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SA Health Job Pack

Job Title	Registrar, Plastic and Reconstructive Surgery
Eligibility	Open to Everyone
Job Number	703765
Applications Closing Date	13/09/19
Region / Division	Southern Adelaide LHN
Health Service	Flinders Medical Centre
Location	Bedford Park
Classification	MDP2
Job Status	Temporary F/T (up to 31/01/2021)
Total Indicative Remuneration	\$95,302 - \$154,699 per annum

Contact Details

Full name	Suzanne Patten
Position Title	Secretary, Dpt of Plastic & Reconstructive Surgery
Phone number	8204 5213
Email address	suzanne.patten@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	Yes
Vulnerable Person-Related Employment Screening - NPC	Yes
Aged Care Sector Employment Screening - NPC	No
General Employment Probity Check - NPC	No

Further information is available on the SA Health careers website at <https://www.sahealthcareers.com.au/information/>, or by referring to the nominated contact person above.

Immunisation Risk Category

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



Southern Adelaide Local Health Network (LHN) JOB AND PERSON SPECIFICATION (NON-MANAGERIAL)

Role Title:	REGISTRAR, PLASTIC AND RECONSTRUCTIVE SURGERY
Classification Code:	MDP2
LHN/ HN/ SAAS/ DHA:	SOUTHERN ADELAIDE LOCAL HEALTH NETWORK
Hospital/ Service/ Cluster	FLINDERS MEDICAL CENTRE
Division:	SURGERY AND PERIOPERATIVE MEDICINE
Department/Section / Unit/ Ward:	PLASTIC AND RECONSTRUCTIVE SURGERY
Role reports to:	Operationally: Head of Unit, Plastic and Reconstructive Surgery Professionally: Head of Unit, Plastic and Reconstructive Surgery
Role Created/ Reviewed Date:	JUNE 2018
Criminal History Clearance Requirements:	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) (Working with Children Check) <input checked="" type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)
Immunisation Risk Category:	<input checked="" type="checkbox"/> Category A (<i>direct contact with blood or body substances</i>) <input type="checkbox"/> Category B (<i>indirect contact with blood or body substances</i>) <input type="checkbox"/> Category C (<i>minimal patient contact</i>)

Job Specification

Primary Objective(s) of role:

- The position is an accredited Australian Society of Plastic Surgeons training position and is accountable to the Director, Surgery and Perioperative Medicine Division through the Head of Unit, Plastic and Reconstructive Surgery. The position is responsible for the provision of high quality care to patients while working in wards and other areas such as theatres, emergency department and Clinic outpatients. The Senior Registrar is expected to work within the day to day operational rules of those areas.

Direct Reports:

- The Registrar, Plastic and Reconstructive Surgery will be professionally responsible to the Unit Head, Department of Plastic and Reconstructive Surgery and other staff with delegated supervisory positions.
- Will be responsible for the supervision of RMO's as directed by the Consultants and Registrars.

Key Relationships/ Interactions:

Internal

- The Plastic and Reconstructive Surgery Registrar will be professionally responsible to the Head of Department, 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 a work/life balance while adhering to rostering expectations.
- Managing difficult situations and people in times of stress.
- Ensuring good communication between health care professionals through accurate and objective written notes.

Delegations: (as defined in SALHN instruments of delegations)

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:

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 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 Guidelines 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'.
- 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.

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.
- > Background Screening and National Criminal History Clearances must be renewed every 3 years thereafter from date of issue for 'Prescribed Positions' under the *Children's Protection Act 1993* (Cth) or 'Approved Aged Care Provider Positions' as defined under the *Accountability Principles 1998* made in pursuant to the *Aged Care Act 2007* (Cth).
- > 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 and ongoing employment is subject to immunisation risk category requirements (see page 1).

STATEMENT OF KEY OUTCOMES AND ASSOCIATED ACTIVITIES

- Contribute to a safe and healthy work environment, free from discrimination and harassment by working in accordance with legislative requirements, the Code of Ethics for the South Australian Public Sector and departmental human resource policies, including WHS requirements.”
- Commitment to achieving and complying with National Safety & Quality Health Service Standards.
- Overall care and supervision of the delivery of that care to patients under the care of the Department or referred to the Department (in particular ensuring timely review and management of patients referred by the Emergency Department).
- General administration of the ward procedures relating to medical care, ensuring adequate documentation in the case notes, discharge summaries and follow up appointments.
- In association with Consultants and other Unit Registrars, supervise the resident staff and students on a day-to-day basis ensuring ready availability to provide advice and guidance. In doing this the Registrar will ensure that the RMO, students and interns are clearly aware of their tasks.
- To ensure that appropriate management is undertaken of patients in the Emergency Department and Outpatients.
- Provide a consultative service to other units 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.
- Participate in educational activities as required.
- Attend unit meetings as required.

Acknowledged by Occupant:_____ Date:____/____/____

Person Specification

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.
-

Personal Abilities/Aptitudes/Skills

Proven commitment to the principles and practise of:

- EEO, Ethical Conduct, diversity and WHS;
 - Quality management and client oriented service;
 - Risk management.
 - Excellent communication skills with the ability to communicate effectively with a wide range of people including colleagues and other professional staff, proficient in written and spoken English.
 - A commitment to providing a quality service to patients and their families.
 - Ability to work as a member of a team and ability to supervise more junior medical staff.
 - Appropriate time management skills/punctuality.
 - High level skills in problem solving and decision making.
 - Good teaching skills and the ability to teach medical education at all levels.
 - Commitment to clinical audit, and commitment and participation in continuing medical education activities.
 - Ability to act as a role model for medical students and junior medical staff.
 - Experience in self-directed research activity.
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Experience

- Proven experience in basic computing skills, including email and word processing.
 - Clinical experience and competence in the practice of surgery as expected for level of training.
 - Research experience and publication in peer-reviewed journals.
 - Surgical skills appropriate to level of training.
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Knowledge

- Understanding of Work Health Safety principles and procedures
 - Understanding of Quality Management principles and procedures
 - Understanding of Delegated Safety Roles and Responsibilities
 - Awareness of National Safety and Quality Health Service Standards
-

DESIRABLE CHARACTERISTICS

Personal Abilities/Aptitudes/Skills

Experience

- Proven experience in basic computing skills, including email and word processing
-

Knowledge

- Awareness of the Charter of Health and Community Services rights.
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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, socio economic, 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:

The Southern Adelaide Local Health Network (LHN) provides care for around 341,000 people living in the southern metropolitan area of Adelaide as well as providing a number of state-wide services, and services to those in regional areas. More than 7,000 skilled staff provides high quality patient care, education, research and health promoting services.

Southern Adelaide LHN provides a range of acute and sub-acute health services for people of all ages, and has two hospitals, Flinders Medical Centre, Noarlunga Hospital.

Southern Adelaide LHN Intermediate Care Services will deliver multi-disciplinary clinical care, addressing complexity through targeted approaches to complex chronic disease management in the community, and supported hospital discharge and avoidance programs. There is a key focus on building partnerships across the care continuum supporting interfaces between acute sites, GPs, Primary Care and Community based services.

Mental Health Services provides a range of integrated services across community and hospital settings, targeted at all age groups, in collaboration with non-Government organisations and General Practice Network South.

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; it sets out the South Australian Public Sector values as:

- > Service – Proudly serve the community and Government of South Australia.
- > Professionalism – Strive for excellence.
- > Trust – Have confidence in the ability of others.
- > Respect – Value every individual.
- > Collaboration & engagement – Create solutions together.
- > Honesty & integrity – Act truthfully, consistently, and fairly.
- > Courage & tenacity- Never give up.
- > Sustainability – 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.

SALHN Vision

We believe in providing the standard of health care that we desire for our own families and friends.

SALHN core value TRUST

Building positive relationships; with our patients, employees and partners.

Approvals

Job and Person Specification 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: