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SA Health Job Pack

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| Job Title | O&G Consultant - Gawler Health Service (FRANZCOG), multiple positions |
| Eligibility | Open to Everyone |
| Job Number | 862777 |
| Applications Closing Date | 20/9/2024 |
| Region / Division | Barossa Hills Fleurieu Local Health Network |
| Health Service | Gawler Health Service |
| Location | Gawler |
| Classification | MD2 |
| Job Status | Multiple Permanent Part Time positions available working 1 day a week (including on call) |
| Total Indicative Remuneration | \$500,921 - \$652,700 p.a. (pro-rata) |

Contact Details

| | |
|---------------|--|
| Full name | Genevieve deVries |
| Phone number | 0435 220 874 |
| Email address | Genevieve.deVries@sa.gov.au |

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 Human Services (DHS) 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 Check (WWCC) - **DHS**
- National Disability Insurance Scheme (NDIS) Worker Check- **DHS**
- Unsupervised contact with Vulnerable groups- **NPC**
- Unsupervised contact with Aged Care Sector- **DHS**
- No contact with Vulnerable Groups - 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 [Guidelines for Applicants](#) for further information regarding

- Salary Packaging
- Opportunities for movement within SA Health
- Flexible working arrangements
- Criminal History screening and background checks
- Immunisation requirements
- Rights of review
- Information for applicants



ROLE DESCRIPTION

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|---|--|
| Role Title: | Consultant – Maternity and Gynaecology Service, several posts of 0.25 FTE |
| Classification Code: | |
| LHN/ HN/ SAAS/ DHA: | <input checked="" type="checkbox"/> Barossa Hills Fleurieu Local Health Network <input type="checkbox"/> Eyre and Far North Local Health Network <input type="checkbox"/> Flinders and Upper North Local Health Network <input type="checkbox"/> Limestone Coast Local Health Network <input type="checkbox"/> Riverland Mallee Coorong Local Health Network <input type="checkbox"/> Yorke and Northern Local Health Network |
| Hospital / Service / Cluster / RSS | Gawler Health Service |
| Division: | Medical Services |
| Department/Section / Unit/ Ward: | Maternity and Gynaecology |
| Role reports to: | Head of Unit – Maternity and Gynaecology |
| Role Created/ Reviewed Date: | April 2009 – Review July 2021 |
| Criminal History Clearance Requirements: | <input checked="" type="checkbox"/> DHS Working With Children Check (WWCC) <input type="checkbox"/> DHS Disability Services Employment Screening <input checked="" type="checkbox"/> NPC – Unsupervised contact with vulnerable groups |
| Immunisation Risk Category | <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:

- > To undertake clinical duties in Obstetrics and Gynaecology as directed by the Head of Unit, Maternity and Gynaecology at the Gawler Health Service (GHS).
- > To be part of the on-call roster and provide on-call cover to the labour ward
- > To supervise the clinical practice of and teach Obstetrics and Gynaecology to GPs, Registrars, Resident Medical Officers, Medical Students etc.
- > To initiate quality assurance programs associated with the Obstetrics and Gynaecology services.

Key Relationships/ Interactions:

Internal

- > Responsible to Unit Head Obstetrics and Gynaecology Service at the Gawler Health Service, for clinical matters and administrative matters. To maintain an active working relationship with the Director of Medical Services and departments and Unit Heads at GHS with respect to medical services and in relation to the interface of medical staff with nursing and administrative services.

External

- > Other significant working relationships are with
- > the O&G department at Lyell McEwin Hospital
- > Other Obstetric and midwifery services in BHF LHN

Challenges associated with Role:

Major challenges currently associated with the role include:

- > Delivering a quality obstetric and gynaecology service in a growing peri urban area.
- > Developing and expanding training opportunities for BHF
- > Committing to effective teamwork with midwifery service.

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 (WHS).
- > 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.

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 Statement:

BHFLHN welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. BHFLHN is a culturally inclusive work environment that is respectful of Aboriginal and Torres Strait Islander culture.

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 National Police Certificate (NPC).
- > Prescribed Positions under the Child Safety (Prohibited Persons) Act 2016 must obtain a satisfactory Working With Children Check (WWCC) through the Department of Human Services (DHS) Screening Unit.
- > Approved Aged Care Provider Positions as defined under the Accountability Principles 1998 made in pursuant to the Aged Care Act 2007 (Cth) must obtain a satisfactory National Police Certificate (NPC) through the South Australian Police confirming the clearance is for the purpose of unsupervised contact with vulnerable groups.
- > Prescribed positions under the Disability Services Act 1993 must obtain a satisfactory Disability Services Employment Screening through the Department of Human Services (DHS) Screening Unit
- > NPCs and DHS Disability Services Employment Screenings must be renewed every 3 years thereafter from date of issue.
- > WWCCs must be renewed every 5 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.
- > Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.
- > Rights of Private Practice may be granted in accordance with the Private Practice Agreement.
- > Must participate in the on-call roster.

Key Result Area and Responsibilities

| Key Result Areas | Major Responsibilities |
|--------------------------------------|--|
| Clinical | <ul style="list-style-type: none"> > To engage in high quality clinical practice as determined by the GHS Medical Unit Head, Director of Medical Services and Director, Barossa Gawler Eudunda Kapunda Health Services in accordance with the South Australian Department of Health perinatal and maternity protocols. > To support and, if possible, expand the scope of the clinical services of the Maternity and Gynaecology Service through working in partnership with the multidisciplinary team at GHS. > To be involved in the after hours roster on a regular basis. > To ensure a high standard of clinical practice of the Senior Medical Practitioners, Registrars and Resident Medical Officers in the Maternity and Gynaecology Service. > To assist in the implementation of the postgraduate teaching program in Obstetrics and Gynaecology in liaison with the Training Supervisor representing the RANZCOG at the CYWHS, as agreed by the Medical Unit Head and the Director of Medical Services. > To attend maternal retrieval on a roster basis as agreed with the GHS Medical Unit Head. > To be involved in the undergraduate teaching program through CYWHS or GHS, as agreed by the Medical Unit Head and the Director of Medical Services. > To organise and implement clinical review programs as part of quality assurance, including preparation of reports. |
| Administrative | <ul style="list-style-type: none"> > To attend committee and other meetings and prepare statements and reports as requested by the GHS Medical Unit Head and Director of Medical Services. > To assist in the co-ordination, direction and control of the medical service in association with the GHS Medical Unit Head and Director of Medical Services. |
| Personnel | <ul style="list-style-type: none"> > To assist in the supervision, attendance, training, safety efficiency and performance management of GPs, Registrars and RMOs. |
| EO Principles | <ul style="list-style-type: none"> > Promoting and implementing policies and procedures in relation to EEO and the prevention of bullying, harassment and intimidation. |
| Human Resources | <ul style="list-style-type: none"> > Managers and staff have a shared responsibility for ensuring that the working environment enables all staff to achieve their greatest potential. |
| Consumer Rights | <ul style="list-style-type: none"> > Demonstrating knowledge and commitment to patients' rights and responsibilities with regard to health care provision. |
| Confidentiality | <ul style="list-style-type: none"> > Demonstrating an understanding of confidentiality and information security policies and procedures. |
| Disability Discrimination | <ul style="list-style-type: none"> > Promote and apply policies, procedures and practices that ensure the elimination of discrimination against all people with disabilities in accordance with the Disability Discrimination Act. |
| Code of Fair Implementation Practice | <ul style="list-style-type: none"> > Comply with the Principles of the Code of Fair Information Practice, adopted by the Department of Human Services, which regulate the collection, use, disclosure, storage and transfer of all personal patient/client information within the Department and throughout its funded service providers. |

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| Continuous Management | Quality | > | To undertake Continuous Quality Management activities within the Maternity and Gynaecology Service. |
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Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- > Fellowship of the RANZCOG (or equivalent), eligible for registration as a Specialist with the Medical Board of South Australia.

Personal Abilities/Aptitudes/Skills:

- > Investigation, negotiation and resolution of complaints.
- > Supervision, direction and management of staff.
- > Establishing working relationships with patients, their families and other staff which demonstrates, courtesy, respect, consideration, empathy, honesty, openness, providing good service, promoting health and promoting the goals of CHSA and GHS.
- > Effective communication, both verbally and written.

Experience

- > Obstetrics and Gynaecology
- > Teaching
- > Research and publication

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, Barossa Hills Fleurieu Local Health Network, Eyre and Far North Local Health Network, Flinders and Upper North Local Health Network, Limestone Coast Local Health Network, Riverland Mallee Coorong Local Health Network, Yorke and Northern 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:

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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.

SA Health acknowledges culture and identity as being integral to Aboriginal health and wellbeing and is committed to improving the health of Aboriginal people.

SA Health vision for Reconciliation is the gap is closed on Aboriginal health disadvantage; and Aboriginal people share the same rights, respect and access to opportunities and benefits as all South Australians.

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: