

| | |
|---|---|
| Position | Acute Surgical Registrar |
| Classification | MDP2 |
| Division | Surgery & Perioperative Medicine (SAPOM) |
| Department / Section / Unit / Ward | General Surgery |
| Role reports to | Operationally: > Head of Unit, General Surgery (specific general surgical unit allocated to) > Nights Allocation – Chief Surgical Resident Professionally: > Head of Unit, General Surgery (specific general surgical unit allocated to) > Nights Allocation – Chief Surgical Resident |
| CHRIS 21 Position Number M54962 | Role Created / Review Date 28/10/2022 |
| Criminal History Clearance Requirements <input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child - Prescribed (Working with Children Check) <input checked="" type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC) | Immunisation Risk Category Category A (direct contact with blood or body substances) |

JOB SPECIFICATION

Primary Objective(s) of role:

The position is accountable to the Director of the Division of Surgery and Specialty Services, through the Department Head, for the provision of high-quality care to patients in the wards, investigational and procedural areas, emergency department and outpatients. The position of Acute Surgical Registrar involves teaching junior medical officers, and medical students. Is responsible to be involved in research and audit work as required, attend weekly unit and combined general surgery meetings, be involved in weekly tutorials as part of the general surgical training program and attend the monthly General Surgical Journal Club

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

- > The Acute Surgical Registrar will be professionally responsible to the Head of Unit for which they are allocated, and other staff with delegated supervisory positions. The position requires an ability and willingness to work closely with all medical, nursing, and allied health staff. While working in the ward and other areas such as theatres and the endoscopy unit. The Acute Surgical Registrar is expected to work within the day-to-day operational rules of those areas.

Key Relationships / Interactions:

Internal:

- > The Acute Surgical Registrar will be professionally responsible to the Head of Unit for which they are allocated, and other staff with delegated supervisory positions. The position requires an ability and willingness to work closely with all medical, nursing and allied health staff.

External:

- > Liaises with other Directorates and Services of the LNH 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:

- > Maintaining work-life balance while adhering to the rostering expectations which includes 7 day rostering, after-hours work when deemed appropriate. Expected to be on call roster and weekend shifts but at all times can call the next person on call either the Fellow or consultant whenever for support.
- > Time management skills is required to manage a variety of demanding clinical expectations during the day, this includes being able to manage difficult situations and people in times of stress.
- > Ensuring good communication skills both verbally and non-verbally, between health care professionals and able to communicate with all patients, including patients from diverse cultural backgrounds, who may be stressed or anxious

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 |
|---|--|
| Direct/indirect patient/client care | <ul style="list-style-type: none"> > Commitment to delivering high quality and safe care consistent with the SALHN Integrated Governance Framework and Consumer Engagement Framework and Plan. |
| Clinical Expectations | <ul style="list-style-type: none"> > Undertake 6 months in the following rotations <ul style="list-style-type: none"> - Acute Surgical Registrar (rotate between nights, off, days – 13hr shifts) - Choice of Colorectal, HepatoPancreatoBiliary, Breast & Endocrine or Berri Service Registrar > Provide high quality clinical service under the direction of the Director of General Surgery and Head of Units. > Providing high quality clinical service to patients and coordinating follow up of patients for review under the care of the unit or referred to the unit. > Assessment and management of surgical patients admitted via emergency department in an appropriate timeframe. > Participate in multidisciplinary patient management and discharge planning. > Ensuring effective communication with other care providers to promote continuity of patient care. > General administration of the ward procedures relating to medical care, ensuring adequate documentation in the case notes discharge summaries and follow up appointments. > Provide a consultative service to other units as required. > Provide a service for investigation or procedures as required. > Provide education and supervision to both junior medical staff and medical students. > Undertake quality improvement activities, co-ordinated care processes and research activities as required. > Provide after-hours care to general surgical patients as the Junior Registrar as per the published after hours on call roster for Flinders Medical Centre and supervise the RMO. > Support the liver transplant program > Arrange x-ray/pathology review sessions > Attend unit meetings > Encouraged to be involved in private assisting on weeks off to increase exposure |
| Operating Theatre | <ul style="list-style-type: none"> > Participate in and be involved in a wide variety of elective and emergency surgical cases. All cases require consultant involvement prior to surgery occurring. Elective surgical cases will be distributed between the general surgical team on the basis of level of expertise and seniority. A component of theatre exposure and training will occur in the private sector, assisting consultant staff. |
| Inpatient Service | <ul style="list-style-type: none"> > Expected to act as a senior member of your team and support the junior medical team on the ward. Duties include: > Daily registrar ward-rounds Monday to Friday (weekend ward rounds rotated between the registrar or other senior member of the team) > Availability to the RMOs and Interns at all times > Presence at Consultant Post-Take Ward Rounds > On-call commitments in-hours and after-hours for your specific general surgical unit |
| Outpatient (Ambulatory) | <ul style="list-style-type: none"> > Attend regular clinics. The clinic involves post-op review patients and new patients. The Registrar is expected to briefly present new cases seen and the intended management plan to the relevant surgical consultant. |
| Provide appropriate support, direction and training to junior trainee medical officers and medical students | <ul style="list-style-type: none"> > Providing appropriate direction and supervision to resident medical officers and interns > Acting as a role model and mentor for medical students, resident medical officers and interns > Participating in the education of junior staff and students |

| | |
|--|--|
| Post-graduate and Pre-graduate Education and Training | <ul style="list-style-type: none"> > Present regularly and participate in the Surgical Registrar Journal Club, this is a monthly meeting and attendance is mandatory. > Ensure that the interns/Resident submits X-rays and pathology to be presented by the Registrar at multidisciplinary meetings. > Attend at least one scientific meeting during their attachment at Southern Adelaide Local Health Networks |
| Participate in and contribute to the academic life of the Department at the direction of the Divisional Director | <ul style="list-style-type: none"> > > You will be allocated a research supervisor/mentor and project with the aim to present at RACS Annual Scientific Congress (ASC) (or other relevant national/international meeting) the following year <ul style="list-style-type: none"> - Project should be practically achievable in 10 months - Research will start at the beginning of the year regardless of the term > Conducting research as required and design own research projects > Participating in the research discussions > Design of new (or updating the existing) protocols for the management of a variety of surgical conditions > Participate in CPI projects where required > Ensure accurate data entry into the Unit audit, including presentation of all deaths |
| Contribution to effective operation of unit | <ul style="list-style-type: none"> > Contributing to the development of an integrated team approach and culture which is highly responsive to the needs of our consumers. > 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). > 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. > Demonstrating appropriate behaviours which reflect a commitment to the Department of Health values and strategic directions. > Undertaking training as required to attain and maintain required competency of skills and knowledge applicable to the role. |

1. ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- > Bachelor of Medicine; Bachelor of Surgery (MBBS) or equivalent
- > Registrable with the Medical Board of Australia (AHPRA) as a Medical Practitioner with General Registration.
- > Successfully completed the GSSE.

Personal Abilities/Aptitudes/Skills

- > Quality management and consumer-oriented service
- > Risk management
- > Excellent communication and interpersonal skills with the ability to communicate effectively with a wide range of people including colleagues and other professional staff.
- > Ability to work as a member of a team and provide direction, show leadership to junior medical staff and have effective interpersonal skills and teaching skills
- > Appropriate time management skills/punctuality.
- > Above moderate level of skills in problem solving, decision making and assessment of patients.
- > Commitment to clinical audit.
- > Ability to act as a role model for other colleagues including interns and medical students.
- > 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

- > Minimum of 3 years post graduate medical experience (PGY3+)
- > Working towards application to Surgical Education Training with Royal Australasian College of Surgeons
- > Completed at least 12 months of General Surgery
- > Preferably have completed EMST, Ccrisp and ASSET course
- > 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

- > Excellent interpersonal skills
- > Ability to participate in continuing medical education activities.

Experience

- > Proven experience in basic computing skills, including email and word processing.
- > Minimum of 3 years post graduate medical experience.
- > Proven experience in basic computing skills, including email and word processing
- > Research and audit work

Knowledge

- > Awareness of the Charter of Health and Community Services rights.
- > Sound knowledge of the hospital principles, goals, and procedures

Educational/Vocational Qualifications

Other Details

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](#)

OFFICIAL

**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 Acute Surgical Registrar in the Division of Surgical and Perioperative and organisational context and the values of SA Health as described within this document.

Name

Signature

Date