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## SA Health Job Pack

Job Title	Electrophysiology and Pacing Fellow
Job Number	659842
Applications Closing Date	25 August 2018
Region / Division	Southern Adelaide Local Health Network
Health Service	Flinders Medical Centre
Location	Bedford Park
Classification	MDP-2
Job Status	Part-time (26.6hrs p/wk), Temporary until 2 February 2020
Indicative Total Remuneration*	\$88,335 - \$143,777 p.a. (pro-rata)

## 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 Communities and Social Inclusion (DCSI) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:

- ☒ Child Related Employment Screening - **DCSI**
- ☒ 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](http://www.sahealth.sa.gov.au/careers) - see Career Information, or by referring to the nominated contact person below.

## Contact Details

Full name	Sue Love
Phone number	8404 2001
Email address	<a href="mailto:Sue.Love@sa.gov.au">Sue.Love@sa.gov.au</a>

# 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



## Southern Adelaide Local Health Network (LHN) JOB AND PERSON SPECIFICATION (NON-MANAGERIAL)

<b>Role Title:</b>	Electrophysiology and Pacing Fellow
<b>Classification Code:</b>	<b>MDP2</b>
<b>LHN/ HN/ SAAS/ DHA:</b>	SOUTHERN ADELAIDE LOCAL HEALTH NETWORK
<b>Hospital/ Service/ Cluster</b>	Flinders Medical Centre
<b>Division:</b>	Medicine
<b>Department/Section / Unit/ Ward:</b>	Cardiology
<b>Role reports to:</b>	<b>Operationally:</b> Network Director, Cardiology SALHN <b>Professionally:</b> Director of Electrophysiology, Cardiology FMC
<b>Role Created/ Reviewed Date:</b>	May 2017
<b>Criminal History Clearance Requirements:</b>	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) <input checked="" type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)
<b>Immunisation Risk Category:</b>	<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)

### Job Specification

#### Primary Objective(s) of role:

The aim of this position is to:

- Train in all aspects of invasive and non-invasive cardiac electrophysiology ablation
- Train in all aspects of device implantations and follow-up
- Have involvement in clinical research projects
- Have involvement in audit and research

Electrophysiology Investigations performed are:

- Full range of catheter ablation for supraventricular and ventricular tachycardia and atrial fibrillation
- Pacing, biventricular pacing and ICD implantation
- CARTO and Velocity electro-anatomical mapping systems used for complex ablation

#### Direct Reports:

- Medical students, Interns, Cardiology Nurses, Hospital Scientists, Technical Officers

#### Key Relationships/ Interactions:

##### Internal

- Staff members and patients

##### External

- General Practitioners

**Challenges associated with Role:**

Major challenges currently associated with the role include:

- Maintain hospital efficiency

**Delegations:** (as defined in SALHN instruments of delegations)

Financial	Level ____ or N/A
Human Resources	Level ____ or N/A
Procurement	Level ____ or N/A

**Resilience:**

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

**Performance Development**

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

**General Requirements:**

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

- *Work Health and Safety 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'.
- 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 Children's Protection Act (1993) must obtain a satisfactory Background Screening and National Criminal History Clearance through the Screening and Licensing Unit, Department for Communities and Social Inclusion.
- Background Screening and National Criminal History Clearances must be renewed every 3 years thereafter from date of issue for 'Prescribed Positions' under the Children's Protection Act 1993 (Cth) or 'Approved Aged Care Provider Positions' as defined under the Accountability Principles 1998 made in pursuant to the Aged Care Act 2007 (Cth).
- 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 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.
- Will be required to work within other locations of the Southern Adelaide LHN.
- Out of hours work may be required.

## STATEMENT OF KEY OUTCOMES AND ASSOCIATED ACTIVITIES

### 1. AUDITS:

Clinical mortality/morbidity – three monthly

### 2. CONTINUING MEDICAL EDUCATION:

Tuesday Cardiac Registrar Education Programme

Thursday Medical Grand Rounds 12.30 pm to 2.00 pm

Cardiac Catheter Meeting 4.30 pm to 6.00 pm

Friday Cardiology Meeting 8.00 am to 10.00 am

### 3. TEACHING LECTURES/TUTORIALS:

Tutorials in Pacing and Electrophysiology for students and residents

### 4. RESEARCH:

The employee will be involved in a clinical research project.

Ensure that a safe and healthy work environment, free from discrimination is provided for employees by:

- a) implementing departmental human resource policies
- b) ensuring that the principles of Equal Employment Opportunity and Ethical Conduct are a normal part of doing business
- c) managing industrial relations issues appropriately as they arise

### 5.1 Contributes to the effective and efficient management of Cardiac Services, ensuring the provision of high quality professional medical care by:

Provision of Inpatient Ward Services including Ward Rounds, Consultations, Procedures, Quality Assurance activities, Discharge Planning, Coding assessments, Undergraduate and Postgraduate Training.

Involvement in cardiac investigations including ECG reporting, Holter monitor reporting, pacemaker, loop recorder, and defibrillator interrogation and programming

The supervised provision of Invasive Electrophysiology services including;

- Basic electrophysiological studies,
- Simple electrophysiological ablative techniques,
- Complex electrophysiological ablative techniques with mapping technologies,
- Insertion of Temporary pacing wires
- Insertion of Permanent Pacing Systems
- Insertion of Implantable Defibrillators Systems
- Insertion of Biventricular Pacing Systems

Conduct of supervised Cardiology Outpatients and provision of timely communication to General Practitioners and other referring physicians.

Ensuring the timely documentation of the assessment, management and treatment of patients in the patient's medical record and ensuring timely communication (written and oral) with other health care professionals e.g. GPs.

Supervision of Advanced Trainees in Cardiovascular Medicine.

Formal Teaching of Undergraduate Medical Students such as Tutorials, Problem based learning, Ward Round, Teaching, Outpatients and involvement in student assessment including examinations (eg. OSCE).

Assuming responsibility for own professional development and continuing to maintain professional standards by completing the requirements of the Royal Australasian College of Physicians MOPS program or its successor.

Ability to work in a multi-disciplinary team in the provision of Best Practice Quality Care.

Involvement in Community Outreach Services as required.

## 5.2 Contributes to processes to improve services and outcomes by:

Supervising and teaching of medical students, postgraduate internal medicine trainees and other staff as specified by the head of the unit and/or Division.

Assisting with research activities as specified by the Unit Head or Director of EP and Pacing, conducting Cardiology research and collaborate with other units within the hospital and other cardiology units.

Assisting and complying with the processes and aims of the Flinders Clinical Research Ethics Committee.

In collaboration with other relevant staff, ensure that services are continually evaluated and improved by participating in clinical reviews, quality improvement programs and using this information to compare and review outcomes.

Assuming responsibilities for own professional development and meet the requirements for continuing education as set out by the Royal Australasian College of Physicians.

Maintain accreditation in accordance with hospital policy in advanced CPR and emergency procedures.

Contributing to the implementation of the Hospital's plan to obtain accreditation with the Australian Council of Health Care Standards and assisting with the collection of data for Clinical Indicators.

Assisting where required with the investigation and prevention of patient incidents and complaints.

Contribute to a safe and healthy work environment, free from discrimination and harassment by working in accordance with legislative requirements, the Code of Ethics for the South Australian Public Sector and departmental human resource policies, including WHS requirements.

Commitment to achieving and complying with National Safety & Quality Health Service Standards.

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Acknowledged by Occupant: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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## Person Specification

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### 1. ESSENTIAL MINIMUM REQUIREMENTS

#### Educational/Vocational Qualifications

Bachelor of Medicine; Bachelor of Surgery (MBBS) or equivalent, registrable with the Medical Board of Australia as a Medical Practitioner with General Registration.

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#### Personal Abilities/Aptitudes/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.
- High level 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.
- A demonstrable commitment to continuing medical education.
- Proven commitment to the principles and practise of:
  - EEO, Ethical Conduct, diversity and WHS
  - Quality management and client oriented service
  - Risk management

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#### Experience

- Proven experience in basic computing skills, including email and word processing.
- Some clinical experience and competence in the practice of medicine.
- FRACP or completion of at least three years of advanced training in Cardiology.
- Accreditation with the Royal Australasian College of Physicians.

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#### Knowledge

- Understanding of Work Health Safety principles and procedures
- Understanding of Quality Management principles and procedures
- Understanding of Delegated Safety Roles and Responsibilities
- Awareness of National Safety and Quality Health Service Standards
- Knowledge base demonstrated by satisfactory previous term appraisals.
- Knowledge of the philosophy/principles/goals of Flinders Medical Centre and Department of Medicine (Medical Handbook, for TMO's.)



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## **2. DESIRABLE CHARACTERISTICS**

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

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#### **Experience**

- Previous experience in Cardiac Electrophysiology
  - Proven experience in basic computing skills, including email and word processing
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#### **Knowledge**

- Awareness of the Charter of Health and Community Services rights.
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### **Educational/Vocational Qualifications**

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#### **Other details**

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## 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, socio economic, 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 Southern Adelaide Local Health Network (LHN) provides care for around 341,000 people living in the southern metropolitan area of Adelaide as well as providing a number of state-wide services, and services to those in regional areas. More than 7,000 skilled staff provides high quality patient care, education, research and health promoting services.*

Southern Adelaide LHN provides a range of acute and sub-acute health services for people of all ages, and has two hospitals, Flinders Medical Centre and Noarlunga Hospital.

Southern Adelaide LHN Intermediate Care Services will deliver multi-disciplinary clinical care, addressing complexity through targeted approaches to complex chronic disease management in the community, and supported hospital discharge and avoidance programs. There is a key focus on building partnerships across the care continuum supporting interfaces between acute sites, GPs, Primary Care and Community based services.

Mental Health Services provides a range of integrated services across community and hospital settings, targeted at all age groups, in collaboration with non-Government organisations and General Practice Network South.

## Values

### SA Health Values

The values of SA Health are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

- We are committed to the values of integrity, respect and accountability.
- We value care, excellence, innovation, creativity, leadership and equity in health care provision and health outcomes.
- We demonstrate our values in our interactions with others in SA Health, the community, and those for whom we care.

### Code of Ethics

The Code of Ethics for the South Australian Public Sector provides an ethical framework for the public sector and applies to all public service employees; it sets out the South Australian Public Sector values as:

- Service – Proudly serve the community and Government of South Australia.
- Professionalism – Strive for excellence.
- Trust – Have confidence in the ability of others.
- Respect – Value every individual.
- Collaboration & engagement – Create solutions together.
- Honesty & integrity – Act truthfully, consistently, and fairly.
- Courage & tenacity- Never give up.
- Sustainability – 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.

### SALHN Vision

We believe in providing the standard of health care that we desire for our own families and friends.

### SALHN core value TRUST

Building positive relationships; with our patients, employees and partners.

## Approvals

### Job and Person Specification 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:**