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## SA Health Job Pack

Job Title	Medical Scientist COVID-19 In Home Services
Eligibility	Open to Everyone
Job Number	777994
Applications Closing Date	17/12/2021
Region / Division	Barossa Hills Fleurieu Local Health Network
Health Service	Rural Support Service - iCCnet SA
Location	Tonsley
Classification	MES-1
Job Status	Temporary Full-Time position available, working up to 30/6/2022 (will be required to participate in a 24-hour, seven day per week roster)
Total Indicative Remuneration	\$71,596 - \$87,209 p.a.

## Contact Details

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## 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 Human Services (DHS) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:

- ☒ Working with Children Check (WWCC) - **DHS**
- ☐ Unsupervised contact with Vulnerable groups- **NPC**
- ☐ Disability Services Employment Screening - **DHS**
- ☐ Unsupervised contact with Aged Care Sector- **DHS**
- ☐ No contact with Vulnerable Groups - General Employment Probity Check - **NPC**

Further information is available on the SA Health careers website at [www.sahealth.sa.gov.au/careers](http://www.sahealth.sa.gov.au/careers) - see Career Information, or by referring to the nominated contact person below.

# Immunisation

## **Risk Category C (minimal patient contact)**

- *This role carries specific immunisation requirements. To be eligible for appointment in this role you will be required to meet the immunisation requirements associated with Category C (minimal patient contact). [Please click here for further information on these requirements.](#)*

## 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

<b>Role Title:</b>	Medical Scientist – COVID-19 In Home Services
<b>Classification Code:</b>	MES-1
<b>LHN/ HN/ SAAS/ DHA:</b>	<input checked="" type="checkbox"/> Barossa Hills Fleurieu Local Health Network
<b>Hospital/ Service/ Cluster</b>	Rural Support Service
<b>Division:</b>	iCCnet SA
<b>Department/Section / Unit/ Ward:</b>	Clinical Planning
<b>Role reports to:</b>	MES2 Medical Scientist COVID-19 In Home Services
<b>Role Created/ Reviewed Date:</b>	November 2021
<b>Criminal History Clearance Requirements:</b>	<input checked="" type="checkbox"/> DHS Working With Children Check (WWCC) <input type="checkbox"/> DHS Disability Services Employment Screening <input type="checkbox"/> NPC – Unsupervised contact with vulnerable groups
<b>Immunisation Risk Category</b>	<input type="checkbox"/> Category A (direct contact with blood or body substances) <input type="checkbox"/> Category B (indirect contact with blood or body substances) <input checked="" type="checkbox"/> Category C (minimal patient contact)

## ROLE CONTEXT

### Primary Objective(s) of role:

The Medical Scientist – COVID-19 In Home Services will assist with providing POCT pathology across Regional hospitals which is fully integrated into the clinical setting through education, training, and technical support. They will participate in the after-hours technical support roster and contribute to the continuous quality improvement of the PoCT service. Some travel may be required.

### Direct Reports:

- > The Medical Scientist – COVID-19 In Home Services will report directly to the MES-2 Medical Scientist – COVID-19 In Home Services.
- > The incumbent will be expected to work collaboratively with the other Medical Scientists and other staff members within the iCCnet SA team to achieve research and quality outcomes.

### Key Relationships/ Interactions:

#### Internal

- > Maintains a close working relationship with the Network Operations and Research Manager.
- > Maintains cooperative and productive working relationships within all members of the iCCnet team.
- > Supports and works collaboratively with less experienced members of the team.

#### External

- > Key Stakeholders within SA Country Health.
- > Networks relating to this role.
- > Grant Funding Bodies
- > Device Companies

### Challenges associated with Role:

Major challenges currently associated with the role include:

- > Providing a 24 hour 7 day roster
- > Dealing with and responding to critical and emergency situations
- > Providing scientific expertise on POCT to all health personnel
- > Keeping abreast of clinical recommendations for POCT

### Delegations:

- > None

### Resilience:

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

### 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.

### General Requirements:

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Policies and Procedures and legislative requirements including but not limited to:

- > Work Health and Safety (WHS).
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > Keeping Them Safe Legislation (inclusive of Mandatory Notifier).
- > Disability Discrimination.
- > Code of Fair Information Practice.
- > 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.

### 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 Statement:**

BHFLHN welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. BHFLHN is a culturally inclusive work environment that is respectful of Aboriginal and Torres Strait Islander culture

**Special Conditions:**

\*NB Reference to legislation, policies and procedures includes any superseding versions

- > Staff will be required to participate in a 24-hour, seven day per week roster.
- > 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 National Police Certificate (NPC).
- > Prescribed Positions under the Child Safety (Prohibited Persons) Act 2016 must obtain a satisfactory Working With Children Check (WWCC) through the Department of Human Services (DHS) Screening Unit.
- > Approved Aged Care Provider Positions as defined under the Accountability Principles 1998 made in pursuant to the Aged Care Act 2007 (Cth) must obtain a satisfactory National Police Certificate (NPC) through the South Australian Police confirming the clearance is for the purpose of unsupervised contact with vulnerable groups.
- > Prescribed positions under the Disability Services Act 1993 must obtain a satisfactory Disability Services Employment Screening through the Department of Human Services (DHS) Screening Unit
- > NPCs and DHS Disability Services Employment Screenings must be renewed every 3 years thereafter from date of issue.
- > WWCCs must be renewed every 5 years thereafter from date of issue.
- > 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.
- > The incumbent may be required to undertake further study to obtain a qualification which supports the needs of the health unit. Where further study is required, BHF LHN will provide support and assistance in accordance with provisions of the SA Health (Health Care Act) Human Resources Manual. Note, however, this Special Condition does not apply to existing BHF LHN employees with continuous employment with BHF LHN which commenced prior to 1 October 2016.
- > Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Point of Care Services	<ul style="list-style-type: none"> <li>&gt; Advocating a team approach to PoCT implementation incorporating all stakeholders involved in patient care.</li> <li>&gt; Adhering to documented procedures, guidelines and operational policy provisions.</li> <li>&gt; Participate in technical support roster both in and out of hours.</li> <li>&gt; Provide scientific expertise on PoCT to all health personnel.</li> <li>&gt; Review internal and external quality control results with the implementation of appropriate corrective action when required.</li> <li>&gt; Participate in the identification and evaluation of tests/methods that will enhance patient care.</li> <li>&gt; Provide sites with monthly reports on external quality control performance.</li> <li>&gt; Liaise with clinicians to develop clinical protocols for use of PoCT.</li> <li>&gt; Facilitating and providing educational activities for doctors and nurses.</li> <li>&gt; Promote standardised PoCT protocols across SA by developing close links with metro PoCT coordinators.</li> <li>&gt; Develop close links with regional SA Pathology staff to promote a strong pathology network across the state.</li> <li>&gt; Promote research activities through active participation in conferences, committees, discussion groups and other forums.</li> </ul>
Provide Assistance	<ul style="list-style-type: none"> <li>&gt; Providing a functional interface between pathology and clinicians.</li> <li>&gt; Maintain accurate and up to date records on all facets of PoCT eg test numbers, training records, error rates, internal and external quality control performance.</li> <li>&gt; Maintain records of regional PoCT meeting minutes.</li> </ul>
Scientific Expertise	<ul style="list-style-type: none"> <li>&gt; Participating in professional development activities.</li> <li>&gt; Keeping abreast of clinical recommendations for PoCT.</li> <li>&gt; Provide editorial and technical advice and assistance in the preparation and submission of manuscripts to international journals.</li> </ul>

## Knowledge, Skills and Experience

### **ESSENTIAL MINIMUM REQUIREMENTS**

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

- > B.Sc., B.App.Sci, or equivalent

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

- > Effective communication skills including, problem solving, conflict resolution and negotiation skills with all levels of staff including medical and scientific.
- > Ability to work effectively within a multidisciplinary team and contribute to team co-operation and support.
- > Ability to prioritise workload and meet work deadlines.
- > Ability to be, creative, innovative and flexible when approaching issues within a healthcare setting.
- > Demonstrated commitment to providing consumer/client and family centred care.
- > Extensive knowledge of Microsoft computing packages including outlook, word, excel and PowerPoint.
- > Self-motivated and able to display initiative and creativity.
- > High level of oral and written scientific presentation skills.
- > Ability to handle confidential and sensitive information in a professional manner.
- > Proven commitment to the principles and practise of:
  - o EEO, Ethical Conduct, diversity and OHS&W.
  - o Quality management and client-oriented service.
  - o Risk management.

#### **Experience**

- > Excellent understanding of quality control and quality assurance.
- > Broad experience in routine diagnostic tests.
- > Knowledge of NATA accreditation requirements for medical testing.
- > Clinical knowledge in at least one of the following areas; Cardiology, Diabetes, Stroke, Renal and Respiratory.
- > Knowledge of computerised information/pathology systems.
- > Experience in the use of Microsoft Windows software.
- > Experience in providing high quality customer service to a range of customers.

#### **Knowledge**

- > Knowledge of "Statewide Clinical Networks – A Framework for Delivering Best Practice Health Care" health care policy.
- > Sound knowledge of Quality Management principles and procedures.
- > Understanding of Occupational Health, Safety & Welfare principles and procedures.
- > Understanding of Quality Management principles and procedures.

### **DESIRABLE CHARACTERISTICS**

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

- > Membership of an appropriate professional society (scientific or clinical)

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

- > Ability to work within a team framework that fosters an environment that develops staff potential.

#### **Knowledge**

- > Knowledge of the South Australian Public Health System.

## 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 Ageing and the Minister for Mental Health and Substance Abuse.

The legal entities include but are not limited to Department for Health and Ageing, Central Adelaide Local Health Network, Northern Adelaide Local Health Network, Southern Adelaide Local Health Network, Women's and Children's Health Network, Country Health SA Local Health Network and SA Ambulance Service.

### 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:



## 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.

SA Health acknowledges culture and identity as being integral to Aboriginal health and wellbeing and is committed to improving the health of Aboriginal people.

SA Health vision for Reconciliation is the gap is closed on Aboriginal health disadvantage; and Aboriginal people share the same rights, respect and access to opportunities and benefits as all South Australians.

## 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:**