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## SA Health Job Pack

Job Title	Neurophysiology Fellow
Eligibility	Open to Everyone
Job Number	692523
Applications Closing Date	27/9/19
Region / Division	Central Adelaide Local Health Network
Health Service	The Royal Adelaide Hospital
Location	Adelaide
Classification	MDP-2
Job Status	Full-time temporary from 3/2/20 up to 31/1/21
Total Indicative Remuneration	\$95,302/\$154,699

## Contact Details

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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:

- ☒ Working with Children Screening - **DHS**
- ☐ 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.

## 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

<b>Role Title:</b>	NEUROPHYSIOLOGY FELLOW-NEUROLOGY REGISTRAR
<b>Classification Code:</b>	MDP2
<b>LHN/ HN/ SAAS/ DHA:</b>	CENTRAL ADELAIDE LOCAL HEALTH NETWORK
<b>Hospital/ Service/ Cluster</b>	ROYAL ADELAIDE HOSPITAL
<b>Division:</b>	MEDICINE
<b>Department/Section / Unit/ Ward:</b>	MEDICAL SPECIALTIES/NEUROLOGY
<b>Role reports to:</b>	CLINICAL HEAD OF UNIT NEUROLOGY/STROKE
<b>Role Created/ Reviewed Date:</b>	JULY 2017
<b>Criminal History Clearance Requirements:</b>	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) <input type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)
<b>Immunisation Risk Category:</b>	<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 ( <i>minimal patient contact</i> )

## ROLE CONTEXT

### Primary Objective(s) of role:

Responsible for managing the care of all neuromuscular and/or epilepsy patients allocated to current department in consultation with the responsible Consultants, Nurses, Technical Scientific and Allied Health professionals. The incumbent actively contributes to research, continuous quality improvement and in continuing education activities. The position will largely be within the outpatients and neurophysiology department, but some general neurology contribution will be required.

### Direct Reports:

- Responsible for supervision of medical students, Interns and Junior Medical Officers in consultation with the Consultants of the department.

### Key Relationships/ Interactions:

#### Internal

- > Liaises with other Divisions and Services of CALHN and the hospital sector.
- > Attends relevant meetings and staff development/education activities as required.
- > Attends outpatient clinics as specified by primary supervisor (nerve conduction and/or epilepsy and/or neuromuscular)
- > Assessment of inpatients requiring consult service for neuromuscular and/or epilepsy related issues.

- > Enrolment of patients into clinical trials
- > Performance of and reporting of neurophysiological diagnostic testing including nerve conduction studies, electromyography, evoked potentials and electroencephalography with supervision from relevant Consultant

#### External

- > Liaises with other health providers in the community and with the broader community in the pursuit of comprehensive patient care.
- > Liaises with clinical trial organisers under the supervision of the site Principal Investigator

#### **Challenges associated with Role:**

Major challenges currently associated with the role include:

- > Standardising neurodiagnostic protocols and practices across both sites
- > Equality of service provision to both sites (RAH & QEH)
- > Requirements of Transforming health
- > Streamlining triaging and referral systems to improve workflow and reduce waiting list times

#### **Delegations:**

- > Nil

#### **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 *Children's Protection Act (1993)* must obtain a satisfactory Background Screening and National Criminal History Clearance through the Screening and Licensing Unit, Department for Communities and Social Inclusion.
- > 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.

## 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 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.*
- *Independent Commissioner Against Corruption Act 2012 (SA).*
- *Information Privacy Principles Instruction.*
- *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.*

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 & 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.

**Cultural Commitment:**

CALHN welcomes and respects Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. In acknowledgement of this, CALHN is committed to increasing the Aboriginal and Torres Strait Islander Workforce.

**Resilience:**

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

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Quality of Care	<ul style="list-style-type: none"> <li>&gt; Maintaining a high standard of patient care for neuromuscular and/or epilepsy inpatients and outpatients, whether on the basis of patient admission under their Unit or on that of consultation by other units.</li> <li>&gt; Keeping high quality, readily accessible records of patient care bringing any doubts or concerns to the attention of the Consultant immediately</li> <li>&gt; Providing an effective and accurate clinical handover of patient care at the change of daily shifts and at the change of clinical attachment</li> <li>&gt; Commencing discharge planning at the earliest opportunity ensuring drugs and equipment are ordered, post discharge management and undertaking follow-up in consultation with the patient's normal carers and General practitioners.</li> <li>&gt; Undertaking the writing of an accurate and timely discharge summary.</li> <li>&gt; Implementing administrative procedures consistent with the duties of a unit registrar, including supervision of admission and discharge planning.</li> <li>&gt; Maintaining a high level of communication with patients and relatives as appropriate to the circumstances.</li> </ul>
Quality Improvement	<ul style="list-style-type: none"> <li>&gt; Developing and establishing of key performance indicators for all critical activities relevant to area of responsibility in accordance with the quality evaluation program.</li> <li>&gt; Assisting in the identification, establishment and review of corporate and departmental performance standards and outcomes.</li> <li>&gt; Establishing and maintaining recording systems to accurately reflect the activity of the various aspects of the department, which will enable evaluation of performance leading to improvement and achievement of best practice standards</li> </ul>
Research and teaching	<ul style="list-style-type: none"> <li>&gt; Participating in the Department's CME, research and teaching program.</li> <li>&gt; Participation in neuromuscular and/or epilepsy research.</li> <li>&gt; Enrolment of patients into clinical trials</li> </ul>
	<ul style="list-style-type: none"> <li>&gt; Submission of manuscripts and/or presentations at conferences</li> <li>&gt; Contributing to unit KPIs, including length of stay, avoidance of complications</li> <li>&gt; Number of patients enrolled into clinical trials</li> </ul>

## **Knowledge, Skills and Experience**

### **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.
- > Part 1 FRACP

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

- > High level of skills in negotiation and communication.
- > Genuine empathy for patients and their relatives/family.
- > Ability to communicate confidently and appropriately with patients and their family/relatives.
- > Ability to work as a team member and individually.
- > Ability to work under pressure without compromising patient care.
- > Competency in range of routine and common procedural ward-based skills.
- > Skill in problem solving and decision making at both the clinical and the individual level.
- > Commitment to quality management philosophy
- > Commitment to achieving excellence in neurophysiology

#### **Experience**

- > Appropriate post-graduate experience and completion of primary examination.

#### **Knowledge**

- > 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.
- > Knowledge of Occupational Health, Safety & Welfare policies and procedures and their application in the workplace
- > Knowledge of Equal Employment Opportunity principles and procedures.

### **DESIRABLE CHARACTERISTICS**

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

- > Completion of Neurology Advanced Training core component (2 years)

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

- > Committed to a clinical and research career in neurophysiology

#### **Experience**

- > Completion of the Neurology Advanced Training requirements in Neurophysiology (EMG & EEG)

#### **Knowledge**



## 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 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.

### Central Adelaide Local Health Network:

CALHN is one of five Local Health Networks (LHNs) in South Australia established in July 2011. CALHN is responsible for the following health services:

- Royal Adelaide Hospital (RAH)
- The Queen Elizabeth Hospital (TQEH)
- Hampstead Rehabilitation Centre (HRC)
- St Margaret's Rehabilitation Hospital (SMRH)
- Glenside Health Service (GHS) Psychiatric Intensive Care Unit; Inpatient Rehabilitation Services and Acute beds only
- Adelaide Dental Hospital (ADH).

CALHN also has governance over numerous community mental health and primary health services including Prison Health Service, SA Dental Service and DonateLife SA. Of note also is governance of the Statewide Clinical Support Services (SCSS) including Imaging, Pathology and Pharmacy, responsibility of which has vacillated between CALHN and DHW over the past few years.

CALHN is one of three metropolitan LHNs and its core population is approximately 390,000 people. CALHN also provides services to patients from other SA networks, rural and remote areas, the Northern Territory, NSW (Broken Hill) and western parts of Victoria. These services usually relate to complex services such as head and neck cancer, radiation therapy, cardiac surgery, spinal surgery or rehabilitation.

CALHN's purpose is to deliver quality and sustainable healthcare. While the delivery of high quality patient care is our number one priority, we face a significant challenge in achieving financial sustainability. A quality-assured financial recovery plan has been developed to meet these challenges. Through effective leadership and change management, the plan which is applicable to all Directorates and departments, will be implemented over the next three years.

## Values

### Central Adelaide Local Health Network Values

Our shared values confirm our common mission by promoting an organisational climate where the patient's needs are put first and where the teamwork and professionalism of our workforce help us to attract and retain the best staff. These values guide our decisions and actions.

<b>Patient Centred:</b>	Our patients are the reason we are here and we will provide the best service to our patients and customers
<b>Team Work:</b>	We value each other and work as a team to provide the best care for our patients
<b>Respect:</b>	We respect each other, our patients and their families by recognising different backgrounds and choices, and acknowledging that they have the right to our services
<b>Professionalism:</b>	We recognise that staff come from varied professional and work backgrounds and that our desire to care for patients unites our professional approach to practice

### 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:** \_\_\_\_\_