



### Statewide Clinical Support Services (SCSS)

#### ROLE DESCRIPTION

<b>Role Title:</b>	Medical Scientist – Digital Pathology Project Manager
<b>Classification Code:</b>	MeS-3
<b>LHN/ HN/ SAAS/ DHW:</b>	Statewide Clinical Support Services (SCSS), CALHN, SA Health
<b>Hospital/ Service/ Cluster:</b>	SA Pathology
<b>Division:</b>	SCSS
<b>Department/ Section/ Unit/ Ward:</b>	Anatomical Pathology
<b>Role reports to:</b>	Directorate Manager, Anatomical Pathology
<b>Role Created/Reviewed Date:</b>	31/07/2024
<b>Criminal and Relevant History Screening:</b>	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Working With Children’s Check (WWCC) (DHS) <input checked="" type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)
<b>Immunisation Risk Category Requirements:</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 Medical Scientist/Project manager will manage the Digital Pathology project for SA Pathology including initial scoping and planning through to design, procurement and implementation. Consult with staff across the full range of directorates/disciplines to define the requirements and scope for digital image scanning, distribution, analysis, reporting and storage. Apply high-level scientific knowledge and professional judgement to the design, evaluation, optimisation and implementation of the digital pathology solution for SA Pathology. Work with the Digital Pathology Committee Chair/Project Lead to ensure that optimal digital imaging solutions are identified and implemented. Maintain comprehensive project records and prepare detailed progress reports. Identify barriers to project progress. Resolve issues, ensure systems validation and overall project success.</p>

<b>Direct Reports:</b>
> NA

### Key Relationships/ Interactions:

#### