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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 and Children's Division
Health Service	Northern Adelaide LHN
Location	Elizabeth Vale
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	Dr Martin Ritossa
Phone number	8182 9306
Email address	Martin.Ritossa@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

Northern Adelaide Local Health Network (LHN) JOB AND PERSON SPECIFICATION

TITLE OF POSITION: Service Registrar

ADMINISTRATIVE UNIT:

SA Health – Northern Adelaide LHN

Classification: MDP2

Health Unit: Lyell McEwin Hospital

Division: Women and Children's Division

Classification Reviewed:

Department / Section: Obstetrics and Gynaecology

Position Created:

Position No:

Job and Person Specification Approval

CEO or Delegate

____/____/____
Date

JOB SPECIFICATION

PREAMBLE

The implementation of the National Health Reform in 2011 saw the establishment of five Local Health Networks across SA intended to promote, maintain and restore the health of the communities they serve.

The Northern Adelaide Local Health Network (LHN) provides care for around 341,000 people living in the northern metropolitan area of Adelaide as well as providing a number of state-wide services, and services to those in regional areas. More than 3,800 skilled staff provide high quality patient care, education, research and health promoting services.

The Northern Adelaide Local Health Network (NALHN) provides a range of acute and sub acute health services for people of all ages and covers 16 Statistical Local Areas and four Local Government Areas (one of which crosses the Central Adelaide Local Health Network) and includes the following:

- Lyell McEwin Hospital
- Modbury Hospital
- Sub-Acute
- GP Plus Health Care Centres and Super Clinics
- Aboriginal Health Care Services
- Mental Health Services (including two statewide services – Forensics and Adult Older Persons)

NALHN offers a range of primary health care services across the northern metropolitan area of Adelaide, with a focus on providing preventive and health promoting programs in the community, and transition and hospital substitution and avoidance programs targeted at chronic disease and frail aged.

Clinical leadership of care systems is central to the current national and state wide health reforms. NALHN care delivery is configured within clinical divisions that are patient-focused, clinically led groupings of services. Clinical Divisions are responsible for managing service delivery activities across NALHN campuses and units, bringing together empowered experts to directly make relevant decisions.

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SUMMARY OF THE BROAD PURPOSE OF THE POSITION and its responsibilities/duties

- Responsible for managing the care of all patients allocated to their current department in consultation with the responsible Consultants, Resident Medical Officers, Nurses and Allied Health professionals.
 - Involvement in Continuous Quality Improvement activities.
 - Involvement in continuing educational activities.
 - Cover the Labour Ward.
 - Attend Antenatal clinics and Gynaecology clinics.
 - Participation in the 24 hour on-call roster.
 - Prior registrar experience is preferred and the position could be accredited for a RANZCOG Advanced position
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REPORTING/WORKING RELATIONSHIPS

- Reports to the Senior Registrars and Consultants of the current department.
 - In the case of private patients reports to the relevant consultant or Senior Registrar (if delegated).
 - Responsible for supervision of medical students and Resident Medical Officers in consultation with the Senior Registrar and Consultants.
 - Liaises with other divisions and services of the Northern Adelaide Local Health Network, with other health providers in the community and hospital sector and with the broader community in the pursuit of comprehensive patient care.
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SPECIAL CONDITIONS

Work Practice requirements:

- Appointment is subject to a satisfactory Background Screening and National Criminal History Check obtained through the Screening and Licensing Unit, Department for Communities and Social Inclusion to be renewed every 3 years thereafter from date of issue.'
- The incumbent will be required to participate in the organisation's annual Performance Review & Development Program.
- May be required to work within other locations of the Northern Adelaide LHN.
- Some out of hours work may be required.
- Support values consistent with the aims of SA Health and the LHN, including honesty, respect and integrity.
- May be required to undertake a health assessment prior to commencement.
- Comply with the Principles of the Code of Fair Information Practice, adopted by the Department of Health, which regulate the collection, use, disclosure, storage and transfer of all personal patient/client information within the Department and throughout its funded service providers.

STATEMENT OF KEY OUTCOMES AND ASSOCIATED ACTIVITIES

Medical Records

- The Medical Practitioner will ensure that medical records (e.g. case notes) are documented to accurately reflect their care of the patient accurately and objectively.
- The Medical Practitioner will ensure that case notes are written contemporaneously.
- The Medical Practitioner will ensure the case notes are concise, relevant and structured.
- The Medical Practitioner will ensure that each case note entry will have a date, time and the author to be clearly identified by a signature, a printed name and a position designation.
- The Medical Practitioner will ensure only approved abbreviations are utilised within the case notes.
- Inpatients should have their care documented at least daily and a comprehensive summary of the admission should be generated at discharge in the form of a discharge letter to the patient's ongoing care providers.

Inpatients

- The Medical Practitioner will ensure that all patients have a comprehensive formal admission process. The history should include a complete exposition of the presenting problem and a competent psychosocial history. The history and examination should be sufficient to not only deal with the presenting complaint but also to uncover any other problems. The assessment which follows should not only provide a working diagnosis but also justify the need for any investigations which may be ordered at this point. Where there is any doubt or concern about the diagnosis or clinical condition of the patient the Medical Practitioner should have no hesitation in conferring with the appropriate Registrar or Consultant at the earliest opportunity.
- The management of every patient will mean that he/she is seen at least daily, the current care reassessed, an ongoing action plan made and a notation made in the patient's medical record.
- At the earliest opportunity the commencement of the discharge process should begin. This will include the ordering of drugs and equipment, arranging post-discharge management and follow-up in consultation with the patient's normal carers and General Practitioner and the writing of the discharge summary.

Outpatients and Emergency Patients

- The Medical Practitioner will ensure that all patients have a comprehensive assessment sufficient to provide guidance for the management, investigation and ongoing treatment of the patient. Where there is any doubt or concern about the diagnosis or clinical condition of the patient the Medical Practitioner should have no hesitation in conferring with the appropriate Registrar or Consultant at the earliest opportunity.

General Considerations

The Medical Practitioner will contribute to the ongoing commitment to policies and procedures of Northern Adelaide Local Health Network, by:

- participating in Quality Improvement activities, including the identification of performance standards and increased efficiencies;
- complying with Equal Employment Opportunity principles and procedures on a daily basis;
- participating in Performance Enhancement activities, including performance appraisals;
- complying with AHS Delegations of Authority

STATEMENT OF KEY OUTCOMES AND ASSOCIATED ACTIVITIES

1. **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.
2. **Contributes to patient safety and quality by adhering to the Australian Charter of Health Care Rights, understanding the intent of the Australian National Safety & Quality Health Service Standards and participating in quality improvement activities as necessary.**
3. **All employees are responsible and accountable for keeping accurate, legible and complete records of their activities.**
4. **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.**

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

PERSON SPECIFICATION

Essential Minimum Requirements

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.
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Personal Abilities/Aptitudes/Skills

- High level of skill in negotiation and communication.
 - Skill in problem solving and decision making at both the clinical and the individual level.
 - Commitment to quality management philosophy and devolved responsibility.
 - Commitment to patient and relative participation in patient care.
 - Ability to react positively to change.
 - An ability to manage to the spirit and principles of the premier's safety Commitment and the legislative requirements of the *Work Health and Safety Act 2012* (SA), utilising AS/NZS ISO 31000:2009 Risk Management- Principles and Guidelines, or to an equivalent set of standards
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Experience

- As appropriate to the position.
 - Prior registrar experience is preferred and the position could be accredited for a RANZCOG Advanced position
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Knowledge

- Knowledge of the Code of fair Information Practice.
 - Knowledge of contemporary medical practice and procedures appropriate to the level of the position.
 - Knowledge of investigations and treatments appropriate to the level of the position.
 - A knowledge of Equal Employment Opportunity principles and procedures.
 - Understanding of Work Health and Safety principles and procedures
 - Understanding of the Australian National Safety & Quality Health Service Standards.
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Desirable Characteristic

Personal Abilities/Aptitudes/Skills

Experience

- Proven experience in basic computing skills, including email and word processing.

Knowledge

Educational/Vocational Qualifications

Other details
