



## ROLE DESCRIPTION

<b>Role Title:</b>	Advanced Trainee – Clinical Pharmacology		
<b>Classification Code:</b>	MDP2	Position Number	
<b>LHN/ HN/ SAAS/ DHA:</b>	Central Adelaide Local Health Network (LHN)		
<b>Site/Directorate</b>	Royal Adelaide Hospital		
<b>Division:</b>	Specialty Medicine 1		
<b>Department/Section / Unit/ Ward:</b>	Clinical Pharmacology		
<b>Role reports to:</b>	Head of Unit – RAH Clinical Pharmacology		
<b>Role Created/ Reviewed Date:</b>	June 2022		
<b>Criminal History Clearance Requirements:</b>	<input checked="" type="checkbox"/> National Police Certificate <input checked="" type="checkbox"/> Working with Children’s Check <input type="checkbox"/> National Disability Insurance Scheme <input type="checkbox"/> Aged Care Sector Check		
<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

<b>Primary Objective(s) of role:</b>
<p>The Advanced Trainee – Clinical Pharmacology is accountable to the Head of Unit – RAH Clinical Pharmacology and is responsible to improve the care of patients through safe, effective and efficient use of medicines.</p> <p>Clinical Pharmacology is a dynamic and varied specialty. Clinical Pharmacology training at Central Adelaide Local Health Network (CALHN) has a broad remit and will appeal to trainees with a wide range of interests and skills. It will particularly suit trainees who are self-directed, innovative and enjoy variety in training.</p> <p>In this role, the trainee will provide clinical services of the highest standard to all agencies and consumers of the CALHN, Regional networks and Statewide services. This position is suited to a Physician Trainee who has completed Basic Physician Training requirements with the Royal Australasian College of Physicians. Some learning activities or clinical experiences could involve after hours or weekend activities which will be rostered accordingly.</p> <p>The specific areas of training and activities include:</p> <ul style="list-style-type: none"> <li>• Specialist management of patients aged 18 years and older with complex needs, including but not exclusively multimorbidity and polypharmacy</li> <li>• Investigation and management of adverse drug reactions, overdose and poisoning in conjunction with Toxicologists at the Royal Adelaide Hospital</li> <li>• Ability to develop a therapeutic area of specialism e.g. hypertension, oncology, stroke, post acute sequelae of SARS-CoV2 infection (PASC)</li> <li>• Advising on the cost effective, safe and rational use of medicines on a population level through participation in SA formulary</li> </ul>

- Delivering prescribing education to promote safe and effective use of medicines through membership on various committees including the Drugs and Therapeutics Committee and South Australian Formulary Committee
- Developing expertise in the design and delivery of clinical trial and experimental medicine, and other research relating to pharmacology & therapeutics

The Advanced Trainee – Clinical Pharmacology is responsible for managing the care of all patients allocated to Clinical Pharmacology in consultation with the responsible Registrars, Consultants, Visiting Specialists, Nurses, and Allied Health professionals. The incumbent actively contributes to continuous quality improvement and education activities.

**Direct Reports:**

Nil

**Key Relationships/ Interactions:**

Reporting to the Head of Unit – Clinical Pharmacology

Internal

- Consultant Clinical Pharmacologists
- Other Advanced Trainees, Basic Trainees, and Students within Clinical Pharmacology
- Unit Administration, Nursing, and Allied Health Staff
- Program Support Staff
- Other Clinical, Nursing, Allied Health, and Administrative Staff in other Programs and Units

External

- Directorates, Programs and Services of CALHN
- Other health providers in the community and hospital sector
- Broader community, through the supervising Consultants, in the pursuit of comprehensive patient care

**Challenges associated with Role:**

Major challenges currently associated with the role include:

- Providing a comprehensive range of high quality services

**Delegations:**

Refer to [HR Delegations](#) and [Finance Delegations](#)

**Delegated Level** Nil

**Staff supervised:**

Direct:

Indirect:

### Special Conditions:

- Conditions of service are in accordance with the South Australian Salaried Medical Officers Award and subsequent Enterprise Bargaining arrangements.
- Must participate in the Unit's after hours on-call roster.
- Attend relevant meetings and staff development/education activities as required.
- Some out of hours work may be required.
- It is mandatory that no person, whether or not already working in SA Health, may be appointed to a position in SA Health unless they have provided the a satisfactory current Criminal and Relevant History Screening, as required by the *SA Health Criminal and Relevant History Screening Policy Directive*.
- *For appointment in a Prescribed Position under the Child Safety (Prohibited Persons) Act (2016)*, a current Working with Children Check (WWCC) is required from the Department for Human Services Screening Unit. For other positions, a satisfactory National Police Certificate (NPC) assessment is required.
- For '*Prescribed Positions*' under the *Child Safety (Prohibited Persons) Act (2016)*, the individual's WWCCs must be renewed every 5 years from the date of issue; and for '*Approved Aged Care Provider Positions*' every 3 years from date of issue as required by the *Accountability Principles 2014* issued pursuant to the *Aged Care Act 1997 (Cth)*.
- Appointment is subject to immunisation risk category requirements. There may be ongoing immunisation requirements that must be met.
- Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the *SA Health (Health Care Act) Human Resources Manual* for Health Care Act employees.
- The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.

### General Requirements:

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

- *Work Health and Safety Act 2012 (SA)* and when relevant WHS Defined Officers must meet due diligence requirements.
- *Return to Work Act 2014 (SA)*, facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.
- Meet immunisation requirements as outlined by the *Immunisation for Health Care Workers in South Australia Policy Directive*.
- Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- *Children and Young People (Safety) Act 2017 (SA)* 'Notification of Abuse or Neglect'.
- Disability Discrimination.
- *Independent Commissioner Against Corruption Act 2012 (SA)*.
- *Information Privacy Principles Instruction*.
- Relevant Awards, Enterprise Agreements, *Public Sector Act 2009*, *Health Care Act 2008* and the *SA Health (Health Care Act) Human Resources Manual*.
- Relevant Australian Standards.
- Duty to maintain confidentiality.
- Smoke Free Workplace.
- To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.

- Applying the principles of the *South Australian Government's Risk Management Policy* to work as appropriate.

The SA Health workforce contributes to the safety and quality of patient care by adhering to the South Australian Charter of Health Care Rights, understanding the intent of the National Safety and Quality Health Service Standards and participating in quality improvement activities as necessary.

### **Performance Development**

The incumbent will be required to participate in the organisation's Performance Review & Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to both CALHN and the broader SA Health values and strategic directions.

### **Handling of Official Information:**

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

SA Health employees will not misuse information gained in their official capacity.

SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

### **White Ribbon:**

SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

**Cultural Commitment:**

CALHN welcomes and respects Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. In acknowledgement of this, CALHN is committed to increasing the Aboriginal and Torres Strait Islander Workforce. Our Reconciliation Action Plan guides, supports and holds us accountable as we uphold our values and focus on making reconciliation a reality. The plan can be found at [centraladelaide.health.sa.gov.au](http://centraladelaide.health.sa.gov.au).

**Resilience:**

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

**Integrity Statement:**

As a public sector employee, the incumbent will have a responsibility to maintain ethical behaviour and professional integrity standards. It is expected that the incumbent act in accordance with the Code of Ethics, and contribute to a culture of integrity within SA Health.

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
<p><b>Adhering to legislation, standards, and frameworks</b></p>	<p>Adhere to the following:</p> <ul style="list-style-type: none"> <li>• Work Health and Safety Act 2012 (SA)</li> <li>• Code of Ethics for South Australian Public Sector</li> <li>• Australian Charter of Health Care Rights</li> <li>• Australian National Safety &amp; Quality Health Service Standards</li> <li>• Maintaining accreditation in accordance with hospital policy including mandatory training</li> </ul>
<p><b>Provide a high quality clinical service under the direction of the supervising Consultant</b></p>	<ul style="list-style-type: none"> <li>• Conducting consult rounds to plan, monitor and review the ongoing management and treatment of patients referred for consults to the service</li> <li>• Conduct ward rounds to plan, monitor and review the ongoing management and treatment of patients assigned to the care</li> <li>• Provide appropriate clinical care to patients in inpatient and outpatient settings</li> <li>• Coordinate the follow-up care of patients</li> <li>• Ensure comprehensive clinical records and effective communication with other care providers to promote continuity of patient care</li> </ul>
<p><b>Demonstrate a commitment to continuous service improvement</b></p>	<ul style="list-style-type: none"> <li>• Participating in the development of clinical guidelines and protocols</li> <li>• Attending and participating in the clinical and departmental meetings</li> <li>• Assisting where required with the investigation and prevention of patient incidents and complaints</li> <li>• Encouraging and supporting team work and coordination amongst medical, allied health, nursing and administrative staff to ensure better service outcomes</li> <li>• Participating in departmental peer review and audit activities</li> <li>• Continuously reviewing existing practices and promoting change where required</li> <li>• Undertaking training/professional development as required to attain and maintain required competency of skills and knowledge applicable to the role</li> </ul>
<p><b>Demonstrate a commitment to the provision of a multidisciplinary approach to clinical care</b></p>	<ul style="list-style-type: none"> <li>• Working harmoniously with all members of the team</li> <li>• Being responsive to the expectations and needs of colleagues</li> </ul>
<p><b>Engender a consumer focus in service delivery</b></p>	<ul style="list-style-type: none"> <li>• Ensuring consumers rights and responsibilities are acknowledged and respected</li> <li>• Ensuring that patients and families are given adequate information upon which to base treatment decisions and follow-up</li> </ul>

