



ROLE DESCRIPTION

Role Title:	Project Officer – Trainee Medical Officer (TMO) Coordinator
Classification Code:	ASO5
LHN/ HN/ SAAS/ DHW:	Department for Health and Wellbeing
Hospital/ Service/ Cluster:	
Division:	Clinical System Support & Improvement
Department/Section / Unit/ Ward:	South Australian Medical Education and Training (SA MET) Unit
Role reports to:	Manager, Medical Training
Role Created/ Reviewed Date:	Reviewed September 2023
Criminal and Relevant History Screening:	<input type="checkbox"/> Aged (NPC) <input type="checkbox"/> Working With Children's Check (WWCC) (DHS) <input type="checkbox"/> Vulnerable (NPC) <input checked="" type="checkbox"/> General Probity (NPC)
Immunisation Risk Category Requirements:	<input type="checkbox"/> Category A (direct contact with blood or body substances) <input type="checkbox"/> Category B (indirect contact with blood or body substances) <input checked="" type="checkbox"/> Category C (minimal patient contact)

ROLE CONTEXT

Primary Objective(s) of role:

- > The Project Officer – Trainee Medical Officer (TMO) Coordinator is responsible for maintaining interactions and consultation with key stakeholders, liaising with all parts of the health system and promote regional links across the medical workforce and training continuum.
- > The Project Officer - TMO Coordinator contributes to ongoing effective placement of interns and TMOs through and will lead project work that relates to medical workforce and training including establishment of working groups, preparing project documentation, reports, business briefing papers and other related information and under limited direction.

Direct Reports:

- > Nil.

Key Relationships/ Interactions:

Internal

- > Reports directly to the Manager of Medical Training however, on occasions reports directly to the Director of Medical Education and Training / Office for Research and the Chief Medical Officer.
- > Develops and maintains effective working relationships with Department of Health and Wellbeing Executives, Workforce Directorate, Media and Communications Divisions, Medical Administrators and HR personnel within health units and Ministerial staff.
- > Works in a collaborative team environment within the SA MET Unit.

External

- > Liaises with senior representatives of State, interstate and Commonwealth Government agencies, universities, medical workforce organisations, private sector organisations, medical practitioners, medical students and members of the public.

Challenges associated with Role:

Major challenges currently associated with the role include:

- > Managing complex policy issues and ensuring advice is accurate and provided in a timely fashion.
- > Coordinating high level, rapid and time limited projects within available resources.
- > Coordinating multiple projects while maintaining the daily work associated with the SA MET Unit.
- > Bringing together a range of views from stakeholders with varied interests and points of view to reach a consensus where possible and achieve outcomes.
- > Liaising with multiple stakeholders across differing levels of expertise, background and functions.

Delegations:

- > Nil.

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Program Management	<ul style="list-style-type: none">> Contribute to ongoing effective placement of interns and TMOs through coordinating, planning and evaluation activities, and business improvement projects.> Liaise and consult with national bodies, health units and teaching institutions on medical workforce and training matters.> Develop and implement intern and TMO workforce prediction models.> Contribute to development of marketing strategies to promote SA Health units as an “employer of choice”.> Identify opportunities for process improvement (e.g. improved on-line application), and development, implementation and evaluation of processes and associated policies.> Oversight and follow through of workforce medical student, intern and TMO projects.> Undertaking research, investigations, project work and providing recommendations.> Developing and implementing evaluation procedures for the recruitment and allocation processes.> Working closely with committee chairs, committee members and project leads as well as staff of the Unit, Department for Health and Wellbeing and across SA Health.> Undertake reporting tasks as required.> Undertaking Ministerials as requested.> Conduct information sessions and workshops.

Stakeholder Liaison	<ul style="list-style-type: none"> > Using strategic controls and appropriate evidence based best practice improve processes for continuous enhancement. > Lead the design, conduct and manage complex projects as required. > Provide leadership assistance and advice on specific projects as appropriate. > Establish networks, working groups and relationships with key stakeholders bringing together a range of views.
Coordinate Recruitment of Interns and TMOs	<ul style="list-style-type: none"> > Coordinating the applications and Expressions of Interests of merit-based and randomised matching recruitment processes for interns and TMOs. > Organisation of advertising for interns and TMOs positions in conjunction with SA Health Workforce. > Liaise with SA medical schools and teaching hospitals. > Promotion of medical career opportunities in SA including assistance with the development of marketing materials and attendance at career expos and teaching institutions. > Managing website updates. > Undertaking quality checks and making improvements to recruitment processes as well as the online system processes. > Processing of all intern and TMO applications and offers of employment, including acting as first line contact for all enquiries. > Referrals to any consequential vacant places. > Analysis of recruitment data. > Evaluation of declined offers including undertaking a follow up survey, analysis of information and report writing, including recommendations.
Continuous Improvement and Work Ethos	<ul style="list-style-type: none"> > Participating in relevant training and self-development activities. > Participating in relevant decision-making processes, especially with regard to medical workforce and training policies and procedures. > Participating in the attainment and maintenance of a work ethos that focuses on the achievement of identified program/service outcomes. > Intra and interstate travel may be required. > Participate in team and organisational meetings. > Provide comprehensive day to day support to colleagues and contribute to the work of the team/unit/branch to ensure the development and delivery of organisational initiatives that are aligned to SA Health priorities.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications:

- > Nil.

Personal Abilities/Aptitudes/Skills:

- > Assimilate new knowledge, identify and analyse complex problems and develop and implement practical and innovative solutions with limited direction.
- > Apply high-level oral and written communication skills including attention to detail, accuracy and quality, and public speaking.

- > Liaise, negotiate and develop effective working relationships and networks with a wide range of management, staff and stakeholders.
- > Apply strong customer service and promotional skills.
- > Undertake high volumes of work of a complex and politically sensitive nature within tight deadlines, and continuously apply sound organisational skills and quality review processes to ensure standards are maintained.
- > Work under limited direction in a team environment, exercise a significant level of initiative, judgement and decision making, recognise and resolve conflict situations, and maintain a high level of confidentiality at all times.

Experience:

- > Interpreting and analysing data and information, and undertaking national coordination and consistency, investigations and project work individually and as a team member.
- > Preparation of high-level documents, materials and reports including for issues of a confidential, politically sensitive and urgent nature.
- > Database and records management, and using Microsoft Word, Excel and Access for preparing reports, compiling information and tracking tasks.
- > Web development and management tools.

Knowledge:

- > Knowledge of medical workforce recruitment and retention issues.
- > Knowledge of the Australian Health Practitioner Regulation Agency (AHPRA) registration requirements for doctors.
- > Knowledge of the medical training pipeline and current issues.
- > Contemporary knowledge of visa categories for international doctors.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications:

- > Tertiary qualification/s in a health-related and/or education discipline.

Personal Abilities/Aptitudes/Skills:

- > Nil.

Experience:

- > Health service experience and/or previous experience in the field of medical education.
- > Project management and/or planning experience.

Knowledge:

- > Knowledge of the SA Health system including the role of key stakeholders and how they interrelate with Department of Health and Wellbeing.

Special Conditions:

- > It is mandatory that no person, whether or not already working in SA Health, may be appointed to a position in SA Health unless they have provided the a satisfactory current Criminal and Relevant History Screening, as required by the *SA Health Criminal and Relevant History Screening Policy Directive*.
- > *For appointment in a Prescribed Position* under the *Child Safety (Prohibited Persons) Act (2016)*, a current Working with Children Check (WWCC) is required from the Department for Human Services Screening Unit. For other positions, a satisfactory National Police Certificate (NPC) assessment is required.
- > For *'Prescribed Positions'* under the *Child Safety (Prohibited Persons) Act (2016)*, the individual's WWCCs must be renewed every 5 years from the date of issue; and for *'Approved Aged Care Provider Positions'* every 3 years from date of issue as required by the *Accountability Principles 2014* issued pursuant to the *Aged Care Act 1997 (Cth)*.
- > Appointment is subject to immunisation risk category requirements. There may be ongoing immunisation requirements that must be met.
- > Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the *SA Health (Health Care Act) Human Resources Manual* for Health Care Act employees.
- > The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.

General Requirements:

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

- > *Work Health and Safety Act 2012 (SA)* and when relevant WHS Defined Officers must meet due diligence requirements.
- > *Return to Work Act 2014 (SA)*, facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.
- > Meet immunisation requirements as outlined by the *Immunisation for Health Care Workers in South Australia Policy Directive*.
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > *Children and Young People (Safety) Act 2017 (SA)* 'Notification of Abuse or Neglect'.
- > Disability Discrimination.
- > *Independent Commissioner Against Corruption Act 2012 (SA)*.
- > *Information Privacy Principles Instruction*.
- > Relevant Awards, Enterprise Agreements, *Public Sector Act 2009*, *Health Care Act 2008* and the *SA Health (Health Care Act) Human Resources Manual*.
- > Relevant Australian Standards.
- > Duty to maintain confidentiality.
- > Smoke Free Workplace.
- > To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.
- > Applying the principles of the *South Australian Government's Risk Management Policy* to work as appropriate.

The SA Health workforce contributes to the safety and quality of patient care by adhering to the South Australian Charter of Health Care Rights, understanding the intent of the National Safety and Quality Health Service Standards and participating in quality improvement activities as necessary.

Performance Development:

The incumbent will be required to participate in the organisation's Performance Review and 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.

Resilience:

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

Organisational Context

Organisational Overview:

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians.

Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Wellbeing. The Department for Health and Wellbeing is an administrative unit under the Public Sector Act 2009.

The legal entities include but are not limited to the Central Adelaide Local Health Network Inc., Northern Adelaide Local Health Network Inc., Southern Adelaide Local Health Network Inc., Women's and Children's Health Network Inc., Barossa Hills Fleurieu Local Health Network Inc., Eyre and far North Local Health Network Inc., Flinders and Upper North Local Health Network Inc., Limestone Coast Local Health Network Inc., Riverland Mallee Coorong Local Health Network Inc., Yorke and Northern Local Health Network Inc. and SA Ambulance Service Inc.

SA Health Challenges:

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

Health Network/ Division/ Department:

The SA MET Unit and Office for Research is located within the Clinical Collaborative, System Leadership and Design, Department for Health and Wellbeing. The SA MET Unit provides secretariat support to the Health Advisory Council and manages the Accreditation activities on behalf of the Advisory Council.

In addition, the SA MET Unit undertakes a range of other medical education, training and workforce functions for the South Australian health system under the Office for Professional Leadership. These include coordinating internship applications and allocation, Trainee Medical Officer (TMO) applications and job matching, TMO workforce planning, provision of education support (workshops, e-learning and assessment) and research.

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.

- > 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.

As a public sector employee, you have a responsibility to maintain ethical behaviour and professional integrity standards. It is expected that you act in accordance with the Code of Ethics, and contribute to a culture of integrity within SA Health.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

Approvals

Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

Name:

Role Title:

Signature:

Date:

Role Acceptance

Incumbent Acceptance

I have read and understood the responsibilities associated with role, the organisational context and the values of SA Health as outlined within this document.

Name:

Signature:

Date:

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	10/07/18	Minor formatting with order of information amended.
V4	11/07/18	26/03/19	Updated legal entities for Minister and Department title on Page 7. Updated Immunisation Guidelines to Policy Directive under general requirements.
V5	27/03/19	04/06/19	Added categories for immunisation requirements on front page.
V6	05/06/19	25/06/19	Updated changes to the Criminal Relevant History and Screening.
V7	26/09/19	09/06/20	Updated legal entities to include new regional LHN's.
V8	10/06/2020	03/05/2021	Update Risk Management Statement
V9	04/05/21		Inclusion of integrity statement under Code of Ethics on Page 6