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SA Health Job Pack

Job Title	Consultant, Department of Paediatric Critical Care Medicine
Eligibility	Open to Everyone
Job Number	712175
Applications Closing Date	13/12/2019
Region / Division	Women's and Children's Health Network
Health Service	Women's and Children's Hospital
Location	North Adelaide
Classification	MD2
Job Status	Multiple vacancies, full time ongoing and full time temporary up to 26 Jun 2020
Total Indicative Remuneration	\$313,449 - \$580,544

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 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 - 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.](#)

Contact Details

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NOTE: Please refer to the accountability statement at the end of this document.

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:	Consultant
Classification Code:	MD-2
LHN/ HN/ SAAS/ DHA:	Women's and Children's Health Network
Hospital/ Service/ Cluster	Women's and Children's Hospital
Division:	Paediatric Medicine
Department/Section / Unit/ Ward:	Department of Paediatric Critical Care Medicine
Role reports to:	Medical Director, Division of Paediatric Medicine via the Medical Unit Head, Department of Paediatric Critical Care Medicine
Role Created/ Reviewed Date:	November 2019
Criminal History Clearance Requirements:	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) <input checked="" type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)
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)

ROLE CONTEXT

Primary Objective(s) of role:

The Consultant is responsible for:

- > The provision of an effective and efficient medical service within the objectives and philosophies of the Department of Paediatric Critical Care Medicine (DPCCM), Division of Paediatric Medicine and WCHN.
- > Will contribute to teaching, research and development projects and quality assurance programs associated with DPCCM for optimal clinical service outcomes.

Key Relationships/ Interactions:

- > Reports to the Medical Director, Division of Paediatric Medicine, via the Medical Unit Head, Department of Paediatric Critical Care Medicine.
- > The incumbent is expected to work with other Consultants, Nursing, Allied Health, Administrative and other staff in a collaborative manner to enhance the functioning of the Department, Division and the hospital.
- > The Consultant will also work collaboratively with staff of other health units with particular emphasis given to developing a robust working relationship with the Obstetric and Women's Anaesthesia departments in the creation of a Women's HDU/ICU.
- > Supervise the clinical practice of allocated trainee medical officers.

Challenges associated with Role:

- > To ensure Critical Care medical services at the WCHN are delivered to best practice standard, and improve health outcomes.
- > Establish and maintain strong links within and external to WCHN, and on a state-wide and national level.
- > Strengthen and expand secondary and tertiary health care services within a population health approach, focusing on inequity, health promotion and early intervention.
- > To value and respect the needs and contributions of WCHN Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence.
- > To value and respect the different cultural practices of our patients and parents from immigrant families as well as ensuring complete understanding of issues when they are not English speaking.

Delegations:
> As per Women's and Children's Health Network delegations.
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:
<p>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:</p> <ul style="list-style-type: none"> > <i>Work Health and Safety Act 2012 (SA)</i> and when relevant WHS Defined Officers must meet due diligence requirements. > <i>Return to Work Act 2014 (SA)</i>, facilitating the recovery, maintenance or early return to work of employees with work related injury / illness. > Meet immunisation requirements as outlined by the <i>Immunisation Guidelines for Health Workers in South Australia 2010</i>. > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation). > <i>Children's Protection Act 1993 (Cth)</i> – 'Notification of Abuse or Neglect'. > Disability Discrimination. > Code of Fair Information Practice. > Relevant Awards, Enterprise Agreements, <i>Public Sector Act 2009</i>, <i>Health Care Act 2008</i>, 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. > All employees required to complete timesheets must forward their timesheet to their manager, within two weeks from the period worked, to enable their manager to authorise that this is a true and accurate record of hours worked by the employee.
Handling of Official Information:
<p>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.</p> <p>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.</p> <p>SA Health employees will not misuse information gained in their official capacity.</p> <p>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.</p>

Special Conditions:

- > 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. Existing employees who have undertaken a Police Check and are cleared and then subsequently charged with an offence are required to inform their Line Manager immediately.
- > Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.
- > As a state-wide service, WCHN employees may be required to undertake work at various locations in metropolitan Adelaide, and provide outreach to other parts of South Australia (the latter in consultation with the incumbent of the role).
- > 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.
- > Inter/intra state travel may be required.
- > Some out of hours work may be required.
- > In addition, the position may be required to participate in after-hours shifts and on call roster.
- > The Women's and Children's Health Network requires that all medical staff fulfil their obligations in respect of meeting standards of professional practice including as required by:
 - > Relevant State and Federal Legislation;
 - > Medical Board of South Australia;
 - > Credentialing and Scope of Clinical Practice for Medical and Dental staff;
 - > The relevant professional specialist college guidelines; and
 - > Medical Board of South Australia Code of Professional Conduct – Good Medical Practice as varied from time to time.
- > Rights to Private Practice in accordance with the Private Practice Agreement.
- > Requirement to participate in Specialty College CPD programs and recertification as applicable depending on nature of qualifications covering Paediatrics.
- > Must be prepared to attend relevant meetings and staff development/education activities.
- > This Role Description provides an indication of the type of duties you will be engaged to perform. You may be lawfully directed to perform any duties that a person with your skills and abilities would reasonably be expected to perform.

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 always 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.

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Provision of a comprehensive, effective and efficient medical service is provided within accepted standards of practice.	<ul style="list-style-type: none"> > The provision of a high standard of clinical practice through adherence to policies, protocols and procedures. > Clear communication with patients, their parents/carers and others involved in care provision. > Active participation in clinical review programmes to monitor standards of practice and ensure the maintenance of quality outcomes. > The provision of effective and efficient medical services to all inpatient groups within the institution. > Clinical records are maintained in accordance with organisational policy and document significant patient management decisions. > Development of partnerships both internal and external to support quality patient needs and outcomes. > Preparing reports of medical assessments undertaken.
Encourage and foster a positive culture and safe work environment.	<ul style="list-style-type: none"> > Ensure the team environment is enriched by a positive contribution, recognition of health, safety and welfare responsibilities, commitment to learning, development and acknowledgement of differences. > Development of a positive approach and commitment to patient service. > A positive team is maintained by actively dealing with conflict and inappropriate behaviours expediently and effectively. > Views and concerns are voiced in a constructive manner. > Support healthy self-care practices and mentorship.
Contribution to advances in knowledge in the specialty.	<ul style="list-style-type: none"> > Research initiatives are co-ordinated and planned within the DPCCM. > Initiate, support and contribute to clinical and laboratory research initiatives within the specialty area. > Participation in multi-centre research trials.
Ensure undergraduate and postgraduate training in the discipline of Paediatric Critical Care Medicine services is facilitated.	<ul style="list-style-type: none"> > Contribution to and facilitation of continuing education programmes. > Junior medical staff are provided with opportunities for learning and education. > Medical undergraduates and trainee medical officers have their performance assessed/appraised. > Other health professionals are provided with opportunities for learning and education in Paediatric Critical Care Medicine.
Leading the unit and participating in quality management, quality assurance and risk management activities and ongoing improvement of services.	<ul style="list-style-type: none"> > Continuously reviewing existing practices and promoting change where required. > Contribute to the development of practice guidelines, protocols and clinical indicators. > Clinical risks are assessed and appropriate corrective strategies are developed.
Contribute to the ongoing review of Credentialing & Scope of Clinical Practice for medical staff.	<ul style="list-style-type: none"> > All medical staff have appropriate credentials and a defined scope of practice and that this is documented accordingly.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational / Vocational Qualifications:

- > Bachelor of Medicine; Bachelor of Surgery (MBBS) or equivalent. Appropriate Specialist Qualifications and registrable with the Medical Board of Australia as a Medical Practitioner with Specialist registration; or another qualification as defined in the SA Medical Officers Award.

Personal Abilities/Aptitudes/Skills:

- > Well-developed interpersonal and communication skills (written and verbal), including the ability to work with individuals and families for positive health outcomes and to foster productive working relationships both internally and externally.
- > Demonstrated commitment to providing a quality service to the patient.
- > Leadership, management and motivational skills to maximise individual and team performance.
- > High level skills in negotiation and mediation.

Experience:

- > Extensive experience in the provision of Adult and Paediatric Critical Care services to patients.
- > Previous experience in a large teaching hospital.
- > Previous experience in retrieval medicine.
- > Experience in the management of post operative congenital heart disease surgery.
- > Experience in extra corporeal membrane oxygenation (ECMO).
- > Experience in teaching at an undergraduate and postgraduate level.
- > Commitment to working within a multidisciplinary team.

Knowledge:

- > Knowledge of administrative policies and practices of a large public hospital.
- > Knowledge of contemporary practice, issues and research in relation to Critical Care Medicine.
- > Knowledge of the principles and practice of OHSW, *Equal Opportunity Act*, the *Public Sector Act 2009*, Code of Ethics and diversity appropriate to the requirements of the position.

DESIRABLE CHARACTERISTICS

Educational / Vocational Qualifications:

- > Additional and relevant postgraduate tertiary qualifications (MD or PhD).
- > FCICM or FRACP/ FRACA with appropriate training in both Adult and Paediatric Intensive Care.
- > Proof of current participation in Specialty College CPD programs.

Personal Abilities/Aptitudes/Skills:

- > Skill in problem solving and decision making at a senior level.
- > Demonstrated ability to be adaptable to change.

Experience:

- > Previous experience in Critical Care Medicine at a Senior Registrar, Fellow or Consultant level.
- > Previous experience in research.
- > Involvement in independent research initiatives.
- > Experience in quality improvement activities.

Knowledge:

- > Sound knowledge of clinical resource management.

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 Women's and Children's Health Network (WCHN) was established to promote, maintain and restore the health of women, children and young people in South Australia. The Service plans, develops and coordinates health services as part of an integrated health system.

The Women's and Children's Health Network efficiently conducts and manages, within its identified resources, health services for children, young people and women, including:

- > Specialist hospital services.
- > Primary health care and population health programs.
- > Integrated community care services.
- > Services to address the health and wellbeing of particular populations, including Aboriginal Health Programs.
- > Education and training programs.
- > Research.

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.

Domestic and Family Violence

The WCHN recognises violence against women as a human rights issue that must be addressed in the workplace, and is committed to a zero tolerance policy towards violence against women in the workplace. Accordingly employees must appropriately report and respond to any such acts in the workplace, and make available appropriate support to employees who may be experiencing violence in the community.

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:

Accountability – what does it mean for me?

Within WCHN everyone is accountable for their contribution to the safety and quality of care delivered to consumers.

Consumers

Consumers and their families participate as partners to the extent that they choose. These partnerships can be in their own care, and in organisational design and governance.

Staff including Contractors, Locums, Agency, Students and Volunteers

All staff (as described above) have a role in the delivery of safe, high quality care to consumers, and are expected to perform their roles with diligence; and with a person-centred approach to the best of their ability. It is the responsibility of all staff to raise concerns when it is recognised that something is not right. Safety and quality is the responsibility of all staff, at all levels and across all locations.

Clinicians

All clinicians are accountable for the provision of competent, consistent, timely, safe, reliable, contemporary and person centred care within a defined scope of practice.

Clinicians work in teams with professionals from a variety of disciplines based on mutual respect and clear communication, with an understanding of responsibilities, capabilities, constraints and each other's scope of practice.

All clinicians are responsible for providing care that is person centred, evidence based and which focuses on safety through minimising risk while achieving optimal outcomes for consumers. This is helped by participating in clinical governance, in WCHN health and safety forums, fostering a learning environment and supporting other clinicians to provide high quality services which are safe.

Clinicians are expected to speak up when there are concerns about safety so that these can be rectified and learnt from. Clinicians are accountable for their own individual professional practice, including maintaining currency of credentialing, registration and professional practice.

Managers

Managers are accountable for implementing systems and practices that support high quality clinical practice. Managers oversee, guide and direct staff by providing leadership and advice ensuring appropriate clinical governance, continuous quality improvement, and leading safety programs. Managers develop, implement and monitor performance indicators for the identification, management and reporting of risk. Managers implement the Clinical Governance Framework; Consumer Engagement Framework and the requirements of the National Safety & Quality Standards within their areas of responsibility. Managers are expected to demonstrate diligence and honesty in the management of public resources.

Managers organise, direct and manage the performance of staff to meet operational requirements; implement and promote evidence based standards and policies that are compliant with relevant, professional, industrial and legislative requirements. Managers engage with and listen to staff, and create an environment where staff feel able to speak up in relation to concerns about safety. Managers address concerns raised and provide regular, ongoing feedback in the interests of improving care and safety.

Executive/Divisional Directors

Executive/Divisional Directors are accountable for embedding the Clinical Governance Framework; Consumer Engagement Framework and the requirements of the National Safety & Quality Standards into their areas of responsibility and providing assurance to the Executive and Board that these systems are in place and work effectively, all risks are known and mitigated and that staff understand their safety and quality responsibilities.

It is expected that those holding senior leadership positions will model the highest standards of ethical and professional behaviour.

WCHN Committees

WCHN Committees support Executive Directors to implement and evaluate organisational systems, support divisions to work together to identify and mitigate risk and continuously improve practice. They support the organisation to work as a single entity.

Chief Executive Officer

The Chief Executive has overall accountability for safety, care delivery, system governance and monitoring.

Board

The Board is accountable for governance, monitoring, compliance and ensuring the executive are discharging their responsibilities in managing the organisation.



Strategic Management Plan 2018-2020

Our Purpose: Improving the health and wellbeing of our community

Lead

Imagining the future

- Care for our staff so that we can care for our community
- Continue to strengthen person and family centred care
- Enable an innovative and productive culture to ensure we are delivering excellent care
- Ensure women, youth and children's safety
- Improve health outcomes for Aboriginal women, children and families
- Improve wellbeing and resilience of our young people
- Plan for the new Women's and Children's Hospital
- Work towards embedding a focus on the first 1000 days of life

Partner

Together we do better

Build a caring, innovative, productive and safe workplace culture that enables an engaged, skilled workforce

Create a climate to foster research excellence and translation into practice

Embed collaboration, teamwork and partnership to lead quality service delivery for a range of complex needs

Encourage consumer and community engagement at all levels

Envision what excellence in care and continuous learning means

Deliver

Improving the experience

Key goals

Achieve ongoing accreditation under the National Safety and Quality Health Service Standards

Capitalise on service delivery benefits of modernised ICT infrastructure

Deliver greater efficiencies across outpatient services

Develop resourceful strategies for sustainment of current WCH site

Ensure that all of our services are financially sustainable

Implement recommendations from the Child Protection Systems Royal Commission

Implement successful CAMHS and CaFHS service model improvements



Government of South Australia
SA Health