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SA Health Job Pack

Job Title	Medical Registrar
Eligibility	Open to Everyone
Job Number	675856
Applications Closing Date	21 June 2019
Region / Division	Department for Health and Wellbeing
Health Service	Communicable Disease Control Branch, Specialist Services
Location	Adelaide
Classification	MDP2G
Job Status	Full Time / Term Contract (up to 31 January 2020)
Salary	\$82,042-\$132,633

Contact Details

Full name	Steven Kerr
Phone number	7425 7110
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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.

Immunisation

Risk 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



ROLE DESCRIPTION

Role Title:	Medical Registrar (CDCB)
Classification Code:	MDP2G
LHN/ HN/ SAAS/ DHA:	Department for Health and Wellbeing
Division:	Health Regulation and Protection
Department/Section / Unit/ Ward:	HR&P Communicable Disease Control Branch Specialist Services
Role reports to:	Manager, Specialist Services
Role Created/ Reviewed Date:	Created 1/12/09 Updated September 2014, updated 25/09/17
Criminal History Clearance Requirements:	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) <input checked="" type="checkbox"/> Vulnerable (NPC) <input checked="" type="checkbox"/> General Probity (NPC)
Immunisation Risk Category Requirements:	<input checked="" type="checkbox"/> Category A (direct contact with blood or body substances) <input type="checkbox"/> Category B (indirect contact with blood or body substances) <input type="checkbox"/> Category C (minimal patient contact)

ROLE CONTEXT

Primary Objective(s) of role:

The Medical Registrar (the Registrar), Communicable Disease Control Branch (CDCB) is required to undertake a program of training in public health with a predominant focus on communicable disease control. The incumbent will contribute to the provision of medical advice on infectious disease surveillance, control and management of outbreaks to the CDCB, the Department for Health and Ageing (the Department), the general public and health care providers.

Key Relationships/ Interactions:

Internal

- The Registrar, CDCB reports through the Manager Specialist Services, CDCB to the Director, CDCB. The Registrar will have additional reporting relationship(s) with professional Training Program supervisor(s) who may be within or outside of CDCB.

External

- The Registrar will be part of a multi-disciplinary team, will work closely with leading clinicians and health service managers in South Australia, and will liaise with epidemiologists, allied health and other health professionals in other State, Commonwealth and international agencies.

Challenges associated with Role:

Major challenges currently associated with the role include:

- the timely provision of communicable disease public health response including advice and recommendations to health staff within SA Health, and to health professionals and community members outside SA Health
- the ability to manage time effectively to meet required deadlines, while being responsive to more urgent communicable disease control responses
- the ability to communicate effectively with other health professionals, government, and community members.

Delegations:

None

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Service Provision	<p>Provide medical and public health services in CDCB by:</p> <ul style="list-style-type: none">• Participating in the provision of high quality medical and public health advice on infectious disease surveillance, control and management of outbreaks for South Australia, including providing medical advice on day to day issues under limited supervision, provision of medical advice after hours, and participating in the after-hours on-call service.• Preparing epidemiological and other reports, and assisting in the development and maintenance of protocols and guidelines for surveillance and outbreak investigations.• Establishing and maintaining sound practical and theoretical knowledge of immunisation service provision and clinical issues, infection control and antimicrobial surveillance and stewardship programs, and blood-borne virus and sexually transmissible infection surveillance and control programs.• Preparing technical and professional reports including departmental briefings as required.• Liaising with respect to matters relating to infectious disease surveillance and control both within the Department, health care settings and with other relevant organisations.• Conducting research relevant to CDCB responsibilities for the management of infectious disease surveillance and control, under supervision.• Contributing to development of CDCB policy, plans and objectives.• Participating in teaching to relevant CDCB staff and external professional and student groups.• Participating in planning for bioterrorism response and for pandemic influenza responses.• Providing information to the general public and health care workers to assist in their responsible approach to infectious disease control.• Performing other duties as directed.
Training activities	<p>Undertake training activities within CDCB by:</p> <ul style="list-style-type: none">• Completing to a satisfactory standard all milestone requirements of any relevant post-graduate training program to which this position is linked (such as the Australasian Faculty of Public Health Medicine Training Program).• Participating in other relevant training and development activities within the Public Health and Clinical Systems Division and other relevant divisions of the Department.
Administration	<p>Contribute to the provision and maintenance of personal records and administrative processes by:</p> <ul style="list-style-type: none">• maintaining a diary in Microsoft Outlook, arranging meetings and booking conference rooms as required• ensuring accurate and timely attendance records are maintained as required• ensuring all leave applications, travel documents, applications and reimbursements are submitted in an timely manner.

Innovation and efficiency	<p>Contribute to the provision of innovative and efficient approaches to service development and delivery of the CDCB by:</p> <ul style="list-style-type: none"> • undertaking relevant continuous improvement activities • maintaining effective links and relationships with the Department, health units, and external organisations, as required and appropriate.
Workplace Relations	<p>Contribute to the effective maintenance of workplace relations by:</p> <ul style="list-style-type: none"> • participating in relevant training and development activities • participating in relevant decision making processes, especially with regard to the administrative support services, policies and procedures • participating in the attainment and maintenance of a work ethos that focuses on the achievement of identified program/service outcomes.
Corporate Compliance	<ul style="list-style-type: none"> • Contribute to the well-being of people in South Australia through participation 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. • Contribute to the promotion and implementation of the General Public Sector Management Aims, Personnel Management Standards and employee conduct standards and in particular Equal Opportunity and Occupational Health Safety and Welfare by adhering to the provisions of relevant legislative requirements.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications:

- > Legally qualified Medical Practitioner eligible for general registration by the Medical Board of Australia through the Australian Health Practitioner Regulation Agency.
- > Current trainee or eligible for admission to the advanced training program of the Australasian Faculty of Public Health Medicine; or senior or advanced trainee with the Royal Australasian College of Physicians or Royal Australian College of General Practitioners or other relevant Australian medical specialist college.

Personal Abilities/Aptitudes/Skills:

- > Ability to communicate effectively with Government and non-Government officials and with the general public, including the ability to prepare written reports of a high professional standard.
- > Ability to show initiative, to motivate others, work under limited supervision, work under pressure and to recognise and meet deadlines.
- > Ability to develop practical and innovative approaches to solving problems.
- > An aptitude of mature cultural sensitivity and respect for other cultures, including for Indigenous Australians.
- > A strong personal desire to improve the health of populations through public health methodologies.

Experience:

- > Experience in evaluation and review of research with particular attention to its practical application, including undertaking biostatistical analyses.
- > Recent clinical experience including experience in working as an effective member of a multi-disciplinary team in a health environment.
- > Experience using standard word processing, data management and statistical software.

Knowledge:

- > Sound practical and theoretical knowledge in clinical aspects of infectious diseases and their surveillance and control; and knowledge of the principles of epidemiology and biostatistics.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications:

- > Master of public health or other post-graduate qualifications in public health, epidemiology or other relevant disciplines, or be working toward such a qualification.

Personal Abilities/Aptitudes/Skills:

- > Aptitude for a career in public health and ability to work within a health bureaucracy.

Experience:

- > Vocational experience in public health, epidemiology, general practice (or other clinical specialty), clinical microbiology or infectious diseases.
- > Teaching experience and involvement in the preparation of scientific reports/papers for publication in reference to journals.

Special Conditions:

- Participation in regular out-of-hours roster is required, and participation in emergency responses to disease outbreaks will be necessary.
- Intra and interstate travel may be required.
- The Registrar may be required to participate in special projects as required.
- The Registrar will be subject to a Criminal History Check prior to confirmation of appointment.
- The incumbent will uphold the values of the Department for Health and Ageing as reflected in the Strategic Plan.
- 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 Criminal and Relevant History Screening.
- *Prescribed Positions* under the *Children's Protection Act (1993)* must obtain a satisfactory Criminal and Relevant History 'child-related' employment screening through the Screening and Licensing Unit, Department for Communities and Social Inclusion.
- Criminal and Relevant History Screening must be renewed every 3 years thereafter from date of issue for 'Prescribed Positions' under the *Children's Protection Act 1993* or 'Approved Aged Care Provider Positions' as defined under the *Accountability Principles 2014* 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.

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's Protection Act 1993 (Cth) – '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 Registrar 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.

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., Country Health SA 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 Health Regulation and Protection Division works with and for the South Australian community to improve public health and clinical care. This encompasses providing services, advice, education, support, policy, leadership and advocacy, administering legislation and partnering with service providers, government agencies and the non-government sector to identify and respond to current and emerging public health and clinical issues and opportunities. The Health Regulation and Protection Division comprises of the following Branches:

- Office of the Chief Public Health Officer
- Communicable Disease Control Branch
- Health Protection and Licencing Services
- Emergency Management
- Blood, Organ and Tissue Programs

The Communicable Disease Control Branch aims to reduce the incidence of communicable and infectious diseases in SA through the following service areas:

- Specialist Services Section
- STI & Blood Borne Virus Section
- Disease Surveillance and Investigation
- Immunisation Section
- Infection Control Service
- Data & Corporate Services

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.

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 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:

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	10/07/2018	Minor formatting with order of information amended.
V4	20/09/2018		Updated legal entities for Minister and Department title on Page 7. Updated Immunisation Guidelines to Policy Directive under general requirements.