

<b>Position</b>	MeS2-Program Coordinator - BOSS
<b>Classification</b>	MES2
<b>Division</b>	SAPOM
<b>Department / Section / Unit / Ward</b>	OesophagoGastric Surgery
<b>Role reports to</b>	Operationally: > Personal Assistant to Director SAPOM Professionally: > Head of Unit, Upper GI Surgery
<b>CHRIS 21 Position Number</b> P55963	<b>Role Created / Review Date</b> SALHN2023-24-0448 23/05/2024
<b>Criminal History Clearance Requirements</b> <input checked="" type="checkbox"/> National Police Clearance <input type="checkbox"/> Child - Prescribed (Working with Children Check)	<b>Immunisation Risk Category</b> Category A (direct contact with blood or body substances)

## JOB SPECIFICATION

### Primary Objective(s) of role:

Barrett's oesophagus is a premalignant condition with a risk of progressing to oesophageal adenocarcinoma. The BOSS program currently identifies those with Barrett's oesophagus that have undergone upper endoscopy procedures in SALHN, enrolls them into endoscopic surveillance managed under structured guidelines. The objective is to detect oesophageal adenocarcinoma at an earlier and curable stage to improve health outcomes.

The BOSS program provides efficient, streamlined review of patients to minimise their use of SALHN outpatient services, encourages patient adherence to surveillance recommendations and monitors Barrett's oesophagus upper endoscopy practice compliance.

The BOSS program coordinator is responsible for managing the program, overseeing the 0.2 FTE BOSS program administrative officer, and liaising with medical and endoscopy staff. BOSS significantly reduces demand on clinics, endoscopy services and clinician time.

Functions undertaken by the BOSS program Co-ordinator include:

- identification of patients with newly diagnosed Barrett Oesophagus,
- collection, collation and assessment of endoscopy and pathology reports proposing recommendations,
- generating procedure summaries, procedure referrals and obtaining surveillance approvals from responsible medical practitioners,
- managing the BOSS data base and data entry,
- disseminating surveillance recommendations,
- close monitoring of high-risk patient surveillance and treatment co-ordinated for patients with dysplasia or cancer findings, and
- procedure guidelines, consumer health information and other tasks.

Additionally, the Co-ordinator conducts phone consults with patients to provide information regarding their Barrett's oesophagus diagnosis; the recommended surveillance; information on the BOSS program; the importance of anti-reflux medication compliance; and fields queries. They also conduct phone consults with withdrawn patients to provide explanation of the change to their surveillance after medical review.

They provide a single point of contact for patients, endoscopy unit staff and medical practitioners for BOSS program issues.

### Direct Reports: (List positions reporting directly to this position)

- > The 0.2 FTE BOSS program administrative officer

**Key Relationships / Interactions:**

Internal:

- > Reports directly to the Head of Unit, Oesophagogastric Surgery, Southern Adelaide Local Health Network.
- > Surgeons and gastroenterologists performing endoscopies for the BOSS program
- > Upper GI Cancer nurse specialist
- > Collaboratively, works with all members of the health care team and health researchers.
- > Operationally, reports to the Personal Assistant to Director SAPOM.

External:

- > Patients with Barrett’s oesophagus, General Practitioners, researchers

**Challenges associated with Role:**

Major challenges currently associated with the role include:

- > Providing 100% capture of all patients on Barrett’s surveillance
- > Coordinating patient care with multiple surgeons and gastroenterologists
- > Accurately assessing patient health and co-morbidity to ensure appropriate endoscopy
- > Fielding calls on demand from patients and their families
- > Accurate interpretation of pathology reports
- > Securely using a database with a large patient cohort.
- > Managing difficult situations and people in times of stress.

**Delegations:** (As defined in SALHN instruments of delegations)

(Levels / limits of authority in relation to finance, human resources, Work Health and Safety and administrative requirements as defined by Departmental delegations and policies.)

Financial	N/A
Human Resources	N/A
Procurement	N/A

## Resilience

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

## Performance Development

As an individual it is your responsibility to actively participate in the Performance Review & Development Program which will include a six (6) monthly review of your performance against the responsibilities and key result areas associated with your position.

As a Manager you, or your delegate, are required to action the Performance Review & Development Program inclusive of six (6) monthly reviews, for all employees for whom you are responsible.

## General Requirements

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Policies, Procedures and legislative requirements including but not limited to:

- > National Safety and Quality Health Care Service Standards.
- > *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 and Young People (Safety Act) 2017 (SA)*
- > *Public Interest Disclosure Act 2018*.
- > 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.
- > *Mental Health Act 2009 (SA)* and Regulations.

## 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 *Child Safety (Prohibited Persons) Act 2016* and Child Safety (Prohibited Persons) Regulations 2019 must obtain a Working with Children Clearance through the Screening Unit, Department of Human Services.
- > 'Approved Aged Care Provider Positions' as defined under the Accountability Principles 1998 made in pursuant to the *Aged Care Act 2007* (Cth) must be renewed every 3 years.
- > 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 2008* 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.

Key Result Areas	Major Responsibilities
Lead the team	<ul style="list-style-type: none"> <li>&gt; Ensure the delivery of high quality and safe care consistent with the SALHN Integrated Governance Framework and Consumer Engagement Framework and Plan.</li> <li>&gt; Ensure that service provision and the activities of the Division / Unit / Ward / Service are person and family centred and professionally and effectively conducted by contributing to the development of an integrated team approach and culture which is highly responsive to the needs of our consumers.</li> <li>&gt; Ensure the effective management of human, financial and physical assets through appropriate planning and allocation of resources to achieve agreed Division / Unit / Ward / Service and strategic plans.</li> <li>&gt; Lead, develop and foster a positive work culture which is based on SA Public Sector and SALHN values and promotes patient / client focused service, learning and development, safety and welfare of employees, acknowledges differences, and encourages creativity and innovation.</li> <li>&gt; Budget preparation, monitoring and reporting and adherence to resources allocations.</li> </ul>
Service delivery	<ul style="list-style-type: none"> <li>&gt; Ensure the delivery of high quality and safe care consistent with the SALHN Integrated Governance Framework and Consumer Engagement Framework and Plan.</li> </ul>
Barrett's surveillance program	<ul style="list-style-type: none"> <li>&gt; Ensure all patients with Barrett's oesophagus are managed as per the BOSS program protocol</li> </ul>
Staff supervision	<ul style="list-style-type: none"> <li>&gt; Effectively direct and manage the 0.2FTE BOSS program administrative officer</li> </ul>
Outcomes data	<ul style="list-style-type: none"> <li>&gt; Ensure the accuracy of the BOSS program database to enable ongoing analysis of the optimal management of patients with Barrett's oesophagus</li> </ul>
Clinical relationships	<ul style="list-style-type: none"> <li>&gt; Enable prompt clinical decision making by liaising effectively with medical staff performing Barrett's surveillance endoscopy</li> </ul>

## 1. ESSENTIAL MINIMUM REQUIREMENTS

### Educational/Vocational Qualifications

- > Advanced Certificate in Medical Laboratory Science or equivalent
- > The incumbent will be required to have the Self-Regulated Profession – Medical Scientist credentialling for the BOSS Coordinator position.

### Personal Abilities/Aptitudes/Skills

- > Demonstrated ability to coordinate a formal surveillance program
- > High level skills with Provation MD, Filemaker Pro and Excel
- > Ability to work autonomously
- > Proven commitment to the principles and practise of:
  - EEO, Ethical Conduct, Diversity and Worker Health & Safety.
  - Quality management and the provision of person and family centred care.
  - Risk management.

### Experience

- > Evidence of coordinating a surveillance program
- > Evidence of being in a role which requires dealing directly with consultant medical staff and patients
- > Evidence of administrative staff supervision
- > Proven experience in delivering high quality and safe care consistent with the National Safety and Quality Health Care Service Standards. (Mandatory for all clinical positions.)

### Knowledge

- > Awareness of National Safety and Quality Health Service Standards.
- > Understanding of Delegated Safety Roles and Responsibilities.
- > Understanding of Work Health Safety principles and procedures.
- > Understanding of Quality Management principles and procedures.
- > Awareness of person and family centred care principles and consumer engagement principles and procedures.
- > Insight into the impact patient co-morbidities have on the delivery of endoscopic procedures
- > Knowledge of the disease states of Barrett's oesophagus

## 2. DESIRABLE CHARACTERISTICS (to distinguish between applicants who meet all essential requirements)

### Personal Abilities/Aptitudes/Skills

- > Demonstrated research involvement

### Experience

- > Proven experience in basic computing skills, including email and word processing.
- > Data collection
- > Prior use of the Sunrise electronic medical record system
- > Blood and tissue collection techniques

### Knowledge

- > Awareness of National Safety and Quality Health Service Standards.
- > Understanding of Delegated Safety Roles and Responsibilities.
- > Understanding of Work Health Safety principles and procedures.
- > Understanding of Quality Management principles and procedures.

- > Awareness of person and family centred care principles and consumer engagement principles and procedures.
- > Awareness of the Charter of Health and Community Services rights.
- > Basic therapeutic options involved in management of Barrett's

**Educational/Vocational Qualifications**

- > Certificate of Good Clinical Practice

**Other Details**



## 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.

## SA Health Challenges

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce strategies, and ageing infrastructure. The SA Health Strategic Plan has been developed to meet these challenges and ensure South Australians have access to the best available health care in hospitals, health care centres and through GPs and other providers.

## 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.

## Governing Boards

The State Government is reforming the governance of SA Health, including from 1 July 2019 the establishment of 10 Local Health Networks, each with its own Governing Board.

Statewide	> Women's and Children's Health Network
Metropolitan	> Central Adelaide Local Health Network > Southern Adelaide Local Health Network > Northern Adelaide Local Health Network
Regional	> Barossa Hills Fleurieu Local Health Network > Yorke and Northern Local Health Network > Flinders and Upper North Local Health Network > Riverland Mallee Coorong Local Health Network > Eyre and Far North Local Health Network > South East Local Health Network

## Southern Adelaide Local Health Network (SALHN)

SALHN provides care for more than 350,000 people living in the southern metropolitan area of Adelaide as well as providing a number of statewide services, and services to those in regional areas. More than 7,500 skilled staff provide high quality patient care, education, research and health promoting services.

SALHN provides a range of acute and sub-acute health services for people of all ages.

SALHN includes

- > [Flinders Medical Centre](#)
- > [Noarlunga Hospital](#)
- > [GP Plus Health Care Centres and Super Clinics](#)
- > [Mental Health Services](#)
- > Sub-acute services, including [Repat Health Precinct](#)
- > [Jamie Larcombe Centre](#)
- > [Aboriginal Family Clinics](#)



**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** – We proudly serve the community and Government of South Australia.
- > **Professionalism** – We strive for excellence.
- > **Trust** – We have confidence in the ability of others.
- > **Respect** – We value every individual.
- > **Collaboration & engagement** – We create solutions together.
- > **Honesty & integrity** – We act truthfully, consistently, and fairly.
- > **Courage & tenacity** – We never give up.
- > **Sustainability** – We 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.

**Role Acceptance**

I have read and understand the responsibilities associated with the BOSS Program Coordinator in SAPOM and organisational context and the values of SA Health as described within this document.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date