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SA Health Job Pack

| | |
|--------------------------------|---------------------------------------|
| Job Title | Technical Sleep Practitioner |
| Job Number | 679091 |
| Applications Closing Date | 25/1/19 |
| Region / Division | Central Adelaide Local Health Network |
| Health Service | The Queen Elizabeth Hospital |
| Location | Woodville |
| Classification | TGO-3 |
| Job Status | Full-time temporary up to 9/3/20 |
| Indicative Total Remuneration* | \$83,850/\$88,692 |

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 - see Career Information, or by referring to the nominated contact person below.

Contact Details

| | |
|---------------|--------------------------|
| Full name | Mark Jurisevic |
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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

| | |
|---|--|
| Role Title: | Technical Sleep Practitioner |
| Classification Code: | TGO3 |
| LHN/ HN/ SAAS/ DHW: | Central Adelaide Local Health Network |
| Hospital/ Service/ Cluster | The Queen Elizabeth Hospital |
| Division: | Medicine |
| Department/Section / Unit/ Ward: | Medical Specialties/Respiratory Medicine |
| Role reports to: | Principal Medical Scientist through the Laboratory Manager |
| Role Created/ Reviewed Date: | Reviewed November 2018 |
| Criminal History Clearance Requirements: | <input type="checkbox"/> Aged (NPC) <input type="checkbox"/> Child- Prescribed (DCSI) <input type="checkbox"/> Vulnerable (NPC) <input checked="" type="checkbox"/> General Probity (NPC) |

ROLE CONTEXT

Primary Objective(s) of role:

To provide expert sleep study reports by ensuring monitoring and therapeutic equipment is optimally implemented and recordings are interpreted to laboratory standards through analysing studies, training staff and giving feedback and preparation and maintenance of procedures. Will take responsibility for archiving studies, maintaining database quality and covering for the Laboratory Manager in their absence.

Key Relationships/ Interactions:

Internal

- > Reports to the Principal Medical Scientist through to the Laboratory Manager.
- > Liaises with Sleep Technicians, medical, nursing, and other hospital staff and departments in regards to the technical interpretation of sleep studies and provision of patient care for both outpatients and inpatients.

External

- > Liaises with General Practice and external agencies that initiate CPAP/Bi-level treatment on behalf of The Queen Elizabeth Hospital Ventilatory Failure Investigation and Treatment Service (VFITS). Ensures that sleep study results of a high standard are provided in a timely manner to external agencies.

Challenges associated with Role:

Major challenges currently associated with the role include:

- > Analysis and technical reporting of sleep studies on patients with complex sleep related breathing disorders such as respiratory failure and neuromuscular disease.
- > Initiating and assessing efficacy of therapy in patients with complex and degenerative conditions such as respiratory failure, hypoventilation syndrome, neuromuscular disease, motor neurons disease.
- > Working under significant time pressures to accurately analyse sleep studies to a high standard and provide

technical reports prior to follow-up with internal or external specialists and current inpatients prior to release from hospital on therapy.

Delegations:

> Nil

Key Result Area and Responsibilities

| Key Result Areas | Major Responsibilities |
|-------------------------------|---|
| Patient Care Delivery | <ul style="list-style-type: none"> > Providing advanced specialist and technical diagnostic services in the area of sleep disorders. > Editing and summarising recordings of overnight sleep studies, distribution of reports and ensuring archival data bases are maintained. > Performing daytime Multiple Sleep Latency Tests. > Consulting with medical staff about interpretation of results of sleep studies. |
| Technical and Quality Control | <ul style="list-style-type: none"> > Preparing and monitoring therapeutic equipment, including the identification of technical problems and initiating appropriate remedial action. > Evaluating the efficacy of prescribed respiratory support equipment and optimising the physiological benefits of support equipment through appropriate device selection and control. > Ensuring that database quality and accuracy is maintained. > Ensuring quality control, maintenance and calibration of equipment according to standard procedures is carried out. > Developing and maintaining policies, procedures and processes within the laboratory. > Undertaking reviews of systems, processes and procedures to ensure the laboratory meets quality assurance requirements. > Establishing and maintaining recording systems to accurately reflect the activity of the various aspects of the department, which will enable evaluation of performance leading to improvement and achievement of best practice standards. |
| Training and Supervision | <ul style="list-style-type: none"> > Preparing and providing written educational material. > Teaching and instructing patients, hospital staff and visitors as requested or as necessary. > Supervising the performance of overnight sleep studies when necessary. > Training new and less experienced technical staff on specialist equipment, processes and procedures. |
| Managerial | <ul style="list-style-type: none"> > Standing in for the Clinical Sleep Laboratory Manager. > Developing and establishing of key performance indicators for all critical activities relevant to area of responsibility in accordance with the quality evaluation program. > Assisting in the identification, establishment and review of corporate and departmental performance standards and outcomes. > Providing technical advice on occasion after hours. |

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- > A Diploma or Advanced Diploma in a relevant technical discipline

Personal Abilities/Aptitudes/Skills:

- > Demonstrated ability to work independently and reliably with accuracy and attention to detail.
- > Demonstrated ability to prepare and work with analytical equipment.
- > Demonstrated good communication and people skills.
- > High level of self-motivation.
- > Ability to apply the principles of respiratory physiology to the implementation of respiratory support equipment.

Experience

- > Experience in respiratory or neuro-physiological measurements.
- > Experience in performing and analysing sleep studies.
- > High level of experience in computer applications.

Knowledge

- > Good understanding of the function of a Respiratory based Clinical Sleep Laboratory

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- > Qualification in a sleep related and/or respiratory physiology discipline.

Personal Abilities/Aptitudes/Skills:

- > Experience in the analysis, interpretation and technical reporting of non-invasive ventilation therapy studies particularly in complex respiratory conditions that result in ventilatory insufficiency and ventilatory dependence.

Experience

- > Experience in the technical, managerial and interventional roles of a sleep/ventilatory failure laboratory.
- > Experience in the use of commercial office software, such as MS Office, and other modern communication mediums eg Intranet.
- > Management training/experience, particularly with respect to team development.
- > Preparation and maintenance of computer based documentation.

Knowledge

- > Understanding of and ability to apply Performance Management programs

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 Criminal and Relevant History Screening.
- > *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's Protection Act 1993* or 'Approved Aged Care Provider Positions' as defined under the *Accountability Principles 2014* 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.

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 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*
- > *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.

Resilience:

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

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 the 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.

Health Network/ Division/ Department:

The Respiratory Medicine Ventilatory Failure Investigation and Treatment Service (VFITS) performs in-laboratory diagnostic and therapeutic evaluations via Bi-level Positive Airway Pressure and CPAP for a wide range of ventilatory failure and sleep related breathing disorders including Respiratory Failure and Sleep Apnoea. Analysis of studies, therapy initiation, and ongoing monitoring of patient compliance and efficacy of therapy is another aspect of this service.

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 understood the responsibilities associated with role, the organisational context and the values of SA Health as outlined within this document

Name:

Signature:

Date: