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## SA Health Job Pack

Job Title	Clinical Director Emergency Services
Eligibility	Open to Everyone
Job Number	738906
Applications Closing Date	27 November 2020
Region / Division	Riverland Mallee Coorong Local Health Network
Health Service	Riverland General Hospital
Location	Berri
Classification	MD2
Job Status	Ongoing Full Time
Total Indicative Remuneration	\$415,123 - \$621, 458

## Contact Details

Full name	Sharon Frahn
Phone number	85802450
Email address	Sharon.Frahn@sa.gov.au

## 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:

- Working with Children Screening - **DHS**
- Unsupervised Contact with Vulnerable Groups Employment Screening - **NPC**
- Disability Services Employment Screening - **DHS**
- 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 A (direct contact with blood or body substances)**

- 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 A (direct contact with blood or body substances). [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>	Clinical Director Emergency Services
<b>Classification Code:</b>	MD02
<b>LHN/ HN/ SAAS/ DHA:</b>	<input type="checkbox"/> Barossa Hills Fleurieu Local Health Network <input type="checkbox"/> Eyre and Far North Local Health Network <input type="checkbox"/> Flinders and Upper North Local Health Network <input type="checkbox"/> Limestone Coast Local Health Network <input checked="" type="checkbox"/> Riverland Mallee Coorong Local Health Network <input type="checkbox"/> Yorke and Northern Local Health Network
<b>Hospital / Service / Cluster / RSS</b>	Riverland General Hospital
<b>Division:</b>	Medical
<b>Department/Section / Unit/ Ward:</b>	Emergency Department
<b>Role reports to:</b>	Executive Director Medical Services, RMCLHN
<b>Role Created/ Reviewed Date:</b>	Sept 2020
<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 checked="" type="checkbox"/> NPC – Unsupervised contact with vulnerable groups
<b>Immunisation Risk Category</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

### Primary Objective(s) of role:

- > The primary objective of the role is to ensure that the Riverland General Hospital is delivering high quality, safe and sustainable emergency services to residents of the Riverland region in country South Australia.
- > The Clinical Director Emergency Services helps to coordinate the delivery of emergency services to patients within Riverland General Hospital, in conjunction with the RMCLHN Executive Teams

### Direct Reports:

- > N/A

### Key Relationships/ Interactions:

#### Internal

- > Reports to the Executive Director Medical Services, RMCLHN
- > Works closely with the RMCLHN Chief Executive Officers and the RMCLHN Executive Director of Medical Services on all operational issues related to emergency care
- > Participates in the Regional LHNs Clinical Advisory Forum

#### External

- > Works closely with the South Australian Ambulance Service, MedStar Retrieval Service and metropolitan health networks on issues related to country emergency care.
- > Works with relevant representative bodies on issues related to emergency services, including the Rural Doctors Association of South Australia, the Australian Medical Association – South Australian branch and the Australian Nursing and Midwifery Federation.
- > Develops and maintains relationships directly with local general practitioners providing emergency care, with a focus on any sites where new models are under consideration.
- > Works closely with the Rural Doctors Workforce Agency on all relevant matters relating to emergency services, including the operation of the South Australian Virtual Emergency Service (SAVES) and the delivery of emergency training programs.

### Challenges associated with Role:

Major challenges currently associated with the role include:

- > There are current challenges with the sustainability of the medical workforce providing emergency services, particularly at larger country hospitals. These challenges are likely to require consideration and the development of new models of care.
- > Ensuring engagement and collaboration with the current GP workforce providing emergency services in country hospitals.
- > Overseeing the ongoing implementation of the South Australian Virtual Emergency Service (SAVES).

### Delegations:

- > N/A

### 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:**

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

**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 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.
- > 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
Provide leadership for Emergency Services across country SA	<ul style="list-style-type: none"> <li>&gt; Provide leadership in the improvement of clinical outcomes and implementing clinical change in Emergency Services within Riverland General Hospital.</li> <li>&gt; Provide leadership in the analysis, implementation and review of best practice clinical process, systems and evidence based medicine on a country wide basis.</li> <li>&gt; Responsible for ensuring the provision of high standard, cost effective, clinical services to patients through consultation with CEO and EDMS, RMCLHN</li> <li>&gt; Lead, develop and foster a positive work culture which is based on SA Health's values and promotes customer service, learning and development, safety and welfare of employees, acknowledges differences, and encourages creativity and innovation.</li> <li>&gt; Ensure clinical services are consistent with the principles and directions of SA Health including the SA Health Clinical Services Capability Framework</li> <li>&gt; Participate in relevant governance committees.</li> <li>&gt; Provide leadership on any other topics or responsibilities as determined and directed by Executive Director Medical Services.</li> </ul>
Maximise the Safety and Quality of Regional LHN Emergency Services	<ul style="list-style-type: none"> <li>&gt; Ensure the provision of high standard, cost effective, clinical services to patients through consultation with the RMCLHN teams</li> <li>&gt; Ensuring the provision of clear, consistent policies/protocols for clinical staff and other assigned staff of the Riverland General Hospital, in regard to clinical practice and administrative procedures.</li> <li>&gt; Ensure that clinical improvement activities are undertaken which have the aim of achieving evidence based, best practice clinical services. These activities will involve evaluation of clinical processes and service outcomes by clinical audits and quality assurance programs.</li> <li>&gt; Fostering quality research activities on emergency services within Riverland General Hospital.</li> </ul>
Provide leadership and oversight of the South Australian Virtual Emergency Service (SAVES)	<ul style="list-style-type: none"> <li>&gt; Provide oversight of the South Australian Virtual Emergency Service (SAVES), currently being provided by a third party provider.</li> <li>&gt; Ensure that the SAVES program meets safety and quality, accessibility and operational requirements.</li> <li>&gt; Provide advice and leadership for any proposed expansion of extension of the SAVES model.</li> </ul>
Advise on and contribute to workforce planning for emergency services	<ul style="list-style-type: none"> <li>&gt; Contribute to developing, consulting, and implementing new models of emergency care in country health services, with the aim of supporting the existing workforce and ensuring sustainable, high quality services.</li> <li>&gt; Contribute to strategic decision making and to the development of policies and procedures.</li> <li>&gt; Advise on the budget and provision of human resource management for emergency staff and contractors of Riverland General Hospital through consultation with the local Regional teams.</li> </ul>

## **Knowledge, Skills and Experience**

### **ESSENTIAL MINIMUM REQUIREMENTS**

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

- > Bachelor of Medicine; Bachelor of Surgery (MBBS) or equivalent
- > Appropriate Specialist Qualifications and registrable with the Medical Board of Australia as a Medical Practitioner with Specialist registration

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

- > Demonstrated clinical excellence in rural emergency medicine.
- > Demonstrated high level of skills in communicating, negotiating and mediating.
- > Demonstrated leadership in the improvement of clinical outcomes and implementing clinical change
- > Demonstrated leadership in the analysis, implementation and review of best practice clinical process, systems and evidence-based practice.
- > Demonstrated ability to work co-operatively with a diverse range of people to achieve goals and solve problems in both group and one to one situations.
- > An ability to manage to the spirit and principles of the premier's safety Commitment and the legislative requirements of the Occupational Health Safety and Welfare Act, utilising AS/NZS 4360 Risk Management, or to an equivalent set of standards
- > Ability to engage and influence others to improve Aboriginal Health services provided to the local community.

#### **Experience**

- > A minimum of 5 years at a senior level of professional practice.
- > Experience in managing budgets.

#### **Knowledge**

- > Understanding of quality improvement principles.
- > Understanding of administrative policies and practices in a public hospital setting.
- > Understanding of budgetary requirements affecting the health system and mechanisms used as a means to control a budget process.
- > Understanding of contemporary health issues.

### **DESIRABLE CHARACTERISTICS**

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

- > Tertiary qualification in management.

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

- >

#### **Experience**

- >

#### **Knowledge**

- >

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

## 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:**