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## SA Health Job Pack

<b>Job Title</b>	Medical Consultant
<b>Job Number</b>	649292
<b>Applications Closing Date</b>	20/7/2018
<b>Region / Division</b>	SA Health – Central Adelaide Local Health Network
<b>Health Service</b>	SA Pathology
<b>Location</b>	Various
<b>Classification</b>	MD2
<b>Job Status</b>	Part time, 18.75 hours per week, Temporary up to 12 months
<b>Indicative Total Remuneration*</b>	\$305,863 - \$566,444 (Pro-rata)

## 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](http://www.sahealth.sa.gov.au/careers) - see Career Information, or by referring to the nominated contact person below.

## Contact Details

<b>Full name</b>	Thomas Gordon
<b>Phone number</b>	8204-4097 or 8204 4486
<b>Email address</b>	tom.gordon@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



## ROLE DESCRIPTION

<b>Role Title:</b>	Medical Consultant
<b>Classification Code:</b>	MD2
<b>LHN/ HN/ SAAS/ DHA:</b>	
<b>Hospital/ Service/ Cluster</b>	FMC
<b>Division:</b>	SA Pathology
<b>Department/Section / Unit/ Ward:</b>	Immunology
<b>Role reports to:</b>	Clinical Director, Immunology Directorate
<b>Role Created/ Reviewed Date:</b>	

## ROLE CONTEXT

### Primary Objective(s) of role:

Responsible for providing a laboratory and clinical consultative service in the broad field of Immunology to medical practitioners and other users of SA Pathology services.

### Direct Reports:

- While this position resides within the Immunology Laboratory, the incumbent will be expected to provide laboratory and clinical services at any of the campuses serviced by SA Pathology.
- Extensive liaison with clinicians within various hospital settings.
- Will be required to work with the laboratory manager within the Immunology Directorate.
- Will be required to supervise Immunology trainees and registrars.
- Will be expected to attend and participate in hospital clinical and immunology meetings as necessary.

### Key Relationships/ Interactions:

#### Internal

- > Reports to Clinical Director, Immunology Directorate on a day-to-day basis as required. Undergoes annual performance review by Clinical Director. Works closely with laboratory managers at Frome Road and FMC sites to deliver high quality, efficient, clinically relevant patient services.

#### External

- > Nil

### Challenges associated with Role:

Major challenges currently associated with the role include:

- > Responding to clinical requests for changes in service revision.
- > Providing advice and recommendations regarding equipment and other resource needs.
- > Ensuring that all operations meet the relevant regulatory, quality and ethical standards.

**Delegations:**

- > Nil

**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 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:**

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.
- > Meet immunisation requirements as outlined by the *Immunisation Guidelines for Health Workers in South Australia 2010*.
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > Keeping Them Safe Legislation (inclusive of Mandatory Notifier).
- > Disability Discrimination.
- > Code of Fair Information Practice.
- > 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.

**Special Conditions:**

- > Participate in a roster to provide a 24 hour, 7 day/week consultative service in clinical and laboratory Immunology.
- > The incumbent will be required to enter into an annual performance agreement for the achievement of service outcomes.
- > 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.
- > 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.
- > Intrastate travel will be required.

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Contribute to the provision of high quality, efficient and cost effective clinical and laboratory immunology services by:	<ul style="list-style-type: none"> <li>&gt; Providing a clinical service in Immunology.</li> <li>&gt; Providing quality, clinically relevant interpretation of laboratory tests for the management of patients.</li> <li>&gt; Participating in the validation and release of results and the communication of significant results directly to the requesting medical officer.</li> <li>&gt; Providing expert advice on the investigation and management of patients with Immunological diseases and the control of these diseases to medical practitioners and others as appropriate.</li> <li>&gt; Participating in out-patient consultancy services and where appropriate in-patient management.</li> <li>&gt; Providing a consultative service to SA Pathology branch and regional laboratories.</li> </ul>
Contribute to the effective administration of the Directorate by:	<ul style="list-style-type: none"> <li>&gt; Supervising the training of registrars and trainees under the auspices of the professional colleges of pathology and/or medicine.</li> <li>&gt; Assisting with strategic planning of services and in assessments and reviews of current practices.</li> <li>&gt; Representing the Directorate on appropriate committees and professional bodies as required.</li> </ul>
Contribute to the success of the Directorate's research programmes. by undertaking research in areas:	<ul style="list-style-type: none"> <li>&gt; Undertake research in areas relevant to clinical and/or laboratory services and where relevant establish a new basic research program or participate in joint research projects.</li> </ul>
Contribute to the training and education programs of SA Pathology:	<ul style="list-style-type: none"> <li>&gt; Undergraduate and postgraduate students.</li> <li>&gt; Medical staff in specialist training programs.</li> <li>&gt; Ongoing medical education of trainees and scientific staff.</li> </ul>
Contribute to Occupational Health and Safety within SA Pathology.	<ul style="list-style-type: none"> <li>&gt; By taking reasonable care to protect personal health and safety of other staff.</li> <li>&gt; Wear protective clothing and use safety equipment as directed.</li> </ul>

Provide services for the South Australian Community consistent with the policies of the elected Government.	> Complying with the Code of Ethics for South Australian Public Sector Employees and with all other policies contained in the SA Pathology Corporate Manual.
Comply with the Principles of the Code of Air Information Practice, adopted by the Department of Health.	> Regulate with the collection, use, disclosure, storage and transfer of all personal patient/client information within the Organisation and throughout its funded service providers. >
	>

## **Knowledge, Skills and Experience**

### **ESSENTIAL MINIMUM REQUIREMENTS**

#### **Educational/Vocational Qualifications**

- > Must be registered as a specialist in both Clinical Immunology and Immunopathology with AHPRA with combined FRACP and FRCPA qualifications.

#### **Personal Abilities/Aptitudes/Skills:**

- > Ability to work and communicate effectively in the specialised field of expertise.
- > Ability to work closely and co-operatively with users of the service and with all levels of staff.
- > Ability to organise work and set priorities.
- > An ability to think logically and articulate views clearly.

#### **Experience**

- > Experience in the provision of laboratory and clinical services in field of Human Immunology.
- > Experience in the management of patients with Immunological diseases.
- > Experience in assessing the quality of work performed in the clinical laboratory.
- > Extensive, unsupervised experience in outpatient and inpatient settings as a clinical immunologist physician in a teaching hospital

#### **Knowledge**

- > Extensive knowledge of basic and clinical Human Immunological diseases and techniques.
- > Knowledge of the principles of laboratory and personnel management.
- > Knowledge of NATA accreditation and other Government legislation pertaining to Pathology laboratories.

### **DESIRABLE CHARACTERISTICS**

#### **Educational/Vocational Qualifications**

- > Research Higher Degree at PhD level recognised by Flinders University or other Australian University is considered highly desirable.

#### **Personal Abilities/Aptitudes/Skills:**

- > Proven ability to organise work and participate in educational programs.
- > Ability to conduct self-funded laboratory-based or clinical research in the field of Immunology

#### **Experience**

- > Extensive practical experience in Immunological based diagnostic methods and techniques.

#### **Knowledge**

- > Knowledge of computing and other information management systems.



## 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 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:**

SA Pathology/Immunology Directorate/Immunology at the Flinders Medical Centre

## 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:**