities.
- > In consultation with the Unit head and Directorate Manager contribute to the strategic direction of the discipline.

Direct Reports:

- > Bench Supervisors
- > Medical Scientists
- > Technical Officers
- > Operational Officers

Responsible to the Head of the Drugs Unit

Key Relationships/ Interactions:

Internal

- > Works collaboratively with the unit head and other supervisors to provide scientific supervision and direction in the provision of a specialised laboratory service.
- > Interacts closely with all personnel on a daily basis within SA Pathology regarding specimens, tests, results and equipment.
- > Liaises with Clinical Directors, Scientific Discipline Leads and senior staff from other disciplines.

External

- > Communicate with requestors and other stakeholders regarding specimens, testing and results.
- Exchange of information through telephone and email contact with requestors and personnel from other Pathology providers to retrieve samples, answer queries and provide test-related information.
- > Interacts with clinicians and suppliers.

Challenges associated with Role:

Major challenges currently associated with the role include:

- > Provide high level advice to scientific and technical staff across multiple complex and specialised laboratory techniques.
- > Ensure the laboratory services are performed in accordance with the Directorates objectives.
- > Evaluate and develop new methodologies to improve or enhance laboratory services.
- > Maintain and develop personal skills to better support the services provided.

Delegations:

As per Statewide Clinical Support Services HR and Financial delegations

Special Conditions:

- The incumbent is required to fully participate in the laboratory Roster and after suitable training and competency assessment may be required to participate in a 24-hour / 7 day Roster which includes a shift roster and an on-call roster, (including weekends and public holidays).
- As required the incumbent may rotate through a range of laboratory work areas.
- 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 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 and Young People (Safety) Act 2017 or 'Approved Aged Care Provider Positions' as defined under the Accountability Principles 2014 pursuant to the Aged Care Act 2007 (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 Guidelines 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.
- Independent Commissioner Against Corruption Act 2012 (SA).
- Information Privacy Principles Instruction.
- 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.

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
Specialised Area	Contribute high level knowledge and advice in complex clinical biochemistry techniques, including mass spectrometry, chromatography, and automated chemistry.
Service Provision	 Perform routine and complex diagnostic tests and reporting across multiple disciplines.
	 Report routine and complex test results (including urgent results) within specified turnaround times.
	 Liaise with Departmental / Unit Medical Scientists and Medical Staff as appropriate regarding diagnostic interpretive or scientific / technical problems.
	 Liaise with clients in relation to specimen and test related enquiries; provision of test results and interpretation, following appropriate review of test results.
	 Safeguard the confidentiality of laboratory results.
	> Monitor and resolve technical problems to ensure test
	accuracy;
	 Co-ordinate priorities and perform urgent tests to ensure smooth workflow and fast turnaround time.
	 Contribute to service improvement by identifying and implementing changes;
	 Contribute to the review, development and evaluation of methods and equipment.
	 Optimise turn-around-times for test results.
	> Ensure efficient stock control.
	> Ensure equipment is maintained for optimal performance.
	 Participate in the computing requirements of the laboratory including the Laboratory Information Systems, User Acceptance Testing and various equipment set-up and operation.
	 Co-ordinate and partake in the supervision and training of staff in laboratory techniques and use of instruments.
	> Exercise professional judgement within prescribed areas.
	Demonstrate basic IT skills and ability to use the various electronic management systems and other software in the

	laboratory eg Q-pulse for documents, Unity for QC recording.
	 Assist with work required to implement new methods and procedures, including evaluation and implementation of new reagents, test procedures and equipment.
Laboratory Management	 Contribute to the supervision of the day to day activities of the laboratory.
	> Assist the Head of Unit in providing scientific leadership, management and direction to scientists and technical staff in relation to pathology services.
	> Assist in the identification of best practice in all aspects of the laboratory service and implementation in accordance with discipline and organisational requirements.
	> Work with operational and discipline leads to ensure that the laboratory provides an optimised service within its allocated budget.
	> Maintain up to date knowledge of the laboratory discipline.
	 Coordinating the timely preparation of shift rosters.
	 Assist in the co-ordination and development of projects related to the diagnostic work of the laboratory.
	 Monitor established key performance indicators, and implement strategies to achieve the KPI's on an ongoing basis.
	 Ensure staff have access to training and development opportunities.
	 Provide staff with performance targets and feedback on their performance.
	 Provide feedback to assist in determining objectives, priorities and strategies for managing the laboratory. Optimise the use of physical and human resources.
	 Prepare documentation as part of validating and verifying new methods and technology for implementation in the laboratory.
	> Ensuring methodology in use is current and reliable.
	> Assist in the efficient management of procurement projects in line with policy.
	> Provide feedback relating to the management of the asset fleet including strategic planning for future need.
	 Maintain sound relationships with key external stakeholders – clinical and commercial.
Quality Management	 Actively participate in the application of Quality Management principles in accordance with appropriate regulatory
	framework. This includes:
	 Procedural audits and reviews as directed
	 Implementation of new methods and procedures
	 Ensuring acknowledgement of relevant procedural

	undates
	 updates Ensuring appropriate and immediate reporting of incidents, errors and complaints Participate in risk management and continuous quality improvement activities as part of day to day work practices.
	> Understand, maintain and apply the principles of internal quality control and external quality assurance programs and contribute to the resolution of problems that may arise.
Professional Development	 Maintain membership and participate in the scientific activities of relevant professional societies. Demonstrate a commitment to professional continuing education through regular literature review and attendance at relevant conferences as required; Participate in Work Experience Programs, undergraduate student training and placement programs. Contribute to professional conferences/workshops through the submission abstracts or contributing to oral presentation. Analyse, publish and present project data in peer reviewed journals and at meetings. Assist / co-ordinate in the training of other staff and students as required. Facilitate the conduct of projects that focus on the quality use of pathology.
Work Health & Safety	 Contribute to Work Health and Safety within SA Pathology by taking reasonable care to protect personal health and safety of other staff, wear protective clothing and use safety equipment as directed. Report incidents and risks in a timely manner. Handling and processing of biological hazardous samples.
	 Collaborate with senior staff in resolution of issues and mitigation of risks. Complete mandatory training obligations including emergency evacuation and fire training.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

> Bachelor of Science relevant to Pathology or Bachelor of Applied Science (Medical Laboratory Science) or equivalent.

Personal Abilities/Aptitudes/Skills:

- > Implement routine instructions and procedures with limited supervision;
- > Provide relevant scientific and technical skills to perform diagnostic tests and with experience, to assess and introduce new methods
- > Ability to perform laboratory testing of high quality, according to standard work policies and procedures.
- > With experience in the supervision and training of laboratory personnel;
- > Provide high level of personal, oral and written communication skills with professional and other staff at all levels, from both internal and external sources;
- > Function as a proactive team member and be able to communicate openly and honestly.
- > Work cooperatively and effectively in a team environment
- > Exercise effective time management skills.
- > Understand and practise good customer service.
- > Experience in evaluation and trouble-shooting complex laboratory equipment
- > Handle confidential and sensitive information in a professional manner
- > Proactive must show initiative, especially alerting senior staff to potential problems
- > Ability to identify problems and develop practical solutions.
- > An ability to operate effectively under pressure.
- > Ability to review the validation and verification of new techniques and procedures.
- > Ability to use various computer software and the pathology laboratory information system to perform work duties.

Experience

- > A high level of relevant scientific experience.
- > Experience in providing diagnostic services.
- > Experience in the interpretation, monitoring, evaluation and management of quality control and assurance.
- > Experience in the management of human resources.
- > Experience in using complex software for data analysis;
- > Experience in report writing.
- > Experience in the application and development in HPLC and/or mass spectrometry analyses.
- > Experience in a range of chemical pathology analytical platforms

Knowledge

- > Extensive knowledge in a relevant laboratory discipline.
- Knowledge of quality systems and the regulatory and accreditation requirements as they apply to the provision of a clinical pathology service.
- Knowledge of Work Health & Safety practices and Equal Employment Opportunity principles.
- > A high level of knowledge of the application and development of HPLC and/or mass spectrometry analytical processes.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- > Post Graduate Qualifications in a relevant field.
- > A Fellowship of a relevant professional society (e.g. FFSc (RCPA)) or equivalent.

Personal Abilities/Aptitudes/Skills:

- > Motivated and demonstrated initiative and attention to detail being flexible and dependable.
- > Ability to identify factors that impact team and individual performance.
- > Proven supervisory and training skills.
- > Ability to solve problems
- > A proven ability to carry out routine procedures
- > A proven ability to acquire and apply technical skills.
- > High level of skill with new technology including computing skills and analyser skills
- > Ability to think strategically.

Experience

- > Experience in the performance of specialised pathology laboratory testing.
- Experience at an expert level in the areas of LCMS, GCMS, HPLC or Immunoassay platforms
- > Experience in the supervision of a multidisciplinary diagnostic pathology service
- > Experience in the performance and monitoring of Quality Control.
- > Experience with specialised laboratory equipment
- > Experience in conducting education and training programmes.

Knowledge

- > Knowledge of SA Pathology policies and procedures.
- > Knowledge of leadership and human resources.
- > Recognised knowledge in one or more disciplines of diagnostic pathology.
- > Knowledge of NATA accreditation and ISO 9001 certification requirements
- > Knowledge of Work Health, and Safety legislation
- > Knowledge of multiple pathology disciplines

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 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.

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.

Division/ Department:

SA Pathology's mission is to provide:

- The people of South Australia with comprehensive quality pathology and associated critical services that improve patient outcomes and the health of the community through a commitment to education, innovation and research
- Our customers with exceptional services and support
- Our staff with a working environment conducive to fulfilling their potential
- The Government of South Australia with cost-effective, sustainable pathology and clinical services.

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:

Signature:

Date:

Role Title:

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:

Version control and change history

Version	Date from	Date to	Amendment
V1	10/02/17	09/04/17	Original version.
V2	10/04/17	04/07/17	Safety & Quality statement in General Requirements.
V3	04/07/17	10/07/2018	Minor formatting with order of information amended.
V4	11/07/2018	06/01/2019	Updated legal entities for Minister and Department title on Page 7. Updated Immunisation Guidelines to Policy Directive under general requirements.
V5 07/01/2019		Statement regarding Financial recovery plan added to Organisational context for CALHN – REMOVED FOR SCSS	
		White Ribbon statement included	
			Cultural Commitment statement included
			Child protection legislation "Children and Young People (Safety) Act 2017" updated under Special Conditions
			Link to HR Delegations and Financial Delegations included under Delegations
		Statement regarding South Australian Charter of Health Care Rights included under General Requirements	
		Minor formatting with order of information amended.	
V6	06/3/2019		Immunisation Risk Category checkbox has been included
		Statement regarding immunisation requirements has been included under Special conditions – "Appointment is subject to immunisation risk category requirements. There may be ongoing immunisation requirements that must be met."	

Signature:

Date: