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## SA Health Job Pack

Job Title	Staff Specialist Vascular Surgery
Job Number	660158
Applications Closing Date	24/8/18
Region / Division	Central Adelaide Local Health Network
Health Service	RAH, TQEH and LMH
Location	Various locations
Classification	MD-2
Job Status	Permanent part-time working 30 hours per week
Indicative Total Remuneration*	\$313,002/\$580,096

## 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	Melissa Murray
Phone number	7074 2311
Email address	Melissa.murray@sa.gov.au

# 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

<b>Role Title:</b>	Consultant Vascular and Endovascular Surgeon
<b>Classification Code:</b>	MD-2
<b>LHN/ HN/ SAAS/ DHA:</b>	Central Adelaide and Northern Adelaide Local Health Networks
<b>Hospital/ Service/ Cluster</b>	Royal Adelaide Hospital and Lyell McEwin Hospital
<b>Division:</b>	Surgical Directorate
<b>Department/Section / Unit/ Ward:</b>	Vascular and Endovascular Surgery Service
<b>Role reports to:</b>	HOU Vascular Surgery (CALHN) and Divisional Director of Surgery (NALHN)
<b>Role Created/ Reviewed Date:</b>	July 2018
<b>Criminal History Clearance Requirements:</b>	<input checked="" type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) <input type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)

## ROLE CONTEXT

### Primary Objective(s) of role:

- > Contribute to the provision of high standard clinical services to patients of, and referred to, the Vascular and Endovascular Surgical Service within Central Adelaide Local Health Network (CALHN) and Northern Adelaide Local Health Network (NALHN).
- > Assist the HOU Vascular (CALHN) in planning and organising the delivery of clinical services across multiple sites.
- > Provide strong clinical leadership and strategic advice for the further development and expansion of Vascular Surgery within NALHN.
- > Provide specialist opinion on patients referred for consultation.
- > Assign and supervise the clinical practice of junior medical officers.
- > Contribute to teaching/training at undergraduate and postgraduate levels.
- > Promotes and leads research, including participation in research activities.
- > Promotes and leads surgical audit, including mortality/morbidity review.
- > Support the delivery of interdisciplinary care by encouraging team-based, collaborative decision-making

### Direct Reports:

- > The incumbent reports to the Clinical Director, Surgical Specialties, RAH, through the HOU Vascular.
- > In NALHN, the incumbent will have a reporting line to the Divisional Director, Surgical Specialties and Anaesthesia

- > Responsible for supervision of medical students in collaboration with the Resident Medical Officers, Registrars, and fellow consultants.

#### Key Relationships/ Interactions:

##### Internal

- > Consultant, junior medical, nursing and administrative staff within the clinical Unit.
- > Interdisciplinary team members of Foot Service
- > Research staff within the clinical Unit
- > Emergency Department staff.
- > Ward, Outpatient and theatre staff.
- > Medical staff from other departments within the Royal Adelaide Hospital, Lyell McEwin Health Service (LMHS) and The Queen Elizabeth Hospital (TQEH).
- > Internal service departments such as pathology and radiology.
- > Attend and participate in all Unit teaching and training sessions.
- > Assist with supervising, mentoring and teaching junior medical staff.
- > Participate in appropriate audit and professional development activities
- > Provide professional, informative and caring services to patients and their families / support

##### External

- > Outside referrals from GP's, public and private hospitals, etc.
- > Medical and other multidisciplinary staff from other health services
- > External teaching.
- > Patients and their families / support

#### Challenges associated with Role:

Major challenges currently associated with the role include:

- > Will be required to work across multiple sites. In particular, the appointed individual will have an important commitment, with a minimum of 0.4 FTE and up to 0.50FTE to the Northern Adelaide Local Health Network, based at LMHS.
- > Will be required to participate in the after hour's on-call roster
- > Will be required to participate in the 1-in-6 ward consultant cover
- > Will be required to work as part of a team in a high demand clinical unit.
- > Will be required to participate in outreach services as negotiated.

#### Delegations:

- > 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 by the *Immunisation Guidelines for Health Care Workers in South Australia 2014*.
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > *Children's Protection Act 1993 (Cth)* – 'Notification of Abuse or Neglect'.
- > Disability Discrimination.
- > 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.

