

<b>Position</b>	Neonatal Registrar
<b>Classification</b>	MDP2
<b>Division</b>	Women's & Children's Division
<b>Department / Section / Unit / Ward</b>	Neonatal and Perinatal Medicine
<b>Role reports to</b>	Operationally: > Head of Unit Professionally: > Head of Unit
<b>CHRIS 21 Position Number</b> M54524	<b>Role Created / Review Date</b> 01/06/2019
<b>Criminal History Clearance Requirements</b> <input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child - Prescribed (Working with Children Check) <input checked="" type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)	<b>Immunisation Risk Category</b> Category A (direct contact with blood or body substances)

## JOB SPECIFICATION

### Primary Objective(s) of role:

The Flinders Medical Centre (FMC) is one of two hospitals in South Australia that provide tertiary perinatal service to the state of South Australia and surrounding districts (Broken Hill (NSW), Mildura (Vic) and Alice Springs (NT)).

The incumbent is required to work as part of a multidisciplinary academic clinical team providing clinical services of the highest possible standard to newborn infants and their families and to actively pursue improved outcomes for newborn infants in South Australia by participating in teaching and research.

### Direct Reports: (List positions reporting directly to this position)

> Nil

### Key Relationships / Interactions:

- > Supervisor reports to the Director, SALHN Women's and Children's Division
- > The Neonatal Registrar reports to the Director of Neonatal / Perinatal Medicine
- > Works collaboratively with consultants, nursing staff, other medical specialists and health professionals to achieve high quality service provision for patients
- > Participates in training opportunities, both as trainer and student, in formal and informal training environments
- > Provides day to day supervision and training of junior staff (interns, RMOs, TMOs)

### Challenges associated with Role:

Major challenges currently associated with the role include:

- > May be required to work within other locations of the Southern Adelaide LHN.
- > Some out of hours work may be required.
- > Maintaining a work/life balance while adhering to rostering expectations
- > Managing difficult situations and people in times of stress

- > Ensuring good communication between health care professionals through accurate and objective written notes
- > Management of the junior medical staff roster

### Delegations: (As defined in SALHN instruments of delegations)

(Levels / limits of authority in relation to finance, human resources, Work Health and Safety and administrative requirements as defined by Departmental delegations and policies.)

Financial	N/A
Human Resources	N/A
Procurement	N/A

### Resilience

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

### Performance Development

It is your responsibility to actively participate in the Performance Review & Development Program which will include a six (6) monthly review of your performance against the responsibilities and key result areas associated with your position and a requirement to demonstrate appropriate behaviours which reflect a commitment to South Australian Public Sector and SALHN 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, Procedures and legislative requirements including but not limited to:

- > National Safety and Quality Health Care Service Standards.
- > *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 in the Immunisation 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'.
- > *Public Interest Disclosure Act 2018*.
- > Disability Discrimination.
- > Information Privacy Principles.
- > 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.

### 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 *Child Safety (Prohibited Persons) Act 2016* and Child Safety (Prohibited Persons) Regulations 2019 must obtain a Working with Children Clearance through the Screening Unit, Department of Human Services.
- > Working with Children Clearance must be renewed every five (5) years.
- > 'Approved Aged Care Provider Positions' as defined under the Accountability Principles 1998 made in pursuant to the *Aged Care Act 2007* (Cth) must be renewed every 3 years.
- > Appointment and ongoing employment is subject to immunisation requirements as per Risk Category identified on page 1.
- > 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 2008* 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.
- > SALHN requires that all medical staff fulfil their obligations in respect of meeting standards of professional practice including as required by:
  - o Relevant State and Federal Legislation;
  - o Medical Board of South Australia;
  - o Credentialing and Scope of Clinical Practice for Medical and Dental staff;
  - o The relevant professional specialist college guidelines; and
  - o Medical Board of South Australia Code of Professional Conduct – Good Medical Practice
  - o as varied from time to time

Key Result Areas	Major Responsibilities
Direct/indirect patient/client care	<ul style="list-style-type: none"> <li>&gt; Commitment to delivering high quality and safe care consistent with the SALHN Integrated Governance Framework and Consumer Engagement Framework and Plan.</li> </ul>
Clinical Responsibilities	<ul style="list-style-type: none"> <li>&gt; Provide a high quality clinical service under the direction of the Clinical Director, Neonatal and Perinatal Medicine:               <ul style="list-style-type: none"> <li>&gt; 1.1 Outpatient clinics                   <ul style="list-style-type: none"> <li>&gt; Participation by the Registrar in Outpatient Clinics of the unit rotation</li> <li>&gt; Assessment and management of new patients undertaken, in consultation with the supervising Consultant.</li> <li>&gt; Review and follow up of ward patients admitted through Outpatient Clinics.</li> </ul> </li> <li>&gt; 1.2 Inpatients                   <ul style="list-style-type: none"> <li>&gt; Registrar participation in all duties associated with inpatients, including assessment of new admissions, care coordination, management of the day to day progress of assigned patients in the ward, discharge and follow up arrangements, during rostered hours of duty.</li> <li>&gt; Appropriate consultation with senior nursing staff, supervising Consultant and other relevant staff will be undertaken.</li> <li>&gt; Participation of customers in their care planning will be facilitated</li> </ul> </li> <li>&gt; 1.3 Emergency Care                   <ul style="list-style-type: none"> <li>&gt; Assessment and management of acute paediatric, neonatal and/or obstetric emergencies will be undertaken by the Registrar.</li> <li>&gt; Appropriate ongoing patient management will be arranged, in consultation with the relevant medical and nursing staff and Unit Consultant staff.</li> <li>&gt; Participation in the Neonatal Retrieval Service</li> </ul> </li> <li>&gt; 1.4 Procedures                   <ul style="list-style-type: none"> <li>&gt; Emergency and routine patient care procedures will be performed under supervision consistent with level of training and experience. Procedures may include but not be limited to the following: intravenous and intra-arterial cannulation, chest tube insertion, central venous line insertion, endotracheal intubation, lumbar puncture.</li> </ul> </li> <li>&gt; 1.5 Anaesthetic Care                   <ul style="list-style-type: none"> <li>&gt; Provide a smooth flow of anaesthetic care from admission to arrival in procedural area then from anaesthesia to Post Anaesthetic Care Unit and to the ward.</li> </ul> </li> <li>&gt; 1.7 Investigative Procedures                   <ul style="list-style-type: none"> <li>&gt; Investigations will be organised, correlated and interpreted by the Registrar when required, under general supervision of the relevant Consultant.</li> </ul> </li> <li>&gt; 1.8 Laboratory Services (where applicable)                   <ul style="list-style-type: none"> <li>&gt; Advice on the interpretation of laboratory results and additional investigations necessary for patient diagnosis and management will be provided to clinicians requesting laboratory services.</li> <li>&gt; Follow up will be provided for patients with abnormal test results, under appropriate supervision.</li> </ul> </li> </ul> </li> </ul>

Professional Responsibilities	<ul style="list-style-type: none"> <li>&gt; 1.1 Patient Focus</li> </ul> <p>Engendering a patient focus in medical care by:</p> <ul style="list-style-type: none"> <li>&gt; Ensuring patients and their families are able to exercise their rights and responsibilities.</li> <li>&gt; Ensuring that patients/families are given adequate information upon which to base treatment decision and follow-up</li> <li>&gt; Being responsive to patient and relative complaints.</li> <li>&gt; Demonstrating knowledge and commitment to patient rights and responsibilities with regard to health care provision.</li> <li>&gt; Clear documentation will be included in case notes.</li> <li>&gt; 1.2 Administration</li> <li>&gt; SALHN will meet its legal responsibilities with regard to patient and financial record keeping by ensuring case notes and discharge summaries are accurate, concise, legible, signed and completed in a timely manner.</li> </ul>
Education and Training	<ul style="list-style-type: none"> <li>&gt; 2.1 Education and training activities</li> <li>&gt; The Registrar will participate in:</li> <li>&gt; Departmental teaching programs relevant to the Unit and their career path.</li> <li>&gt; Presentation of case studies to other TMOs</li> <li>&gt; Undergraduate and post graduate medical teaching and education of other hospital interest groups (internal and external)</li> <li>&gt; Grand Rounds, Medical Rounds and other training opportunities provided by the Directors of Training.</li> <li>&gt; Studies relevant to Specialist College requirements</li> <li>&gt; Supervision and training of Junior Trainee Medical Officers</li> <li>&gt; Provide appropriate support, direction and training to junior trainee medical officers and medical students by:</li> <li>&gt; Providing appropriate direction and supervision to junior registrars, resident medical officers and interns</li> <li>&gt; Acting as a role model and mentor for medical students, junior registrars, resident medical officers and interns</li> <li>&gt; Participating in the education of junior registrars, junior staff and students</li> <li>&gt; Participating in the ongoing assessment of junior medical staff</li> </ul>
Research	<ul style="list-style-type: none"> <li>&gt; The Registrar will participate in clinical and scientific research related to the Department by:</li> <li>&gt; Contributing to studies being undertaken</li> <li>&gt; Developing areas of special interest</li> <li>&gt; Proposing and developing research initiatives if required</li> <li>&gt; Participating in the clinical audit activities of the Unit</li> </ul>
Quality management and continuous Improvement of practice and service delivery	<ul style="list-style-type: none"> <li>&gt; In collaboration with the Consultant:</li> <li>&gt; Existing practices and policies will be continuously reviewed to reduce inconsistencies.</li> <li>&gt; Expertise will be used to monitor and evaluate research activities.</li> <li>&gt; Participation in clinical review programs will be provided.</li> <li>&gt; Data will be collected to measure clinical indicators.</li> </ul>
Contribution to effective operation of unit	<ul style="list-style-type: none"> <li>&gt; Contributing to the development of an integrated team approach and culture which is highly responsive to the needs of our consumers.</li> <li>&gt; Contributing to the promotion and implementation of the objects and principles of the Health Care Act 2008 and Public Sector Act 2009 (inclusive of the Code of Ethics for the South Australian Public Sector).</li> <li>&gt; Adhering to the provisions of relevant legislation including, but not limited</li> </ul>

to, the Equal Opportunity Act 1984, Work Health and Safety Act 2012 (SA) (WHS), Awards and Enterprise Agreements.

- > Demonstrating appropriate behaviours which reflect a commitment to the Department of Health values and strategic directions.
- > Undertaking training as required to attain and maintain required competency of skills and knowledge applicable to the role.

## ESSENTIAL MINIMUM REQUIREMENTS

### Educational/Vocational Qualifications

- > Bachelor of Medicine; Bachelor of Surgery (MBBS) or equivalent
- > Registrable with the Medical Board Australia as a Medical Practitioner
- > Paediatric / Neonatal Trainee status with Royal Australasian College of Physicians, or if an overseas applicant, have completed at least 3 years of paediatric training including 12 months of tertiary neonatal training.

### Personal Abilities/Aptitudes/Skills

- > Proven commitment to the principles and practise of:
  - EEO, Ethical Conduct, Diversity and Worker Health & Safety.
  - Quality management and the provision of person and family centred care.
  - Risk management.
    - o Excellent interpersonal skills.
- > Ability to communicate effectively with a wide range of people including colleagues and other professional staff.
- > A commitment to providing a quality service to patients and their families.
- > Ability to work as a member of a team.
- > Ability to supervise more junior medical staff.
- > Appropriate time management skills/punctuality.
- > Skills in problem solving and decision making.
- > Good teaching skills.
- > Commitment to clinical audit.
- > Ability to act as a role model for medical students and junior medical staff.
- > Ability to participate in continuing medical education activities.
- > Have a relevant driver's license

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### Experience

- > Proven experience in delivering high quality and safe care consistent with the National Safety and Quality Health Care Service Standards. (Mandatory for all clinical positions.)
- > Clinical experience and competence in the practice of paediatric medicine.
- > Knowledge base demonstrated by passing the RACP examination process which precedes entry into Advanced Training, or able to demonstrate equivalency if trained overseas

### Knowledge

- > Awareness of National Safety and Quality Health Service Standards.
- > Understanding of Delegated Safety Roles and Responsibilities.
- > Understanding of Work Health Safety principles and procedures.
- > Understanding of Quality Management principles and procedures.
- > Awareness of person and family centred care principles and consumer engagement principles and procedures.
- > An in depth knowledge of neonatal physiology and pathophysiology

- > A sound knowledge of neonatal medicine
- > A sound knowledge of early childhood development

## 2. DESIRABLE CHARACTERISTICS (to distinguish between applicants who meet all essential requirements)

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

Working towards a higher degree in Neonatal / Paediatric medicine or a related discipline

### **Experience**

- > Proven experience in basic computing skills, including email and word processing.
- > Participation in Research and Education Programs
- > Use of simulation as an educational tool
- > Echocardiography

### **Knowledge**

- > Awareness of the Charter of Health and Community Services rights.
- > In depth knowledge of a particular field of neonatology
- > Knowledge of health care in the public and private sectors in Australia

### **Educational/Vocational Qualifications**

### **Other Details**



## 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.

## SA Health Challenges

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce strategies, and ageing infrastructure. The SA Health Strategic Plan has been developed to meet these challenges and ensure South Australians have access to the best available health care in hospitals, health care centres and through GPs and other providers.

## 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.

## Governing Boards

The State Government is reforming the governance of SA Health, including from 1 July 2019 the establishment of 10 Local Health Networks, each with its own Governing Board.

Statewide	> Women's and Children's Health Network
Metropolitan	> Central Adelaide Local Health Network > Southern Adelaide Local Health Network > Northern Adelaide Local Health Network
Regional	> Barossa Hills Fleurieu Local Health Network > Yorke and Northern Local Health Network > Flinders and Upper North Local Health Network > Riverland Mallee Coorong Local Health Network > Eyre and Far North Local Health Network > South East Local Health Network

## Southern Adelaide Local Health Network (SALHN)

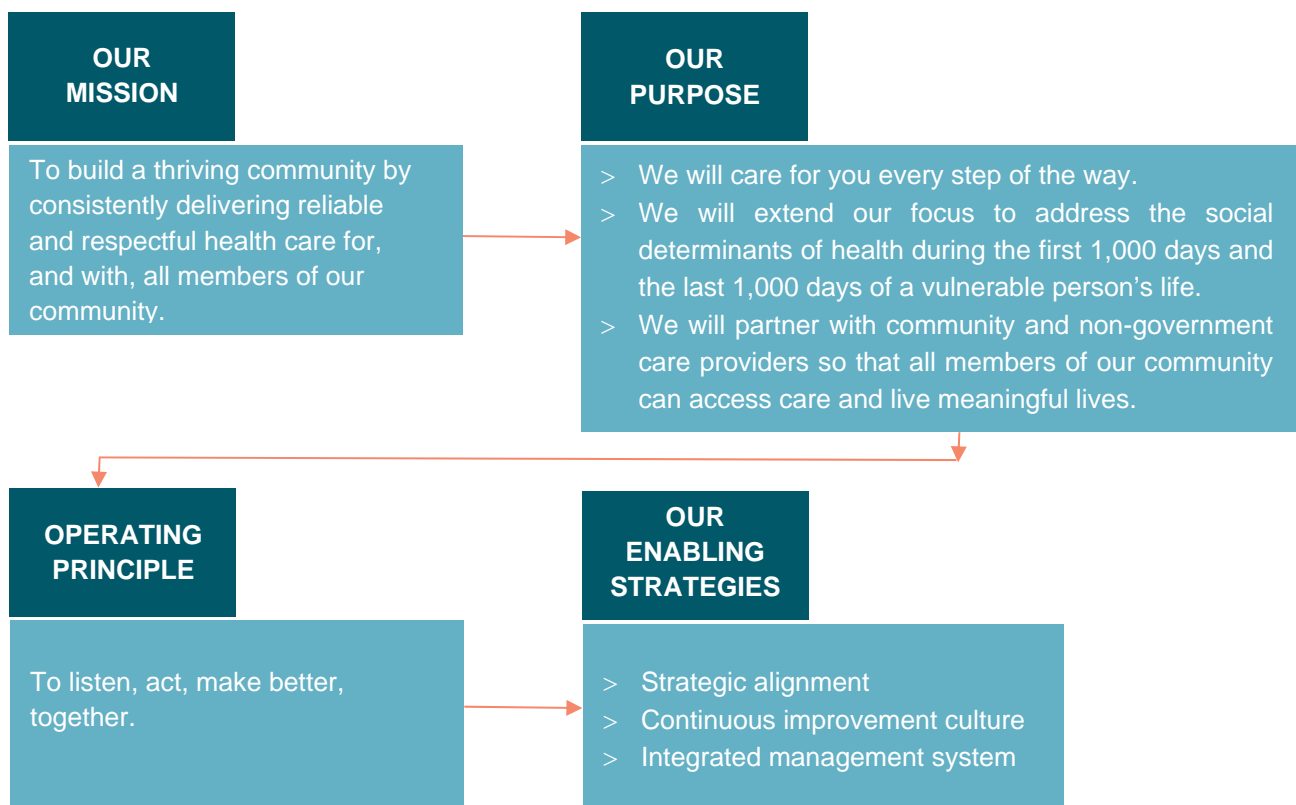
SALHN provides care for more than 350,000 people living in the southern metropolitan area of Adelaide as well as providing a number of statewide services, and services to those in regional areas. More than 7,500 skilled staff provide high quality patient care, education, research and health promoting services.

SALHN provides a range of acute and sub-acute health services for people of all ages.

SALHN includes

- > [Flinders Medical Centre](#)
- > [Noarlunga Hospital](#)
- > [GP Plus Health Care Centres and Super Clinics](#)
- > [Mental Health Services](#)
- > Sub-acute services, including [Repat Health Precinct](#)
- > [Jamie Larcombe Centre](#)
- > [Aboriginal Family Clinics](#)





### 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; it sets out the **South Australian Public Sector Values** as:

- > **Service** – We proudly serve the community and Government of South Australia.
- > **Professionalism** – We strive for excellence.
- > **Trust** – We have confidence in the ability of others.
- > **Respect** – We value every individual.
- > **Collaboration & engagement** – We create solutions together.
- > **Honesty & integrity** – We act truthfully, consistently, and fairly.
- > **Courage & tenacity** – We never give up.
- > **Sustainability** – We work to get the best results for current and future generations of South Australians.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

### Domestic and Family Violence

The Southern Adelaide Local Health Network (SALHN) recognises the devastating impact domestic or family violence can have on the lives, of those who experience abuse and are committed to supporting employees who experience domestic or family violence by providing a workplace environment that provides flexibility and supports their safety.

**Role Acceptance**

I have read and understand the responsibilities associated with the Neonatal Registrar in the Women's and Children's Division and organisational context and the values of SA Health as described within this document.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date