



## ROLE DESCRIPTION

<b>Role Title:</b>	Senior Registrar - Breast and Endocrine
<b>Classification Code:</b>	MDP3
<b>LHN/ HN/ SAAS/ DHA:</b>	Northern Adelaide Local Health Network
<b>Hospital/ Service/ Cluster:</b>	Lyell McEwin Hospital
<b>Division:</b>	Division of Surgical Specialties & Anaesthetics
<b>Department/ Section/ Unit/ Ward:</b>	Breast and Endocrine
<b>Role reports to:</b>	Head of Unit - Breast and Endocrine
<b>Role Created/ Reviewed Date:</b>	April 2024
<b>Criminal and Relevant History Screening:</b>	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Working with Children Check (WWCC) (DHS) <input checked="" type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)
<b>Immunisation Risk Category Requirements:</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)

## ROLE CONTEXT

<b>Primary Objective(s) of role:</b>
<ul style="list-style-type: none"><li>&gt; The applicant will contribute to the provision of a comprehensive service for the management of patients presenting with breast disease of all sorts, as well as high quality management of all other surgical endocrine problems.</li><li>&gt; The position also requires a significant contribution to the care of both elective and emergency General Surgery patients presenting to the Lyell McEwin Hospital.</li><li>&gt; The applicant will be expected to have some experience in aspects of breast cancer management.</li><li>&gt; A commitment to ongoing quality assurance including clinical meetings, teaching, daily ward rounds and clinical audit is essential.</li><li>&gt; The appointee will be required to participate in the emergency General Surgery "on call" roster, as a Senior Registrar on remote call.</li></ul>

<b>Direct Reports:</b>
<ul style="list-style-type: none"><li>&gt; Nil</li></ul>

### Key Relationships/ Interactions:

#### Internal

- > Reports to the Consultants of the relevant Department.
- > Responsible for supervision of medical students in consultation with the Consultants.
- > Liaises with other Divisions and Services of the NALHN, Lyell McEwin Hospital and/or Modbury Hospital, with other health providers in the community and hospital sector and with the broader community in the pursuit of comprehensive patient care.

#### External

- > Liaises 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:

- > Managing emergency Acute Surgical Unit (ASU) workload at the same time as managing elective Breast and Endocrine Surgical Workload.
- > Ensuring through put of elective Breast and Endocrine surgical workload with increasing demand and limited resources in theatre and outpatients.
- > Ensuring adequate teaching for junior Medical staff and undergraduates whilst managing clinical workload.

### Delegations:

- > Nil Delegations

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Contribute to the provision of high standard clinical services to patients by:	<ul style="list-style-type: none"> <li>&gt; Assisting to provide specialist medical services to patients, including breast screening and oncoplastic skills.</li> <li>&gt; Assisting to provide a specialist opinion on patients referred for consultation, including regular outpatient consultations;</li> <li>&gt; Assisting to provide clinical leadership to facilitate and support a team approach to the provision of clinical services;</li> <li>&gt; Supervising and mentoring the clinical practice of trainee medical officers;</li> <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; Assisting the Head of Unit in planning and organising the delivery of clinical services;</li> <li>&gt; Fostering the development of community networks appropriate to the unit's work;</li> </ul>
Contribute to teaching/training by:	<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 unit;</li> <li>&gt; Contributing to the training of other health professionals.</li> </ul>
Contribute to advances in knowledge in the specialty by:	<ul style="list-style-type: none"> <li>&gt; Initiating and participating in research.</li> </ul>
Contributing to continuous evaluation and improvement of clinical services by:	<ul style="list-style-type: none"> <li>&gt; Initiating and supporting clinical improvement activities. This will involve evaluation of clinical processes and service outcomes, identifying possible areas for improvement and implementing the required changes.</li> <li>&gt; Participating in and promoting surgical audit of unit activities.</li> </ul>
Contributing to the efficient management of the financial and material resources of the Unit by:	<ul style="list-style-type: none"> <li>&gt; Using facilities, equipment and supplies in the most cost efficient manner;</li> <li>&gt; Understanding and complying with the LMHS delegations of authority;</li> <li>&gt; Contributing to case mix management by ensuring that appropriate practices are in place to ensure the timely coding of required data.</li> <li>&gt; Ensuring accurate coding of all operative procedures</li> </ul>
Contribute to a patient focused approach in the provision of clinical care by:	<ul style="list-style-type: none"> <li>&gt; Adhering to and supporting practices that ensure patients' rights are respected;</li> <li>&gt; Investigating and addressing patients complaints in a positive, constructive manner;</li> <li>&gt; Maximising the participation of consumers in planning and evaluating services.</li> </ul>
Contribute to the adoption of responsive risk management practices by:	<ul style="list-style-type: none"> <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> </ul>

Contribute to the provision of a safe, healthy and equitable work environment by:	<ul style="list-style-type: none"> <li>&gt; Reporting all staff accidents, incidents and near misses;</li> <li>&gt; Complying with reasonable instructions or procedures aimed at protecting the health and safety of self and others;</li> <li>&gt; Carrying out responsibilities as detailed in occupational health, safety and injury management policies and procedures;</li> <li>&gt; Maintaining a knowledge of and adhering to the principles and standards of equal employment opportunity legislation which ensures all employees are treated in a fair and equitable manner, free from discrimination, bullying and harassment.</li> <li>&gt; Being aware of, and observing, the SA Public Service Code of Ethics and Respectful Behaviours Policy</li> <li>&gt; 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</li> </ul>
Contribute to the safeguard of confidential information and intellectual property of the health services by:	<ul style="list-style-type: none"> <li>&gt; Adhering to health service and Department of Human Service's policy on confidentiality of patient information;</li> <li>&gt; Adhering to health service policy on information technology security;</li> <li>&gt; Adhering to health service policy on intellectual property</li> <li>&gt; Complying with the Code of Fair Information Practice.</li> </ul>
Contribute to the ongoing commitment to policies and procedures of both health services by:	<ul style="list-style-type: none"> <li>&gt; Complying with all policies and procedures</li> <li>&gt; Assisting in the review of existing or development of, new policies and procedures as requested</li> <li>&gt; Behaving towards patients, their families and staff in a professional manner which respects their rights.</li> </ul>
Contribute to the ongoing commitment to policies and procedures of the Lyell McEwin Hospital by:	<ul style="list-style-type: none"> <li>&gt; Complying with Occupational Health, Safety and Welfare principles and procedures on a daily basis;</li> <li>&gt; Participating in Quality Improvement activities, including the identification of performance standards and increased efficiencies;</li> <li>&gt; Complying with Equal Employment Opportunity principles and procedures on a daily basis;</li> <li>&gt; Participating in Performance Enhancement activities, including annual performance appraisals;</li> <li>&gt; Ensuring the ongoing training and development of all staff supervised;</li> <li>&gt; Understanding and complying with the Lyell McEwin Hospital Delegations of Authority.</li> <li>&gt; Complying with the Code of Fair Information Practice.</li> </ul>
To ensure that staff and other persons in their work area are safe from risks to health and safety by:	<ul style="list-style-type: none"> <li>&gt; Carrying out responsibilities as detailed in organisational occupational health, safety and injury management (WHS) policies and procedures;</li> <li>&gt; Implementing and monitoring relevant WHS policies, and procedures within their work areas;</li> <li>&gt; Hazards, assessing risks and implementing, monitoring and maintaining hazard control measures in consultation with staff and relevant committees;</li> <li>&gt; Investigating incidents and accidents, ensuring action is taken to prevent a re-occurrence and the appropriate report forms are completed;</li> <li>&gt; Ensuring incidents and accidents are reported to the WHS unit immediately they are advised by the worker;</li> <li>&gt; Participating in WHS planning;</li> <li>&gt; Providing staff with the necessary information, instruction, training and supervision to effectively and safely carry out the work;</li> <li>&gt; Maintaining relevant WHS documentation.</li> </ul>

## Knowledge, Skills and Experience

### **ESSENTIAL MINIMUM REQUIREMENTS**

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

- > Bachelor of Medicine; Bachelor of Surgery (MBBS) or equivalent;
- > Obtained a Specialist Qualification and is registrable as a Medical Practitioner with Specialist registration.

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

- > Demonstrated aptitude and interest in Breast/Endocrine Surgery.
- > Excellent clinical and technical skills in managing General Surgical patients.
- > High level of skill in negotiation and communication.
- > Skill in problem solving and decision making, at both the clinical and the individual level.
- > Commitment to quality management philosophy and devolved responsibility.
- > Commitment to patient and relative participation in patient care.
- > Ability to react positively to change.
- > Demonstrated ability to assist with organisation of education programs for medical officers, trainee medical officers and undergraduate medical students.

#### **Experience:**

- > Significant experience in the provision of General Surgery;
- > Experience within a large teaching hospital.

#### **Knowledge:**

- > Understanding of Work Health and Safety principles and procedures
- > Understanding of the Australian National Safety & Quality Health Service Standards
- > A wide ranging knowledge of all general surgical conditions including diagnostic tests and management pathways.

### **DESIRABLE CHARACTERISTICS**

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

- > Research activity leading to publications of original work in peer reviewed journals.

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

- > Significant experience in the provision of General Surgery with an interest in developing skills in Breast Endocrine surgery.
- > EMST accreditation or willingness to undergo training to achieve it.
- > Ability to work constructively with nursing and medical staff
- > Demonstrate a flexible approach to working within a multi-disciplinary team
- > Ability to motivate other staff

#### **Experience:**

- > Competence with computer based clinical systems.
- > Experience at a high level of professional practice as a surgical registrar.
- > Experience in teaching at an undergraduate and postgraduate level.
- > Experience in research initiatives.
- > Experience in management of acute trauma and surgical emergencies

#### **Knowledge:**

- > Understanding of clinical and basic research techniques.

### Special Conditions:

- > It is mandatory that no person, whether or not already working in SA Health, may be appointed to a position in SA Health unless they have provided a satisfactory current Criminal and Relevant History Screening, as required by the *SA Health Criminal and Relevant History Screening Policy Directive*.
- > For appointment in a Prescribed Position under the *Child Safety (Prohibited Persons) Act (2016)*, a current Working with Children Check (WWCC) is required from the Department for Human Services Screening Unit. For other positions, a satisfactory National Police Certificate (NPC) assessment is required.
- > For 'Prescribed Positions' under the *Child Safety (Prohibited Persons) Act (2016)*, the individual's WWCCs must be renewed every 5 years from the date of issue; and for 'Approved Aged Care Provider Positions' every 3 years from date of issue as required by the *Accountability Principles 2014* issued pursuant to the *Aged Care Act 1997* (Cth).
- > Appointment is subject to immunisation risk category requirements. There may be ongoing immunisation requirements that must be met.
- > 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)* maintaining your own health and safety and not place others at risk and comply with any reasonable instruction that is given to allow SA Health to comply with the WHS Act, 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 and Young People (Safety) Act 2017 (SA)* '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.

#### **Cultural Commitment:**

NALHN welcomes and respects Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. In acknowledgement of this, NALHN is committed to increasing the Aboriginal and Torres Strait Islander Workforce.

#### **Resilience:**

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

## Organisational Context

### SA Health

SA Health is committed to protecting and improving the health of all South Australians by providing leadership in health reform, public health services, health and medical research, policy development and planning, with an increased focus on wellbeing, illness prevention, early intervention and quality care.

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health, the Minister for Health & Wellbeing. The State Government has reformed the governance of SA Health, including establishing 10 Local Health Networks (LHNs), each with its own Governing Board.

These reforms have taken a staged approach, with the most significant changes to taking place from 1 July 2019 when the new Governing Boards become fully operational.

SA Health is comprised of the Department for Health and Wellbeing and the following legal entities:

- > Central Adelaide Local Health Network
- > **Northern Adelaide Local Health Network**
- > Southern Adelaide Local Health Network
- > Women's and Children's Health Network
- > Barossa Hills Fleurieu Local Health Network
- > Eyre and Far North Local Health Network
- > Flinders and Upper North Local Health Network
- > Riverland Mallee Coorong Local Health Network
- > Limestone Coast Local Health Network
- > Yorke and Northern Local Health Network
- > SA Ambulance Service

### Northern Adelaide Local Health Network

The Northern Adelaide Local Health Network (NALHN) provides care to more than 400,000 people living in the northern metropolitan area of Adelaide as well as providing a number of state-wide services, and services to those in regional areas. NALHN works to ensure quality and timely delivery of health care, whilst building a highly skilled, engaged and resilient workforce based on a culture of collaboration, respect, integrity and accountability.

NALHN offers a range of primary health care services across the northern metropolitan area of Adelaide, with a focus on providing preventive and health promoting programs in the community, and transition and hospital substitution and avoidance programs targeted at chronic disease and frail aged.

Clinical leadership of care systems is central to the current national and state wide health reforms. NALHN care delivery is configured within clinical divisions that are patient-focused, clinically led groupings of services. Clinical Divisions are responsible for managing service delivery activities across NALHN campuses and units, bringing together empowered experts to directly make relevant decisions.

NALHN includes:

- > Lyell McEwin Hospital (LMH) - a 336-bed specialist referral public teaching hospital which has links to the University of Adelaide, University of South Australia and Flinders University. LMH provides a full range of high-quality medical, surgical, diagnostic, emergency and support services.
- > Modbury Hospital is a 174-bed, acute care teaching hospital that provides inpatient, outpatient, emergency services, Aged Care, Rehabilitation and Palliative Care. GP Plus Health Care Centres and Super Clinics
- > Aboriginal Health Services
- > Mental Health Services (including two statewide services – Forensics and Older Persons)
- > Sub-acute Services

The total operating budget for 23/24 for NALHN is \$1.02 bn with a workforce of 4,710 FTE / 6,325 head count.



## NALHN Governing Board

The Governing Board members bring to NALHN a wealth of knowledge and experience across many areas.

NALHN is confident that with the support of our highly qualified Governing Board, NALHN will be well placed to achieve better health service decisions tailored to local needs and deliver a safe, high quality and financially sustainable LHN into the future.

## 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.

As a public sector employee, you have a responsibility to maintain ethical behaviour and professional integrity standards. It is expected that you act in accordance with the Code of Ethics, and contribute to a culture of integrity within SA Health.

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:**

**Version control and change history**

<b>Version</b>	<b>Date from</b>	<b>Date to</b>	<b>Amendment</b>
V1	10/02/17	09/04/17	Original version.
V2	10/04/17	04/07/17	Safety & Quality statement in General Requirements.
V3	04/07/17	14/05/20	Minor formatting with order of information amended.
V4	15/05/20	19/10/2020	Organisation Context Updated
V5	20/10/2020	08/04/2021	Organisation Context Updated
V6	09/04/2021	20/12/2023	Financial Delegation Updated Management Position Clause Updated Code of Ethics Clause Updated
V7	21/12/2023		Special Conditions Updated General Requirements Updated Organisational Context Updated