**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.

**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).
- > 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.

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Clinical	<ul style="list-style-type: none"> <li>&gt; Providing clinical leadership to facilitate and support a team approach to the provision of clinical services.</li> <li>&gt; Undertaking the management and assuming responsibility for patients admitted to Vascular.</li> <li>&gt; Supervising junior medical staff and trainees in the care of these patients.</li> <li>&gt; Being available to medical colleagues for consultation regarding patient care.</li> <li>&gt; Developing and implementing protocols in conjunction with other staff as appropriate.</li> <li>&gt; Documenting patient care accurately and objectively.</li> <li>&gt; Participating in relevant multidisciplinary meetings.</li> <li>&gt; Fostering the development of community networks appropriate to the unit's work.</li> <li>&gt; Adhering to and supporting practices that ensure patients' rights are respected.</li> <li>&gt; Investigating and addressing patient complaints in a positive, constructive manner.</li> <li>&gt; Maximising the participation of consumers in planning and evaluating services</li> </ul>
Teaching and Education	<ul style="list-style-type: none"> <li>&gt; Contributing to medical teaching/training programs at undergraduate and postgraduate levels.</li> <li>&gt; Providing appraisals of medical undergraduates and trainee medical officers assigned to the Vascular Surgery Unit.</li> <li>&gt; Contributing to the training of other health professionals.</li> <li>&gt; Contribute to advances in knowledge in the specialty by initiating, establishing, leading and promoting either or both clinical and basic research.</li> </ul>
Administrative	<ul style="list-style-type: none"> <li>&gt; Ensuring the appropriate documentation of clinical care in patients' medical records and ensuring the timely provision of discharge summaries, written specialist opinions and requested medical reports.</li> <li>&gt; Using facilities, equipment and supplies in the most cost efficient manner.</li> <li>&gt; Contributing to casemix management by ensuring that appropriate practices are in place to ensure the timely coding of required data.</li> </ul>
Safety & Quality	<ul style="list-style-type: none"> <li>&gt; Initiating and supporting clinical improvement activities. This will involve participation in and evaluation of audit, clinical processes and service outcomes, identifying possible areas for improvement and implementing the required changes.</li> <li>&gt; Maintaining an awareness of risk in the clinical environment.</li> <li>&gt; Actively supporting and contributing to risk management initiatives.</li> <li>&gt; Reporting sentinel events, potential medical negligence claims and adverse patient incidents.</li> <li>&gt; Reporting staff accidents, incidents and near misses.</li> <li>&gt; Complying with reasonable instructions or procedures aimed at protecting the health and safety of themselves and others.</li> </ul>

## **Knowledge, Skills and Experience**

### **ESSENTIAL MINIMUM REQUIREMENTS**

#### **Educational/Vocational Qualifications**

- > Specialist medical qualification in vascular surgery, registrable with the Medical Board of South Australia/AHPRA.
- > Demonstrated participation in continuing medical education since attaining qualification.
- > Possess a current RACS certificate of Continuing Professional Development,
- > Possess a licence to operate an ionising radiation apparatus.
- > Possess a certificate of Recognition of Training in Peripheral Endovascular Therapy.
- > Have completed mandatory RACS courses including Operating with Respect.

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

- > Demonstrated clinical excellence in vascular surgery and endovascular surgery.
- > Demonstrated professional integrity.
- > Demonstrated ability to work in a multidisciplinary team environment.
- > Demonstrated commitment to quality improvement.
- > Demonstrated ability to be adaptable to change.

#### **Experience**

- > Experience in the management of vascular surgical conditions utilising both open and endovascular techniques.
- > Experience in quality improvement activities.
- > Experience within a large teaching hospital.
- > Experience in teaching at an undergraduate and postgraduate level.
- > Experience in research initiatives.

#### **Knowledge**

- > Understanding of quality improvement principles.
- > Understanding of the rights and responsibilities of patients and their families.
- > Understanding of patient centred care.

### **DESIRABLE CHARACTERISTICS**

#### **Educational/Vocational Qualifications**

- > MD or PhD or other higher degree in an appropriate field.

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

- >

#### **Experience**

- > Experience at a senior level of professional practice.

#### **Knowledge**

- > Understanding of budgetary requirements affecting the Health System.
- > Understanding of the casemix funding model in an organisational context.



## 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:

Central Adelaide LHN is responsible for promoting and improving the health of central metropolitan Adelaide and the broader community by providing integrated health care and hospital services.

Central Adelaide LHN brings together the hospitals of (Royal Adelaide Hospital [RAH] as a major tertiary facility, The Queen Elizabeth Hospital [TQEH] as a general hospital, and our rehabilitation hospitals Hampstead Rehabilitation Centre [HRC] and St Margaret's Rehabilitation Hospital [SMRH]), and a significant number of mental health and primary health care services. Central Adelaide LHN also governs a number of statewide services including SA Dental Service, SA Prison Health Service, BreastScreen SA and DonateLife SA, and has financial administrative responsibility for Statewide Clinical Support Services incorporating SA Pathology, SA Medical Imaging and SA Pharmacy.

Northern Adelaide Local Health Network is responsible for care of patients living in Northern Adelaide. The Lyell McEwin Health Service is the major hospital in this network and Modbury Hospital contributes to care of NALHN patients.

## 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:

- > 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:**