	<ul style="list-style-type: none"> <li>• Being responsive to complaints from patients and their relatives/carers</li> </ul>
<p><b>Contribute to the adoption of responsive risk management practices</b></p>	<ul style="list-style-type: none"> <li>• Ensuring that junior medical staff and students are adequately supervised at all times.</li> <li>• Ensuring that oneself and junior medical staff are appropriately orientated to new areas.</li> <li>• Ensuring that oneself and junior medical staff are aware of protocols and guidelines relevant to the area.</li> <li>• Maintaining an awareness of “risk” in the clinical environment.</li> <li>• Actively supporting and contributing to risk management initiatives.</li> <li>• Reporting adverse patient incidents or “near misses” and encouraging junior medical staff to report same.</li> <li>• Supporting a culture of “openness” and “no blame”.</li> </ul>
<p><b>Contribute to the provision of a safe, healthy and equitable work environment</b></p>	<ul style="list-style-type: none"> <li>• Reporting all staff accidents, incidents and near misses.</li> <li>• Complying with reasonable instructions or procedures aimed at protecting the health and safety of oneself and others.</li> <li>• Carrying out responsibilities as detailed in occupational health, safety and injury management policies and procedures.</li> <li>• Maintaining knowledge of and adhering to the principles and standards of equal employment opportunity legislation which ensures all employees in the workplace are treated in a fair and equitable manner, free from discrimination, bullying and harassment.</li> <li>• Providing a responsible and timely handover of patients when going off duty.</li> <li>• Providing early notification of holiday and sick leave where possible.</li> <li>• Being mindful of own physical and emotional health and well-being.</li> </ul>
<p><b>Contribute to the safeguarding of confidential information and intellectual property of the Hospital</b></p>	<ul style="list-style-type: none"> <li>• Adhering to the Hospital’s and Department of Human Service’s policy on confidentiality of patient’s information.</li> <li>• Adhering to the Hospital’s policy on information technology security.</li> <li>• Adhering to the Hospital’s policy on intellectual property.</li> </ul>

## **Knowledge, Skills and Experience**

### **ESSENTIAL MINIMUM REQUIREMENTS**

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

- Bachelor of Medicine; Bachelor of Surgery (MBBS) or equivalent
- General Registration with the Medical Board of Australia as a Medical Practitioner
- Must be eligible to undertake an Advanced Training Program as set out by the Royal Australasian College of Physicians in the year of commencing the position

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

- Sound communication skills
- Ability to recognise personal and professional limitations and address these where appropriate
- A willingness to accept constructive and regular feedback on performance or behaviour from any member of the organisation
- Demonstrated clinical competence
- Demonstrated understanding of time management and organisational skills
- Demonstrated personal and professional integrity
- Demonstrated respect for the members of a multi-disciplinary team
- Demonstrated commitment to quality improvement and safe practice
- Demonstrated ability to be adaptable to change
- Commitment to ongoing medical education
- Ability to act as a role model for medical students and junior medical staff
- High level skills in problem solving and decision making

#### **Experience**

- Some clinical experience and competence in the practice of medicine

#### **Knowledge**

- As per recognised undergraduate medical program
- Understanding of the rights and responsibilities of patients and their families
- Understanding of fundamental medico-legal issues.
- Knowledge of Relevant Government and Organisation policies and procedures within SA Health
- Understanding of Work Health and Safety principles and procedures
- Understanding of the Australian National Safety & Quality Health Service Standards.

### **DESIRABLE CHARACTERISTICS**

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

- Ability to communicate effectively with a wide range of people including colleagues and other professional staff
- A commitment to providing a quality service to patients and their families
- Able to work as a member of a multidisciplinary team
- Innovative and resilient
- Appropriate time management
- Proven commitment to the principles and practise of:
  - EEO, Ethical Conduct, Diversity and Worker Health & Safety.
  - Quality management and the provision of person and family centred care
  - Risk management.

#### **Experience**

- Proven experience in basic computing skills, including email and word processing
- Demonstrated innovation and resilience
- Proven clinical experience and competence in the practice of medicine
- Proven experience in basic computing skills, including email and word processing



- Proven experience in delivering high quality and safe care consistent with the National Safety and Quality Health Care Service Standards

### **Knowledge**

- Awareness of the CALHN strategic ambition <https://centraladelaide.health.sa.gov.au/our-strategic-ambition>
- Understanding of delegated roles and responsibilities

## **Organisational Context**

### **Organisational Overview:**

At CALHN we are shaping the future of health with world-class care and world-class research. This is fundamental in assisting us to achieve our vision of becoming one of the top five performing health services in Australia and one of the top 50 performing health services in the world within five years.

We are part of SA Health, which is the brand name for the public health system. As a system SA Health's mission is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians

### **Our Legal Entities:**

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Wellbeing. The Department for Health and Wellbeing is an administrative unit under the Public Sector Act 2009.

The legal entities include but are not limited to the Central Adelaide Local Health Network Inc., Northern Adelaide Local Health Network Inc., Southern Adelaide Local Health Network Inc., Women's and Children's Health Network Inc., Barossa Hills Fleurieu Local Health Network Inc., Eyre and far North Local Health Network Inc., Flinders and Upper North Local Health Network Inc., Limestone Coast Local Health Network Inc., Riverland Mallee Coorong Local Health Network Inc., Yorke and Northern Local Health Network Inc. and SA Ambulance Service Inc.

### **SA Health Challenges:**

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Strategic Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

### **Central Adelaide Local Health Network:**

Established in July 2011, CALHN is one of five Local Health Networks (LHNs) in South Australia and we are accountable to the Central Adelaide Local Health Network Governing Board. Our board has oversight of our strategy, risk management, governance and performance, and works with our Chief Executive Officer to provide strategic direction for our network.

CALHN is responsible for the following health services:

- Royal Adelaide Hospital (RAH)
- The Queen Elizabeth Hospital (TQEH)

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

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

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

CALHN's purpose is to deliver quality and sustainable healthcare. While the delivery of high quality patient care is our number one priority, underpinning our goals is good governance, improved patient experience, business operations, efficiency and financial performance and more accountable and contemporary ways of working.

To find out more about CALHN visit [centraladelaide.health.sa.gov.au](http://centraladelaide.health.sa.gov.au).

**Division/ Department:**

The Specialty Medicine 1 program consists of the Central and Northern Adelaide Renal Transplant service (including Satellite dialysis units), Clinical Immunology and Allergy, Rheumatology, Perioperative Medicine and Central Outpatients.

## Values and behaviours

### Central Adelaide Local Health Network Values

Our values, together with our vision and ambitions provide direction for everything that happens across our network. They outline who we are, what we stand for, what our consumers and their families can expect from us and what we can expect from each other. They guide our decisions and actions.

Values	Behaviours
<i>People first</i>	<ul style="list-style-type: none"><li>- I am there for my patients and colleagues when they need me most.</li><li>- I put myself in my patients and colleagues shoes to understand their needs.</li><li>- I go out of my way to make sure my patients and colleagues achieve the best outcome and have a great experience.</li><li>- I respect uniqueness in my colleagues, our patients and their families.</li></ul>
<i>Ideas driven</i>	<ul style="list-style-type: none"><li>- I look and listen to ensure I fully understand the problem and find a solution.</li><li>- I look for ways to break-down barriers and silos to hear new perspectives and solve complex problems.</li><li>- I invest in my own learning and look for opportunities to explore and introduce new ideas.</li><li>- I am interested in critical research and how it informs creative thinking.</li></ul>
<i>Future focussed</i>	<ul style="list-style-type: none"><li>- I embrace leading practices and use them to evolve our ways of working.</li><li>- I lead and support change to improve patient and organisational outcomes.</li><li>- I am constantly on the look-out for opportunities to improve.</li></ul>
<i>Community minded</i>	<ul style="list-style-type: none"><li>- I put my hand up to lead work that matters.</li><li>- I am accountable and focused on value.</li><li>- I value and champion diversity.</li><li>- I embrace collaboration and constructive partnerships.</li></ul>

### 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 CALHN as described within this document.

**Name:**

**Signature:**

**Date:**