

<b>Position</b>	TMO Geriatric Medicine
<b>Classification</b>	MDP2
<b>Division</b>	Rehabilitation, Aged and Palliative Care
<b>Department / Section / Unit / Ward</b>	Geriatric Medicine
<b>Role reports to</b>	Operationally: > Staff Specialist, Geriatric Medicine Professionally: > Staff Specialist, Geriatric Medicine
<b>CHRIS 21 Position Number</b> M55554	<b>Role Created / Review Date</b> 10/10/2023
<b>Criminal History Clearance Requirements</b> <input checked="" type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child - Prescribed (Working with Children Check) <input checked="" type="checkbox"/> National Police Check	<b>Immunisation Risk Category</b> Category A (direct contact with blood or body substances)

## JOB SPECIFICATION

### Primary Objective(s) of role:

The Division of Geriatric Medicine provides medical services to Flinders Medical Centre. The Department is responsible for the education of medical students and trainee medical officers and for the conduct of research.

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

- > The position is accountable to the Director of Geriatric Medicine for clinical service issues and for contributing to the development and implementation of strategic objectives and South Australia's Health Care Plan in Southern Adelaide.

### Key Relationships / Interactions:

#### Internal:

- > Operationally reports to Senior Staff Specialist / Staff Specialist
- > Professionally reports to Clinical Regional Director, Rehab, Aged & Palliative Care
- > Works collaboratively with staff and all members of the health care team

#### External:

- > Patients / Carers / Next of Kin
- > Relevant government and non-government organisations as required to meet the needs of the client group.

### Challenges associated with Role:

Major challenges currently associated with the role include:

- > Job and Person Specifications are reviewed regularly as part of the ongoing Performance Development process.
- > May be required to work within other locations of the Southern Adelaide LHN.
- > Some out of hours work may be required including weekends as rostered

- > Support values consistent with the aims of SA Health and the LHN, including honesty, respect and integrity.
- > May be required to undertake a health assessment prior to commencement.
- > Appointment will be subject to a satisfactory Department of Communities and Social Inclusion (DCSI) Criminal History Check.
- > Comply with the Principles of the Code of Fair Information Practice, adopted by the Department of Health, which regulate the collection, use, disclosure, storage and transfer of all personal patient/client information within the Department and throughout its funded service providers.
- > Be involved in the teaching of medical students

#### 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.
- > *Mental Health Act 2009 (SA)* and Regulations.

#### 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.

Key Result Areas	Major Responsibilities
<ul style="list-style-type: none"> <li>&gt; Direct/indirect patient/client care</li> </ul>	<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> <li>&gt; Provide a high quality clinical service under the direction of the Head, Department of Geriatric Medicine:               <ul style="list-style-type: none"> <li>– Providing appropriate clinical care to patients</li> <li>– Coordinating the follow up care of patients</li> <li>– Ensuring the maintenance of comprehensive clinical records which document significant patient management decisions</li> <li>– Ensuring effective communication with other care providers to promote continuity of patient care</li> </ul> </li> <li>&gt; Engender a consumer focus in service delivery by:               <ul style="list-style-type: none"> <li>– Ensuring consumers are able to exercise their rights and responsibilities</li> <li>– Ensuring that patients and families are given adequate information upon which to base treatment decisions and follow up</li> <li>– Being responsive to complaints from patients and their relatives</li> </ul> </li> </ul>
<p>Safety and Quality Management</p>	<ul style="list-style-type: none"> <li>&gt; Ensure that a safe and healthy work environment, free from discrimination is provided for employees by:               <ul style="list-style-type: none"> <li>– Ensuring that the principles of Equal Employment Opportunity and Ethical Conduct are a normal part of doing business</li> <li>– Managing industrial relations issues appropriately as they arise</li> </ul> </li> </ul>
<p>Training and Education</p>	<ul style="list-style-type: none"> <li>&gt; Demonstrate a commitment to continuous service improvement by:               <ul style="list-style-type: none"> <li>– Participating in the development of clinical guidelines and protocols</li> <li>– Attending and participating in clinical and departmental meetings</li> <li>– Participating in departmental peer review and audit activities</li> <li>– Continuously reviewing existing practices and promoting change where required</li> <li>– Participating in quality assurance programs undertaken by Flinders Medical Centre</li> </ul> </li> <li>&gt; Demonstrate commitment to personal and professional development by:               <ul style="list-style-type: none"> <li>– Attending conferences to maintain and enhance knowledge</li> <li>– Participating in programs designed to provide personal growth and development</li> </ul> </li> <li>&gt; Provide appropriate support, direction and training to junior trainee medical officers and medical students by:               <ul style="list-style-type: none"> <li>– Acting as a role model and mentor for medical students, resident medical officers and interns</li> <li>– Participating in the education of junior registrars, junior staff and students</li> </ul> </li> <li>&gt; Participate in and contribute to the academic life of the Geriatric Medical Unit at the direction of the Head of the Department by:               <ul style="list-style-type: none"> <li>– Conducting research as required</li> <li>– Participating in the research discussions</li> <li>– Contributing to the supervision of postgraduate students</li> </ul> </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 to, the Equal Opportunity Act 1984, Work Health and Safety Act 2012 (SA) (WHS), Awards and Enterprise Agreements.</li><li>&gt; Demonstrating appropriate behaviours which reflect a commitment to the Department of Health values and strategic directions.</li><li>&gt; Undertaking training as required to attain and maintain required competency of skills and knowledge applicable to the role.</li></ul>
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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 (Geriatric Medicine); or another qualification as defined in the SA Medical Officers Award'.

### Personal Abilities/Aptitudes/Skills

- > Ability to communicate effectively with a wide range of people including colleagues and other professional staff.
- > Working harmoniously with all members of the clinical team
- > Being responsive to the expectations and needs of both clinical and non-clinical colleagues
- > 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 Worker Health & Safety.
  - Quality management and the provision of person and family centred care.
  - Risk management.

### Experience

- > Clinical experience and competence in the practice of medicine.
- > Proven experience in basic computing skills, including email and word processing.
- > 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.)

### 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.

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

### Personal Abilities/Aptitudes/Skills

- > Demonstrate skills in communication with colleagues and patients.

### Experience

- > Proven experience in basic computing skills, including email and word processing.

### Knowledge

- > Awareness of the Charter of Health and Community Services rights.

### 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 TMO Geriatric Medicine in the Division of Rehabilitation, Aged Care and Palliative Care and organisational context and the values of SA Health as described within this document.

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Name

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Signature

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Date