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## SA Health Job Pack

Job Title	Gastroenterology (Fellow)
Eligibility	Open to Everyone
Job Number	697873
Applications Closing Date	13/09/2019
Region / Division	Southern Adelaide LHN
Health Service	Flinders Medical Centre
Location	Bedford Park
Classification	MDP2
Job Status	Temp P/T (24.5 hrs p/wk, up to 31/01/2021)
Total Indicative Remuneration	\$95,302 - \$154,699 (pro rata)

## Contact Details

Full name	Hailey Patten
Position Title	Unit Secretary
Phone number	8204 4964
Email address	hailey.patten@sa.gov.au

## 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:

Working with Children Screening - <b>DHS</b>	<b>Yes</b>
Vulnerable Person-Related Employment Screening - <b>NPC</b>	<b>Yes</b>
Aged Care Sector Employment Screening - <b>NPC</b>	<b>No</b>
General Employment Probity Check - <b>NPC</b>	<b>No</b>

Further information is available on the SA Health careers website at <https://www.sahealthcareers.com.au/information/>, or by referring to the nominated contact person above.

## Immunisation Risk Category

**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.](#)

## 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)

<b>Role Title:</b>	Gastroenterology (Fellow)
<b>Classification Code:</b>	<b>MDP2</b>
<b>LHN/ HN/ SAAS/ DHA:</b>	SOUTHERN ADELAIDE LOCAL HEALTH NETWORK
<b>Hospital/ Service/ Cluster</b>	Flinders Medical Centre
<b>Division:</b>	Division of Surgery & Perioperative Medicine
<b>Department/Section / Unit/ Ward:</b>	Gastroenterology Unit
<b>Role reports to:</b>	<b>Operationally:</b> Head of Unit Gastroenterology  Professionally: Head of Unit Gastroenterology
<b>Role Created/ Reviewed Date:</b>	June 2018
<b>Criminal History Clearance Requirements:</b>	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) (Working with Children Check) <input checked="" type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)
<b>Immunisation Risk Category:</b>	<input checked="" type="checkbox"/> Category A ( <i>direct contact with blood or body substances</i> ) <input type="checkbox"/> Category B ( <i>indirect contact with blood or body substances</i> ) <input type="checkbox"/> Category C ( <i>minimal patient contact</i> )

### Job Specification

#### Primary Objective(s) of role:

- The position is accountable to the Director of the Endoscopy Unit at FMC. The post is designed to assist in the provision of a high quality endoscopy service to patients in the wards, Endoscopy Unit and outpatients. This is a 12 month position for a final year trainee or postgraduate Fellow.

#### Direct Reports:

- Will be responsible for the supervision of RMO's as directed by the consultants and registrars.

#### Key Relationships/ Interactions:

##### Internal

- The Gastroenterology Fellow will be accountable to the Head of Endoscopy Services at FMC, the Head of Luminal Gastroenterology and the Regional Director of Gastroenterology. Endoscopy training will be supervised by Staff Specialist, Endoscopy. The position requires an ability and willingness to work closely with all medical, nursing and allied health staff. While working in the Endoscopy Unit and other areas, the Gastroenterology Fellow will be expected to work within the day-to-day operational rules of those areas. Familiarity with the workings of the Flinders Medical Centre and Repatriation General Hospital Endoscopy Units will be an advantage. Experience within a liver transplant unit is important, due to the large cohort of patients requiring endoscopic management of portal hypertensive bleeding at Flinders Medical Centre.

##### External

- Liaises with other Directorates and Services of the LNH 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)

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:**

> The incumbent will be required to participate in the organisation's Performance Review & Development Program which will include a regular 6 monthly 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. The performance appraisal will be carried out by the Head of Unit.

> As part of your employment, you will be required to be assessed and your ongoing employment during these contract dates will be dependent upon receiving satisfactory reports from your supervisors

> This contract will include a 2 month probationary period.

> Job and Person Specifications are reviewed regularly as part of the ongoing Performance Development process

**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 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.
- 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 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.
- > Working with Children Clearance must be renewed every five (5) years.
- > 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.
- > Appointment and ongoing employment is subject to immunisation risk category requirements (see page 1).
- > Some out of hours work may be required
- > May be required to undertake a health assessment prior to commencement.
- > Sometime should be set aside for continued education (currently 2 hours per week)

## STATEMENT OF KEY OUTCOMES AND ASSOCIATED ACTIVITIES

### Specific Expectations

#### Inpatient Service

The Gastroenterology Fellow is expected to contribute with the other unit TMO staff to daily management of patients admitted to FMC under the bed-card of participating gastroenterology consultants. Key expectations are:

1. Contribution to oversight of registrar daily week day ward-rounds;
2. Availability to FMC Endoscopy Nursing staff during business hours, including for patients admitted to the Day Facilities. In addition the registrar will contribute to consultative service of the Unit to other medical and surgical teams within SALHN.
3. Week-End Cover the Gastroenterology Fellow will be expected to participate in the after-hours Haematemesis and Melaena roster, including Saturday, Sunday and Public Holidays.

### **Gastroenterology Outpatients**

- The Gastroenterology Fellow will attend 2 clinics a week in gastroenterology under the supervision of a consultant gastroenterologist.

### **Endoscopy**

- The Gastroenterology Fellow is expected to be an active participant in the endoscopy services in SALHN Key expectations are:
- Triaging and scheduling inpatient endoscopy referrals
- Attendance at interventional endoscopy and ERCP lists as well as selected endoscopy lists as determined by Head of Endoscopy or delegate
- Performing out of unit endoscopic procedures when the luminal gastroenterology registrar is unavailable
- Interpretation of Capsule Endoscopy studies and reporting results to supervising consultant
- Attendance at endoscopy lists when consultant cover is unavailable with remote or indirect cover as appropriate
- Completion of clinical projects and audits as directed by supervisor.

### **Within these parameters the Fellow will be expected to**

Attend 3 endoscopy sessions a week.

> Subject to the performance of other duties attend other endoscopic procedures including capsule endoscopy, EUS, ERCP and double balloon endoscopy as appropriate.

### **Post Graduate Education and Training**

- The Gastroenterology Fellow is expected to participate in the education and training of the junior medical staff and to participate in undergraduate clinical teaching when required.

With respect to their own ongoing training, the Gastroenterology Fellow is expected to;

1. Attend and present as required at the FMC Gastroenterology Grand Round on Tuesday at 12:30 including histopathology sessions
2. Attend the Unit Radiology Meeting held weekly.
3. Contribute to the Gastroenterology case presentations at the Flinders Medical Centre and Repatriation General Hospital Division of Medicine/Surgery Grand Rounds.
4. Present regularly and participate in the Southern Gastroenterology Journal Club. It is expected that the Gastroenterology Fellow will attend NETI sessions as appropriate, as well as Australian Gastroenterology 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 Standards.”*

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Acknowledged by Occupant: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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## Person Specification

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### ESSENTIAL MINIMUM REQUIREMENTS

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#### Educational/Vocational Qualifications

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- Bachelor of Medicine; Bachelor of Surgery (MBBS) or equivalent, registrable with the Medical Board of Australia as a Medical Practitioner with General Registration.
  - Registration in final year of or Completion of the Physician Training Programme of the RACP (Advanced Training Programme for Gastroenterology and Hepatology).
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#### Personal Abilities/Aptitudes/Skills

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- Excellent communication skills with the 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 and 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, and commitment and participation in continuing medical education activities.
  - Ability to act as a role model for medical students and junior medical staff.
  - Experience in self-directed research activity
- “Proven commitment to the principles and practise of:*
- *EEO, Ethical Conduct, diversity and WHS;*
  - *Quality management and client oriented service;*
  - *Risk management.”*
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#### Experience

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- Completion a minimum of 2 Core years of Advanced Training.
  - Experience in providing clinical services at a level commensurate with final year of training in gastroenterology and Hepatology
  - Proven experience in basic computing skills, including email and word processing
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#### Knowledge

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- 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
  - Knowledge base at the level necessary for advanced training in Gastroenterology.
  - Sound knowledge of Microsoft Applications
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### DESIRABLE CHARACTERISTICS

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#### Personal Abilities/Aptitudes/Skills

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- Enrolment in or completion of Higher Degree or equivalent in Gastroenterology.
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**Experience**

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- Proven experience in basic computing skills, including email and word processing
  - Able to compile, analyse and present clinical and research data.
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**Knowledge**

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- Awareness of the Charter of Health and Community Services rights.
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**Educational/Vocational Qualifications**

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- Post graduate studies in field of Gastroenterology.
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**Other details**

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- Willingness to cover staff absences at short notice where appropriate and practical.
  - Ability to speak and write English fluently.
  - Capacity to implement quality assurance practices.
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## 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, 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:**