



ROLE DESCRIPTION

Role Title:	Cardiology Clinical EP Fellow		
Classification Code:	MDP2	Position Number	M41645
LHN/ HN/ SAAS/ DHA:	Central Adelaide Local Health Network (CALHN)		
Site/Directorate	Royal Adelaide Hospital, Queen Elizabeth Hospital, Calvary Adelaide Hospital, Ashford Hospital, St Andrews Hospital and Cardiovascular Centre		
Division:	Heart and Lung		
Department/Section / Unit/ Ward:	Cardiology		
Role reports to:	Principle Investigators / Consultant		
Role Created/ Reviewed Date:	May 2019		
Criminal History Clearance Requirements:	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Working With Children’s Check (WWCC) (DHS) <input type="checkbox"/> Vulnerable (NPC) <input checked="" type="checkbox"/> General Probity (NPC)		
Immunisation Risk Category:	<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)		
Commencement Date:	Commencing November 2024, ending November 2026		

ROLE CONTEXT

Primary Objective(s) of role:
<p>Responsible for the initiation, performance and analysis of cardiovascular research which may include both basic and clinical elements, within the cardiovascular research centre and the department of cardiology, Royal Adelaide Hospital.</p> <p>Clinical work involving patient care to some degree may also be required.</p>
Direct Reports:
<ul style="list-style-type: none"> Will be required to supervise the clinical practice of allocated trainee medical officers in the unit
Key Relationships/ Interactions:
<p><u>Internal</u></p> <ul style="list-style-type: none"> Reports to the Principal Investigators and acts under the supervision of senior and/or specialist consultant staff. Required to liaise closely with other members of the research team. <p><u>External</u></p> <ul style="list-style-type: none"> Community health providers and training organisations relevant to the unit and the care of patients.
Challenges associated with Role:

Major challenges currently associated with the role include:

- Contribute to the efficient management of the financial and material resources of the Unit by using facilities, equipment and supplies in the most cost-efficient manner.

Delegations:

Nil

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 the 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.
- Training at the following external sites: Calvary Adelaide Hospital, Ashford Hospital, St Andrews Hospital and Cardiovascular Centre, is contingent upon meeting applicable credentialing requirements.

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 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:

CALHN 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, CALHN 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.

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Contribute to teaching / training by:	<ul style="list-style-type: none"> • Timely reporting of any issues with junior staff for prompt and appropriate follow up. • Involvement with cardiovascular teaching, medical students and resident medical officers at RAH through tutorials, seminars and lectures. • Attendance and representation at regular relevant specialist conferences. • Contributing to the presentation of papers and abstracts.
Contribute to continuous evaluation and improvement of clinical services by:	<ul style="list-style-type: none"> • Accepting clinical responsibility under gradually diminishing supervision. • Supporting clinical improvement activities. • Partaking of audits and reviews of clinical services. • Actively engaging in accreditation processes. • Learning and perfecting a range of procedural skills for independent specialist practice. • Continually updating and extending personal medical knowledge and skills by regular attendance at relevant clinical meetings and through personal study. • Performance and analysis of cardiovascular research. • Analysis and performance of cardiovascular imaging for the purposes of research, in particular echocardiography and cardiac Magnetic Resonance. • Supervised performance of clinical duties under the auspices of the Department of Cardiology, in particular echocardiography, Cardiovascular Magnetic Resonance and cardiac catheterisation.
Contribute to the efficient management of the financial and material resources of the Unit by:	<ul style="list-style-type: none"> • Using facilities, equipment and supplies in the most cost efficient manner. • Using diagnostic and consultative services with discretion
Contribute to a patient focused approach in the provision of clinical care by:	<ul style="list-style-type: none"> • Adhering to and supporting practices that ensure patients' rights are respected. • Undertaking with care and skill, the supervised management of patients and notifying senior staff members of significant change in the condition of a patient • Providing appropriate and timely emotional support to families and patients • Maintaining good communication with other team members and the patients General Practitioner where indicated • Perfecting communication and counselling skills • Supervised care of patients within CVIU, including ward patient care, EP laboratory care, tilt testing and arrhythmia clinic.
Contribute to the adoption of responsive risk management practices by:	<ul style="list-style-type: none"> • Ensuring medical documentation skills attain a standard that is medico-legally acceptable • Ensuring that junior medical staffs are adequately supervised at all times.

	<ul style="list-style-type: none"> • Ensuring that one self and junior medical staff are appropriately orientated to new areas. • Ensuring that one self and junior medical staff are aware of protocols and guidelines relevant to the area. • Maintaining an awareness of “risk” in the clinical environment. • Actively supporting and contributing to risk management initiatives. • Perfecting an understanding of ethical and legal issues relating to medical practice • Reporting adverse patient incidents or “near misses” and encouraging junior medical staff to report same. • Supporting a culture of “openness” and “no blame”.
<p>Contribute to the safeguard of confidential information and intellectual property of the Hospital by:</p>	<ul style="list-style-type: none"> • Adhering to the Hospital’s and Department of Health’s policy on confidentiality of patient information. • Adhering to the Hospital’s policy on information technology security. • Adhering to the Hospital’s policy on intellectual property.
<p>Contribute toward the provision of a safe and healthy work environment for self and others by;</p>	<ul style="list-style-type: none"> • Reporting all accidents, incidents and near misses; • Complying with reasonable instructions or procedures aimed at protecting the health and safety of themselves and others; • Carrying out responsibilities as detailed in occupational health, safety and injury management policies and procedures. Reporting all staff accidents, incidents and near misses. • Complying with reasonable instructions or procedures aimed at protecting the health and safety of oneself and others. • Maintaining knowledge of and adhering to the principles and standards of equal employment opportunity legislation which ensures all employees in the workplace are treated in a fair and equitable manner, free from discrimination, bullying and harassment. • Providing a responsible handover of patients when going off duty. • Providing early notification of annual leave and sick leave where possible. • Promptly answering pages and answering of the appropriate phone system. • Being punctual, polite and appropriately dressed. • Ensuring an awareness of hospital and department policies, procedures, hours of duty. • Providing assistance where possible to other colleagues or when requested by senior staff. • Being mindful of own physical and emotional health and well-being.

Knowledge, Skills and Experience

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.
- Basic Life Support (BLS) training

Personal Abilities/Aptitudes/Skills:

- Demonstrated Clinical Competence
- Sound communication skills
- Ability to recognise personal and professional limitations and address these where appropriate
- A willingness to accept constructive feedback on performance or behaviour from any member of the organisation
- Demonstrated understanding of time management and organisational skills
- Demonstrated personal and professional integrity
- Demonstrated respect for the members of a multi-disciplinary team
- Demonstrated commitment to quality improvement and safe practice
- Demonstrated ability to be adaptable to change
- Demonstrated high level of prioritising, assessment, planning, implementing and evaluating skills

Experience:

- As per recognised undergraduate medical program

Knowledge

- As per recognised undergraduate medical program
- Understanding of the rights and responsibilities of patients and their families
- Understanding of fundamental medico-legal issues

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications:

- Nil

Personal Abilities/Aptitudes/Skills:

- Nil

Experience

- Previous experience in a research field

Knowledge

- Nil

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., Barossa Hills Fleurieu Local Health Network Inc., Eyre and far North Local Health Network Inc., Flinders and Upper North Local Health Network Inc., Limestone Coast Local Health Network Inc., Riverland Mallee Coorong Local Health Network Inc., Yorke and Northern 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.

Central Adelaide Local Health Network:

CALHN is one of five Local Health Networks (LHNs) in South Australia established in July 2011. CALHN is responsible for the following health services:

- Royal Adelaide Hospital (RAH)
- The Queen Elizabeth Hospital (TQEH)
- Hampstead Rehabilitation Centre (HRC)
- St Margaret's Rehabilitation Hospital (SMRH)
- Glenside Health Service (GHS) Psychiatric Intensive Care Unit; Inpatient Rehabilitation Services and Acute beds only
- Adelaide Dental Hospital (ADH).

CALHN also has governance over numerous community mental health and primary health services including Prison Health Service, SA Dental Service and DonateLife SA. Of note also is governance of the Statewide Clinical Support Services (SCSS) including Imaging, Pathology and Pharmacy, responsibility of which has vacillated between CALHN and DHW over the past few years.

CALHN is one of three metropolitan LHNs and its core population is approximately 390,000 people. CALHN also provides services to patients from other SA networks, rural and remote areas, the Northern Territory, NSW (Broken Hill) and western parts of Victoria. These services usually relate to complex services such as head and neck cancer, radiation therapy, cardiac surgery, spinal surgery or rehabilitation.

CALHN's purpose is to deliver quality and sustainable healthcare. While the delivery of high quality patient care is our number one priority, we face a significant challenge in achieving financial sustainability. A quality-assured financial recovery plan has been developed to meet these challenges. Through effective leadership and change management, the plan which is applicable to all Directorates and departments, will be implemented over the next three years.

Values

Central Adelaide Local Health Network Values

Our shared values confirm our common mission by promoting an organisational climate where the patient's needs are put first and where the teamwork and professionalism of our workforce help us to attract and retain the best staff. These values guide our decisions and actions.

Patient Centred:	Our patients are the reason we are here and we will provide the best service to our patients and customers
Team Work:	We value each other and work as a team to provide the best care for our patients
Respect:	We respect each other, our patients and their families by recognising different backgrounds and choices, and acknowledging that they have the right to our services
Professionalism:	We recognise that staff come from varied professional and work backgrounds and that our desire to care for patients unites our professional approach to practice

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: Kim Ung

Role Title: Admin Manager

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 CALHN as described within this document.

Name:

Signature:

Date: