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SA Health Job Pack

Job Title	Service Registrar - Obstetrics & Gynaecology
Job Number	657311
Applications Closing Date	20 July 2018
Region / Division	Women's & Children's
Health Service	Southern Adelaide Local Health Network
Location	Bedford Park
Classification	MDP2
Job Status	Temp F/T up till 2 Feb 2020
Indicative Total Remuneration*	\$92,558 - \$150,604

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	Assoc Prof Rosalie Grivell
Phone number	8204 5225
Email address	rosalie.grivell@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



Southern Adelaide Local Health Network (LHN) JOB AND PERSON SPECIFICATION (MANAGERIAL)

Role Title:	SERVICE REGISTRAR
Classification Code:	MDP2
LHN/ HN/ SAAS/ DHA:	SOUTHERN ADELAIDE LOCAL HEALTH NETWORK
Hospital/ Service/ Cluster	FMC
Division:	Women's & Children's
Department/Section / Unit/ Ward:	Obstetrics & Gynaecology
Role reports to:	Operationally: Unit Head, Obstetrics & Gynaecology Professionally: Unit Head, Obstetrics & Gynaecology
Role Created/ Reviewed Date:	June 2016
Criminal History Clearance Requirements:	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) YES <input checked="" type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)

Job Specification

Primary Objective(s) of role:

- To provide clinical services of the highest possible standard to patients of Flinders Medical Centre and Noarlunga Health Services both in terms of individual performance and by contributing to a multi-disciplinary approach to the delivery of patient care.
- Active involvement in teaching and supervision of medical and midwifery students and junior medical staff.
- Conduct of research as required.
- This position is suitable for a DRANZCOG Advanced Trainee or a Trainee prior to application to the RANZCOG Integrated Training Program.

Direct Reports:

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

Supervisor Reports to:	Divisional Director
Supervisor's Position:	Head of Unit, Department of Obstetrics and Gynaecology and the Department-appointed training supervisor
Subject Position:	Registrar
Positions directly supervised:	Resident Medical Officers, Interns and students
Other Positions Reporting to the Supervisor:	

Performance Appraisal:	The incumbent will be required to participate in 6 monthly performance appraisals. The performance appraisal will be carried out by the appointed training supervisor.
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Resilience:

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

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| <ul style="list-style-type: none">• 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:• <i>Work Health and Safety Act 2012</i> (SA) and when relevant WHS Defined Officers must meet due diligence requirements.• <i>Return to Work Act 2014</i> (SA), facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.• Meet immunisation requirements as outlined by the <i>Immunisation Guidelines for Health Care Workers in South Australia 2014</i>.• Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).• <i>Children's Protection Act 1993</i> (Cth) – 'Notification of Abuse or Neglect'.• Disability Discrimination.• Information Privacy Principles. http://dpc.sa.gov.au/search?collection=DPC-PROD&profile=default&query=Information+Privacy+Principles+• Relevant Awards, Enterprise Agreements, <i>Public Sector Act 2009</i>, 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. |
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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).
- 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.

STATEMENT OF KEY OUTCOMES AND ASSOCIATED ACTIVITIES (Group in to major areas of responsibility/activity and list in descending order of importance).

Executive, managerial and supervisory positions are required to include the following key outcomes statement:

Ensure that a safe and healthy work environment, free from discrimination is provided for employees by:

- a) implementing departmental human resource policies
 - b) ensuring that the principles of Equal Employment Opportunity and Ethical Conduct are a normal part of doing business
 - c) managing industrial relations issues appropriately as they arise
 - d) managing compliance to the National Safety & Quality Health Service Standards
-

Responsibilities:

Provide a high quality clinical service under the direction of the Director of Obstetrics and Gynaecology:

- 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

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

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

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

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

Participate in and contribute to the academic life of the Department of Obstetrics and Gynaecology by:

- Conducting research as required
- Participating in the research discussions
- Contributing to the supervision of postgraduate students

Ensure that a safe and healthy work environment, free from discrimination is provided for employees by:

- implementing departmental human resource policies
- ensuring that the principles of Equal Employment Opportunity and Ethical Conduct are a normal part of doing business
- managing industrial relations issues appropriately as they arise

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

PERSON SPECIFICATION

1. ESSENTIAL MINIMUM REQUIREMENTS (those characteristics considered absolutely necessary)

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

List here a maximum of 8 characteristics required of the person to perform the job.

Executive, managerial and supervisory positions are required to include the following essential minimum requirement:

- *“Demonstrated commitment to the principles and practices of Equal Employment Opportunity and Ethical Conduct, and an understanding of, experience in, and ability to manage to the spirit and principles of the Premier’s Safety Commitment and the legislative requirements of the Work Health & Safety Act 2012, utilising AS/NZS 4360 Risk Management, or to an equivalent set of standards.”*
 - Excellent interpersonal skills.
 - Ability to communicate effectively with a wide range of people including colleagues and other professional staff.
 - 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.
 - Skills in problem solving and decision making.
 - Good teaching skills.
 - 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.
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Experience

- Clinical experience and competence in the practice of Obstetrics and Gynaecology as expected for a first year Registrar.
 - Successfully completed 6 months, or more, of experience in Obstetrics and Gynaecology at RMO level or higher.
 - Knowledge of research principles.
 - Clinical skills appropriate to level of training.
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Knowledge

- Knowledge of principles and practice of Obstetrics and Gynaecology appropriate to a first year Registrar.
- Sound knowledge of Work Health Safety principles and procedures
- Sound knowledge of Quality Management principles and procedures
- Understanding of delegated safety roles and responsibilities
- Understanding of the Charter of Health and Community Services rights.
- Knowledge of National Safety and Quality Health Service Standards

- Working knowledge of Microsoft Applications
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Personal Abilities/Aptitudes/Skills

Experience

Knowledge

Educational/Vocational Qualifications (considered useful in carrying out the responsibilities of the position)

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 is 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: