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SA Health Job Pack

Job Title	Medical Administration Registrar - Barossa Hills Fleurieu Local Health Network
Eligibility	Open to Everyone
Job Number	812501
Applications Closing Date	18/12/2022
Region / Division	Barossa Hills Fleurieu Local Health Network
Health Service	Medical Services
Location	Mount Barker District Soldiers' Memorial Hospital
Classification	MDP2
Job Status	Temporary Full Time (up to 2 February 2026)
Total Indicative Remuneration	\$101,788 - \$165,240 p.a.

Contact Details

Full name	Genevieve deVries
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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 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

Role Title:	Medical Administration Registrar		
Classification Code:	MDP2 (Level 3-8)	Position Number	P27922
LHN/ HN/ SAAS/ DHA:	Barossa Hills Fleurieu Local Health Network (LHN)		
Site/Directorate	BHF LHN Various		
Division:	Medical Services		
Department/Section / Unit/ Ward:	Medical Administration		
Role reports to:	Executive Director Medical Services BHFLHN		
Role Created/ Reviewed Date:	31 January 2017		
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:
<ul style="list-style-type: none"> As a member of Medical Administration, the Medical Administration Registrar is responsible for supporting the provision of high quality health care services across the network by assisting the Executive Director of Medical Services (EDMS) in providing leadership for: medical workforce recruitment, retention, industrial relations, credentialing systems, medicolegal matters as appropriate as well as facilitating the efficient provision of surgical, medical, obstetric, emergency and anaesthetic services across the network. As a registrar, the medical officer will be encouraged to participate in and where appropriate functions within the broader range of Barossa Hills Fleurieu Local Health Network (BHFLHN) activities as agreed and directed by the EDMS. This position is a service and training position in association with the Royal Australasian College of Medical Administrators (RACMA). This is to prepare the candidate for the specialist Fellowship examination. Assist the EDMS in the management, co-ordination, administration and evaluation of organisational-wide aspects of medical services and clinical governance within BHF LHN.

Direct Reports:
> Nil

Key Relationships/ Interactions:
<p>Internal</p> <ul style="list-style-type: none"> > Responsible to the Executive Director Medical Services, BHF LHN. > Liaises with other Directorates and Services of BHF LHN, with the broader community in the

pursuit of comprehensive patient care.

- > The trainee works closely with the medical administration staff and other Medical, Nursing and Allied Health Leaders within the BHF LHN
- > Sits on committees within BHF and for SA Health at the request of the EDMS.
- > Assist in the development and implementation of workforce planning for the BHF LHN.

External

- > Liaises with other health providers in the community and hospital sector and with the broader community in the pursuit of comprehensive patient care.

Challenges associated with Role:

Major challenges currently associated with the role include:

- > Managing a rapidly changing peri urban environment with growing demand.
- > Managing difficult situations and people in times of stress.
- > Ensuring good communication between health care professionals.
- > Ensuring that our salaried and contracted workforce provide safe appropriate and efficient care to our community.

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 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.

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 Statement:

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

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
Medical Workforce Planning, Development and Reform:	<ul style="list-style-type: none"> > Under the supervision of the EDMS, engage in activities consistent with the Competency Framework of RACMA: > Manager: Acquire skills in systems of work, organisational effectiveness, prioritisation of resources, and performance management. Under direction and clinical governance, assist with management of junior medical officers, patient advice and liaison (complaints management), medicolegal reporting and organisational emergency preparedness and response. > Medical Expert: Develop knowledge of clinical and corporate governance systems, quality and safety in healthcare, community engagement with health services, human resources management (especially as it applies to medical staff, including industrial issues), financial management and service planning, emergency preparedness of organisations, and the role of the medical administrator as member of the executive team, including organisational strategy and design. > Communicator: Engage in activities that develop communication competencies including developing rapport, synthesizing information, conveying information, aligning competing interests and identifying effective communication. Assist the EDMS in development of governance, service or business plans, presentations to executive and medical groups, dispute and complain resolution (including working with Health Complaints Commissioner), conduct of organisational meetings, medicolegal presentations (including court appearances) and media management. > Advocate: Develop knowledge of the social determinants of health, basic knowledge of population health, identification of community health needs and professional response to health issues. > Scholar: Learn systems for the evaluation and application of new knowledge in medical administration and clinical governance. Apply the principles of evidence-based practice in decision making and policy development. Participate in college-based activities for continuing professional development. > Professional: Develop skills in reflective practice, professional ethics and value systems. Promote a “patient first” philosophy throughout the organisation. Support a strong culture of quality and safety with professional colleagues. > Collaborator: Develop strong professional relationships with clinical leaders throughout the organisation. Facilitate a consultative approach to governance issues with all clinical departments. Develop leadership competencies and skills in conflict resolution. > Assist the EDMS in ensuring that the recruitment, appointment, credentialing and employment of junior and senior staff is consistent with legislative and Award provisions and with effective workforce management and configurations.

Duties:	<ul style="list-style-type: none"> > Support the EDMS in the coordination and administration of LHN wide aspects of medical services, including clinical governance, scope of practice determination, medical workforce planning and management. > As directed by the EDMS, support clinical department heads in the conduct of clinical governance activities, including support for departmental morbidity and mortality review activities and performance management of medical staff. > Provide assistance to the LHN safety and Quality Unit, in relation to patient safety, clinical effectiveness and clinical governance matters. > Work with Medical Workforce officers to ensure that there are junior medical staff rosters that comply with appropriate guidelines. > Represent the EDMS on LHN committees as required. > Participate in the coordination of organisational emergency preparedness and response, including support for the EDMS as Regional Medical Commander. > Provide support and relief to the EDMS within the designated scope of practice. > Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including the development and implementation of safety systems, improvement initiative and related training, ensuring that quality and safety improvement processes are in place and acted upon. > The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at the classification level.
Scope of Work Performed:	<ul style="list-style-type: none"> > Required to operate with a high level of individual responsibility, with accountability and reporting, to the Executive Director of Medical Services. > Required to work within the scope of clinical practice as allocated by the Executive Director Medical Services subject to the attainment of clinical competencies in Medical Administration and ratified by the RSS Credentialing and Scope of Clinical Practice Committee. > Comply at all times with BHF LHN + RSS policy and protocol requirements, in particular those relating to mandatory education, training and assessment.
Quality, Safety and Risk Management:	<ul style="list-style-type: none"> > Supporting the development and implementation of clinical governance systems including accountability frameworks > Risk management and service improvement > Clinical Audit including mortality review and incident management > Ensuring compliance with standards of care, quality and safety systems > Ensuring there are processes and systems in place to deal with Coronial matters and complaints, including relevant HCSCC matters > Leading the creation of a culture of performance accountability, review and evaluation, feedback, team work, risk management, collaboration and continuous improvement within Medical Services throughout the LHN > Leading the identification and implementation of evidence-based process and practice redesign > Ensuring that systems and processes are in place for the

	<p>appropriate credentialing of all Medical staff across the LHN and ensuring compliance with all statutory requirements, policies and procedures</p> <ul style="list-style-type: none"> > Ensuring that risk management programs and processes are implemented, monitored and review across the region > Monitoring, reviewing and evaluating compliance with standards of care, Medical practice, quality and safety performance, patient journey outcomes and other legislative and policy requirements > Ensuring the effective deployment of education and clinical practice to address changes in service delineation through the implementation of the SA Health Strategic Plan and the Performance Agreement between SA Health and BHFLHN > Ensuring that clinical procedures undertaken are in accordance with commissioning plans in terms of cost and volume.
Medical Education and Research:	<ul style="list-style-type: none"> > Supporting BHFLHN to meet accreditation standards for postgraduate medical education across the spectrum of medical staff, ranging from junior medical officers to senior consultants. > Managing external relationships with relevant external organisations such as universities, SAMET and colleges > Supervising and supporting Directors of Clinical Training and Specialty training supervisors > Ensuring that medical staff are able to access an appropriate range of professional development programs and mandatory training, through the promotion of efficient use of resources in the development of quality programs through collaboration and partnership with local, regional and state-wide services, including higher education and vocational institutions > Leading the identification and implementation of evidence-based research to drive practice improvement > Supporting processes for research ethics and research governance within the LHN as the primary point of contact for medical specialty colleges, medical schools and research institutes.
Clinical Information Systems and Records:	<ul style="list-style-type: none"> > Taking a role, in liaison with ICT Services in relation to the development and implementation of clinical information systems.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- > Bachelor of Medicine or equivalent, registrable with the Medical Board of Australia as a Medical Practitioner, and has had completed no less than 3 years of clinical experience in a teaching hospital.
- > Registration/licenses that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.
- > General of limited registration with the Medical Board of Australia.
- > Routine Credentialing and employment checks in keeping with state policy.

Personal Abilities/Aptitudes/Skills:

- > Demonstrated high level interpersonal skills.
- > A willingness to accept constructive feedback on performance or behaviour from any member of the organisation.
- > Demonstrated ability to communicate both orally and in writing, to a wide range of audiences on a range of issues.
- > Demonstrated understanding of time management and organisational skills.
- > Demonstrated personal and professional integrity.
- > Demonstrated respect for the members of a multi-disciplinary team and the ability to work with teams from diverse backgrounds with diverse values
- > Demonstrated commitment to quality improvement and safe practice.
- > Demonstrated ability to be adaptable to change.

Experience:

- > As per recognised undergraduate medical program and minimum of 3 years of clinical experience.

Knowledge:

- > As per recognised undergraduate medical program.
- > Understanding of the rights and responsibilities of patients and their families.
- > Understanding of fundamental medico-legal issues.
- > Knowledge of Work, Health & Safety principles and procedures.
- > Knowledge of basic computing skills, including use of email and Microsoft Office suite.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- > Acceptance as a Candidate by the Royal Australasian College of Medical Administrators (RACMA)
- > Current registration as a medical practitioner with the Australian Health Practitioners Regulation Agency (AHPRA).
- > Three years' post-graduate clinical experience in the practice of medicine.
- > Active participation with the College in professional development.
- > Evidence of health system research or involvement in quality or innovation activities.

Experience:

- > Management experience in health care.

Selection Criteria:

- > Demonstrated experience and/or interest in the organisation and management of medical staff within a hospital/health service.
- > Ability to acquire skills in human resources management as it applies to management of junior and senior medical staff, including acquisition of knowledge of the relevant industrial agreements.
- > Demonstrated high level of interpersonal skills and ability to work within an interdisciplinary team, both clinical and non-clinical
- > Demonstrated willingness to achieve a high level of customer focus by setting and monitoring standards and promoting a 'patient first' approach to health management.
- > Sound knowledge of the national and state health policy framework impacting on health service delivery in Regional South Australia together with an understanding of legislation relevant to the position.

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:

The Barossa Hills Fleurieu Local Health Network(BHFLHN) comprises of the Royal Adelaide Hospital and The Queen Elizabeth Hospital as the major health sites within the LHN. BHFLHN was created in 2011 as the first step in the long term reform of South Australia's health system and is seeking to develop new and innovative models of healthcare delivery to improve health outcomes for its client base

Values

Barossa Hills Fleurieu 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.

Patient Centred:	Our patients are the reason we are here and we will provide the best service to our patients and customers
Team Work:	We value each other and work as a team to provide the best care for our patients
Respect:	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
Professionalism:	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: Dr Sharon Morton

Role Title: Executive Director Medical Services

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: