



ROLE DESCRIPTION

Role Title:	General Medicine Advanced Trainee/Registrar		
Classification Code:	MDP2	Position Number	Various
LHN/ HN/ SAAS/ DHA:	Central Adelaide Local Health Network (LHN)		
Site/Directorate	RAH / TQEH Medical Services		
Division:	Acute & Urgent Care		
Department/Section / Unit/ Ward:	General Medicine		
Role reports to:	Head of General Medicine		
Role Created/ Reviewed Date:	Reviewed May 2020		
Criminal History Clearance Requirements:	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) <input 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) <input type="checkbox"/> Category C (<i>minimal patient contact</i>)		

ROLE CONTEXT

Primary Objective(s) of role:
<ul style="list-style-type: none"> The Advanced Trainee General Medicine is responsible for managing the care of all patients under a specific General Medical Unit in consultation with the responsible Junior Staff, Consultants, Nurses and Allied Health professionals. The incumbent actively contributes to Continuous Quality Improvement activities and education activities.
Direct Reports:
<ul style="list-style-type: none"> Reports directly to the Ward Consultant chosen for their supervision. Will be responsible for the supervision of junior resident medical officers, interns and , medical students as directed by the Unit and Consultants.

Key Relationships/ Interactions:

Internal

- Responsible to the Head of Unit and Medical Lead through the Consultants of the department.
- In the case of Private Patients reports to the relevant Consultant.
- Responsible for supervision of medical students, Interns and Junior Medical Officers in consultation with the Consultants.
- Liaises with other Directorates and Services of CALHN, with other health providers in the community and hospital sector and with the broader community in the pursuit of comprehensive patient care.
- Professionally accountable to the Executive Director Medical Services, CALHN through the Medical Lead.

External

- Liaises with other Directorates and Services of CALHN, 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 and coordinating care of patients with multiple complex comorbidities
- Supervising multiple Junior staff members and students in a busy unit
- Ensuring adequate communication to enable comprehensive care involving multiple medical, surgical and allied health team

Delegations:

Nil

Special Conditions:

- It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory Background Screening and National Criminal History Clearance.
- *Prescribed Positions* under the *Children's Protection Act (1993)* must obtain a satisfactory Criminal and Relevant History 'child-related' employment screening through the Screening and Licensing Unit, Department for Communities and Social Inclusion.
- Criminal and Relevant History Screening must be renewed every 3 years thereafter from date of issue for 'Prescribed Positions' under the *Children and Young People (Safety) Act 2017* or 'Approved Aged Care Provider Positions' as defined under the *Accountability Principles 2014* pursuant to the *Aged Care Act 2007 (Cth)*.
- Appointment is subject to immunisation risk category requirements. There may be ongoing immunisation requirements that must be met.
- Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the *SA Health (Health Care Act) Human Resources Manual* for Health Care Act employees.
- The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.

General Requirements:

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Directives, Determinations and Guidelines, and legislative requirements including but not limited to:

- *Work Health and Safety Act 2012 (SA) and when relevant WHS Defined Officers must meet due diligence requirements.*
- *Return to Work Act 2014 (SA), facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.*
- *Meet immunisation requirements as outlined by the Immunisation Guidelines for Health Care Workers in South Australia Policy Directive.*
- *Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).*
- *Children's Protection Act 1993 (Cth) – 'Notification of Abuse or Neglect'.*
- *Disability Discrimination.*
- *Independent Commissioner Against Corruption Act 2012 (SA).*
- *Information Privacy Principles Instruction.*
- *Code of Fair Information Practice.*
- *Relevant Awards, Enterprise Agreements, Public Sector Act 2009, Health Care Act 2008, and the SA Health (Health Care Act) Human Resources Manual.*
- *Relevant Australian Standards.*
- *Duty to maintain confidentiality.*
- *Smoke Free Workplace.*
- *To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.*
- *Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.*

The SA Health workforce contributes to the safety and quality of patient care by adhering to the South Australian Charter of Health Care Rights, understanding the intent of the National Safety and Quality Health Service Standards and participating in quality improvement activities as necessary.

Performance Development

The incumbent will be required to participate in the organisation's Performance Review & Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.

Handling of Official Information:

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

SA Health employees will not misuse information gained in their official capacity.

SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

White Ribbon:

SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

Cultural Commitment:

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

Resilience:

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

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
<p>The Advanced Trainee/Medical Registrar under the supervision of the Consultant ensures quality care that maximises patient outcomes by:</p>	<ul style="list-style-type: none"> • Maintaining a high standard of patient care for inpatients and outpatients, whether on the basis of patient admission under their Unit or on that of consultation by other units. • Keeping high quality, readily accessible records of patient care. • Bringing any doubts or concerns to the attention of the Consultant immediately. • Supervising a team of Junior staff to ensure management plans are being completed in an appropriate time period. • Providing an effective and accurate clinical handover of patient care at the change of daily shifts and at the change of a clinical attachment. • Commencing discharge planning at the earliest opportunity ensuring drugs and equipment are ordered, post discharge management and undertaking follow-up in consultation with the patient's normal carers and General Practitioner. • Maintaining a high level of communication with patients and relatives as appropriate to the circumstances • Engaging in daily meetings with Allied Health staff. • Participating in the Department's CME, research and teaching program.
<p>Attending Accident and Emergency patients:</p>	<ul style="list-style-type: none"> • Undertaking a comprehensive assessment that provides guidance for the management, investigation and ongoing treatment of the patient. • Consulting with the Consultant where any concern relating to diagnosis or clinical condition exists.
<p>Care of the deteriorating patient</p>	<ul style="list-style-type: none"> • Ability to recognise the acutely deteriorating patient. • Leading the Medical Emergency Team to ensure a comprehensive assessment of the deteriorating patient has been made, whilst instituting appropriate management and follow up.
<p>Ensuring that continuous quality improvement programs and activities are in place and are linked to the organisation's strategic and corporate directions and targets by:</p>	<ul style="list-style-type: none"> • Participating actively and regularly in unit based and hospital wide training and educational sessions, both scheduled and opportunistic. • Participating in regular informal feedback process with Consultants and other Medical Practitioners. • Participating in Medical Student education • Participating in any remedial training activity as directed from formal and informal assessment processes. • Participating in an orientation to clinical and administrative responsibilities specific to the clinical unit, at the changeover of clinical rotations

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.
- General Registration with AHPRA

Personal Abilities/Aptitudes/Skills:

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

Experience

- Must have 3 years' experience in Physician Training or local equivalent.
- Must have completed or attempted the Royal Australasian College of Physicians' Written Paper or appropriate local equivalent.

Knowledge

- In depth knowledge of multiple medical specialties including the most recent evidence based medicine in these fields.
- Knowledge of appropriate investigations with respect to complex medical diagnostic dilemmas.
- Knowledge of Work, Health & Safety principles and procedures.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- Completion of Advanced Life Support Course 2 or equivalent
- Completion of the Royal Australasian College of Physicians' Written and Clinical Examinations.

Personal Abilities/Aptitudes/Skills:

- Ability to lead multiple Junior Staff members
- Proficient in lumbar puncture, thoracentesis, and paracentesis
- Proficient in US guided cannulation

Experience

- Experience within Central Adelaide Local Health Network as a Medical Practitioner.
- Experience working in the Australian Health Care system

Knowledge

- Knowledge of Australian Practice Guidelines with respect to investigation and management of common medical conditions.

Organisational Context

Organisational Overview:

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians

Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Wellbeing. The Department for Health and Wellbeing is an administrative unit under the Public Sector Act 2009.

The legal entities include but are not limited to Central Adelaide Local Health Network Inc., Northern Adelaide Local Health Network Inc., Southern Adelaide Local Health Network Inc., Women's and Children's Health Network Inc., Country Health SA Local Health Network Inc. and SA Ambulance Service Inc.

SA Health Challenges:

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

Central Adelaide Local Health Network:

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

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

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

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

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

Division/ Department:

Values

Central Adelaide Local Health Network Values

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

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: _____ **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:** _____