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SA Health Job Pack

Job Title	Senior Medical Practitioner (Women's Health Service)
Eligibility	Open to Everyone
Job Number	704372
Applications Closing Date	17/01/2020
Region / Division	Women's and Children's Health Network
Health Service	Women's Health Service
Location	Port Adelaide
Classification	MDP4
Job Status	Part time, temporary up to 12 months
Total Indicative Remuneration	\$173,448 - \$225,821

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 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**
- ☒ Vulnerable Person-Related Employment Screening - **NPC**
- ☐ Aged Care Sector Employment Screening - **NPC**
- ☐ General Employment Probity Check - **NPC**

Further information is available on the SA Health careers website at 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.](#)

Contact Details

Full name	Admin Coordinators Women's Health Service
Phone number	8444 0700
Email address	Health.WHSAdminCoordinators@sa.gov.au

NOTE: Please refer to the accountability statement at the end of this document.

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

Role Title:	Senior Medical Practitioner
Classification Code:	MDP4
LHN/ HN/ SAAS/ DHA:	Women's and Children's Health Network (WCHN)
Hospital/ Service/ Cluster	Women's and Children's Hospital (WCH)
Division:	Youth Women's Safety and Wellbeing Division (YWSWD)
Department/Section / Unit/ Ward:	Women's Health Service (WHS)
Role reports to:	Operationally – Manager of Womens Health Service Professionally – Senior Medical Practitioner - Lead
Role Created/ Reviewed Date:	Updated August 2019
Criminal History Clearance Requirements:	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) <input checked="" type="checkbox"/> Vulnerable (NPC) <input 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)

ROLE CONTEXT

Primary Objective(s) of role:

- > Provision of advanced quality client centred primary health care services to women experiencing family and domestic violence including injury documentation and reports that can be used in the criminal justice system.
- > Liaises with other service providers, both internally and externally, who work with women in relation to their medical care to ensure effective outcomes are achieved in line with the WHS Model of Care.
- > Undertakes education and research as required and will participate in and encourage/support team work amongst staff for optimal client service outcomes.
- > Responsible for providing and/or coordinating effective safety and quality processes.

Direct Reports:

- > Provides professional leadership, direction for medical trainees and medical students

Key Relationships/ Interactions:

Internal

- > Operationally reports to the Manager, WHS through an assigned Team Leader.
- > Professionally reports to the SMP Lead, WHS.
- > Clinical gynaecological support provided by WCHN Women's and Babies Division
- > Works within a multidisciplinary team of professionals.

External

- > Liaises with other hospital and community-based clinicians and public health professions in both private and government sectors.
- > Accountable to the community, clients and peers for professional standards.

Challenges associated with Role:

Major challenges associated with the role include:

- > Improve access to services for, women affected by domestic and family violence, particularly Aboriginal & newly arrived refugee women with complex health and social circumstances.
- > Ensuring that specialist women's health care services are delivered to best practice standard, and improve health outcomes for women within the service.
- > Improve service access to Aboriginal women, newly arrived refugee, migrant and vulnerable women with complex health and social circumstances.
- > Ensure the viability of specialist women's health care services and improve integration across the continuum of care through participating in strengthening innovation and service coordination.

Delegations:

- > Nil

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* (August 2017).
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > *Children's Protection Act 1993* (Cth) – 'Notification of Abuse or Neglect'.
- > 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.
- > Accountable for contribution to the safety and quality of care delivered to WCHN consumers (refer to Accountability Statement below).

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:

- > Appointment is subject to a satisfactory Background Screening and National Criminal History Check obtained through the Screening and Licensing Unit, Department for Communities and Social Inclusion to be renewed every 3 years thereafter from date of issue. Existing employees who have undertaken a Police Check and are cleared and then subsequently charged with an offence are required to inform their Line Manager immediately.
- > As a state-wide service, WCHN employees may be required to undertake work at various locations in metropolitan Adelaide, and provide outreach to other parts of South Australia (the latter in consultation with the incumbent of the role).
- > 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.
- > This Role Description provides an indication of the type of duties you will be engaged to perform. You may be lawfully directed to perform any duties that a person with your skills and abilities would reasonably be expected to perform.
- > Required to participate in on call and weekend service rosters
- > Drivers licence required
- > Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.
- > Some out of hours work may be required to attend meetings, conferences.
- > Intra and interstate travel may be required.
- > Eligible to have a Medicare Provider Number

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 always 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.

Specific Requirements:

The Women's and Children's Health Network requires that all medical staff fulfil their obligations in respect of meeting standards of professional practice including as required by:

- > Relevant State and Federal Legislation;
- > Australian Health Practitioner Regulation Agency (AHPRA);
- > Credentialing and Scope of Clinical Practice for Medical and Dental staff;

Scope of Practice

- > To provide specialised women's physical health services (sexual and reproductive); and to provide identification of mental health problems with referral as appropriate to services including specialist, GP and counselling services. To provide the above services to vulnerable Aboriginal and newly arrived refugee and migrant women, and women with complex health and social circumstances as described in Scope of Clinical Practice document on WCHN Credentialing Database.

Key Result Area and Responsibilities

The major responsibilities include the following listed below but should not be viewed as exhaustive.

Key Result Areas	Major Responsibilities
Specialised women's medical services are planned delivered and evaluated in line with the WHS Model of Care.	<ul style="list-style-type: none"> > Participate in responding to the health burden created by domestic and family violence including injury documentation and reports that can be used in the criminal justice system. > Offering Clinical support to our nurses who visit outreach services in domestic and family violence centres and other community settings as needed. > Promotes community awareness around the health impacts of domestic violence, including injury documentation, and reports that can be used in the Criminal Justice system. > Provision of women's specialised primary health care medical service expertise, within a multidisciplinary health care team, which are consistently provided and documented within medical practice standards and organisational guidelines and procedures. > Provide medical advice to members of the WHS team through participation in case discussions, conferences and in share care planning for clients. > Develop referral pathways linking community and hospital services to reduce hospital presentations, admissions and readmissions and improve chronic disease management > Apply knowledge of the relevant service sectors and referral pathways and processes to ensure women have an understanding of service options and are referred appropriately in response to their needs. > Maintain clinical documentation records and as required collect data analysis and report to ensure clinical services are maintained and continuous improvement initiatives implemented. > Develop client and interagency partnerships and discipline specific networks, to support women's needs and quality outcomes. > Work to ensure consistency of medical practice standards.
Clients are involved in delivery and development of the Service.	<ul style="list-style-type: none"> > Ensures staff work collaboratively with clients in the development of individual care plans in line with the WHS Model of Care. > Identifies opportunities for improvement in client care and implements planned strategies designed to promote and establish the Service as a benchmark for women's health excellence.
Team and individual development and education requirements are met.	<ul style="list-style-type: none"> > Provide training and assessment processes for medical students/trainees in line with the Model of Care. > Professional development needs of medical students/trainees are identified, undertaken and implemented. > Ensure supervision of medical team members is provided as required by the SMP Lead to ensure training and development needs are met. > Maintain individual professional development portfolio competencies within current role. > Attain individual professional competencies to a standard agreed with management and as designated by the professional registration body.
Women's health knowledge within the sector is developed.	<ul style="list-style-type: none"> > Participate in sector development training processes both internal and external to Women's Health Service for the purpose of increased women's health service access and improved health outcomes. > Develop and deliver expert contribution for relevant conferences,

	committees and working groups.
Quality management, professional standards and risk management activities and ongoing improvement of services are maintained.	<ul style="list-style-type: none"> > Continually review existing medical practices and procedures to ensure best practice, acceptance of change and promote consistency in service delivery and outcomes. > Implement and coordinate processes for quality improvement and risk management where appropriate, to meet organisational and professional practice requirements. > Ensure all service/clinical practices, for which you have responsibility, are assessed for risk and a management strategy is in place.
A positive culture and safe work environment is encouraged and fostered.	<ul style="list-style-type: none"> > Ensure that medical health care provisions and the activities of the Division are consumer focussed and professionally undertaken within an integrated team approach and the work culture is highly responsive to the needs of women. > Model and foster a positive work culture which is based on SA Health's values and promotes consumer service, learning and development, safety and welfare of clients/employees, acknowledges differences, and encourages creativity and innovation. > Resolve local and/or immediate multidisciplinary care or service delivery problems. > Ensure communication processes and related training provides staff with appropriate and effective skills to deal with challenging behaviours and the resolution of conflicts.
Culturally sensitive services are delivered	<ul style="list-style-type: none"> > Promote access and equity of services for women from culturally and linguistically diverse backgrounds. > Model behaviours and attitudes that are culturally sensitive in all interactions with staff/clients/stakeholders.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational

- > Bachelor of Medicine; Bachelor of Surgery (MBBS) or equivalent, registrable with the Medical Board of Australia as a Medical Practitioner

Personal Abilities/Aptitudes/Skills

- > Willingness to provide outreach services in domestic and family violence services.
- > Willingness to provide specialised services such as domestic violence injury documentation and respond to the health needs of women affected by domestic and family violence.
- > Willingness to write health reports in the context of Domestic Violence for the courts
- > Ability to support, communicate and relate to people with diverse value systems, cultural differences and special needs.
- > A high level of communication skills and ability to work effectively within a multidisciplinary team environment.
- > Ability to work with changing environments with clear planning and evaluation skills.

Experience

- > Advanced skills and clinical excellence in clinical practice within a primary health care setting.
- > Experience in complex duties including working with women from Aboriginal and Torres Strait Islander, refugee and disadvantaged backgrounds.
- > Experience in working autonomously and under limited supervision.
- > Experience in working with demanding and competing priorities while exercising a high level of professional judgement and clinical competence.

Knowledge

- > Knowledge of the social determinants of health for women affected by domestic and family violence to the provision of accessible and appropriate health services for these women.
- > Knowledge of feminist and human rights frameworks and their application in a women's health service setting with women whose lives have been impacted upon by violence or trauma.
- > Knowledge of the obligations relating to mandatory notifications, information sharing guidelines consumer rights and responsibilities, and duty of care.
- > Be willing to upskill clinical abilities reflecting the Model of Care where required.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- > Additional and relevant postgraduate tertiary qualifications relevant to clinical practice.
- > Vocational qualifications in Mental Health and Sexual Health
- > Pap Smear Provider

Personal Abilities/Aptitudes/Skills

- > Demonstrated ability to develop networks and pathways with Aboriginal and newly arrived refugee and migrant women and their communities and organisations.
- > Proven ability to lead, provide advice and support other medical professionals.

Experience

- > Proven experience in supporting and implementing change in a large organisation.
- > Leading and delivering undergraduate and postgraduate teaching programmes and on-the-job performance development activities.
- > Experience in development of documentation to support the delivery of a quality medical practice such as standards, protocols and procedures.
- > Experience in the analysis and interpretation of data.

Knowledge

- > Knowledge of feminist and human rights frameworks and their application in a women's health service setting with women whose lives have been impacted upon by violence or trauma.
- > Knowledge of health impacts created by domestic and family violence.
- > Knowledge of chronic disease, mental health and family violence issues.

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:

The Women's and Children's Health Network (WCHN) promotes, maintains and restores the health of women, children and young people in South Australia. The Service plans, develops and coordinates health services as part of an integrated health system.

The Women's and Children's Health Network efficiently conducts and manages, within its identified resources, health services for children, young people and women, including:

- > Specialist hospital services.
- > Primary health care and population health programs.
- > Integrated community care services.

- > Services to address the health and wellbeing of particular populations, including Aboriginal Health Programs.
- > Education and training programs.
- > Research.

Community Health Division provides specialist health care services and programs in the areas of youth health, women's health and safety, rape and sexual assault, child protection. The Division provides support to WCHN in child protection and women's safety. Services are based on an understanding that the everyday circumstances of life, including trauma and adversity, impact on health and wellbeing. Services are planned to improve population health and provided based on primary health care principles of participation, comprehensiveness, equity, cultural accountability, sustainability, effectiveness and community accountability. The Division provides metropolitan services for vulnerable women and young people, metro and country services in child protection and state wide services in sexual assault.

Women's Health Service provides specialised, evidence-based and accessible health care services for the most disadvantaged population groups of women to improve their health and wellbeing and enhance their ability to better navigate complex mainstream health care services.

Women's Health Service delivers health care services to Aboriginal women; newly arrived refugee and migrant women; and vulnerable women with complex health and social circumstances.

In addition, Women's Health Service has a leadership role in creating systems and structures that support the safety of women. Women's Health Service has been assigned lead responsibility for the health response to the SA Women's Safety Strategy 2011 including the Family Safety Framework.

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.

Domestic and Family Violence

The WCHN recognises violence against women as a human rights issue that must be addressed in the workplace, and is committed to a zero tolerance policy towards violence against women in the workplace. Accordingly employees must appropriately report and respond to any such acts in the workplace, and make available appropriate support to employees who may be experiencing violence in the community.

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:

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:

Accountability – what does it mean for me?

Within WCHN everyone is accountable for their contribution to the safety and quality of care delivered to consumers.

Consumers

Consumers and their families participate as partners to the extent that they choose. These partnerships can be in their own care, and in organisational design and governance.

Staff including Contractors, Locums, Agency, Students and Volunteers

All staff (as described above) have a role in the delivery of safe, high quality care to consumers, and are expected to perform their roles with diligence; and with a person-centred approach to the best of their ability. It is the responsibility of all staff to raise concerns when it is recognised that something is not right. Safety and quality is the responsibility of all staff, at all levels and across all locations.

Clinicians

All clinicians are accountable for the provision of competent, consistent, timely, safe, reliable, contemporary and person centred care within a defined scope of practice.

Clinicians work in teams with professionals from a variety of disciplines based on mutual respect and clear communication, with an understanding of responsibilities, capabilities, constraints and each other's scope of practice.

All clinicians are responsible for providing care that is person centred, evidence based and which focuses on safety through minimising risk while achieving optimal outcomes for consumers. This is helped by participating in clinical governance, in WCHN health and safety forums, fostering a learning environment and supporting other clinicians to provide high quality services which are safe.

Clinicians are expected to speak up when there are concerns about safety so that these can be rectified and learnt from. Clinicians are accountable for their own individual professional practice, including maintaining currency of credentialing, registration and professional practice.

Managers

Managers are accountable for implementing systems and practices that support high quality clinical practice. Managers oversee, guide and direct staff by providing leadership and advice ensuring appropriate clinical governance, continuous quality improvement, and leading safety programs. Managers develop, implement and monitor performance indicators for the identification, management and reporting of risk. Managers implement the Clinical Governance Framework; Consumer Engagement Framework and the requirements of the National Safety & Quality Standards within their areas of responsibility. Managers are expected to demonstrate diligence and honesty in the management of public resources.

Managers organise, direct and manage the performance of staff to meet operational requirements; implement and promote evidence based standards and policies that are compliant with relevant, professional, industrial and legislative requirements. Managers engage with and listen to staff, and create an environment where staff feel able to speak up in relation to concerns about safety. Managers address concerns raised and provide regular, ongoing feedback in the interests of improving care and safety.

Executive/Divisional Directors

Executive/Divisional Directors are accountable for embedding the Clinical Governance Framework; Consumer Engagement Framework and the requirements of the National Safety & Quality Standards into their areas of responsibility and providing assurance to the Executive and Board that these systems are in place and work effectively, all risks are known and mitigated and that staff understand their safety and quality responsibilities.

It is expected that those holding senior leadership positions will model the highest standards of ethical and professional behaviour.

WCHN Committees

WCHN Committees support Executive Directors to implement and evaluate organisational systems, support divisions to work together to identify and mitigate risk and continuously improve practice. They support the organisation to work as a single entity.

Chief Executive Officer

The Chief Executive has overall accountability for safety, care delivery, system governance and monitoring.

Board

The Board is accountable for governance, monitoring, compliance and ensuring the executive are discharging their responsibilities in managing the organisation.



Strategic Management Plan 2018-2020

Our Purpose: Improving the health and wellbeing of our community

Lead

Imagining the future

- Care for our staff so that we can care for our community
- Continue to strengthen person and family centred care
- Enable an innovative and productive culture to ensure we are delivering excellent care
- Ensure women, youth and children's safety
- Improve health outcomes for Aboriginal women, children and families
- Improve wellbeing and resilience of our young people
- Plan for the new Women's and Children's Hospital
- Work towards embedding a focus on the first 1000 days of life

Partner

Together we do better

Build a caring, innovative, productive and safe workplace culture that enables an engaged, skilled workforce

Create a climate to foster research excellence and translation into practice

Embed collaboration, teamwork and partnership to lead quality service delivery for a range of complex needs

Encourage consumer and community engagement at all levels

Envision what excellence in care and continuous learning means

Deliver

Improving the experience

Achieve ongoing accreditation under the National Safety and Quality Health Service Standards

Capitalise on service delivery benefits of modernised ICT infrastructure

Deliver greater efficiencies across outpatient services

Key goals

Develop resourceful strategies for sustainment of current WCH site

Ensure that all of our services are financially sustainable

Implement recommendations from the Child Protection Systems Royal Commission

Implement successful CAMHS and CaFHS service model improvements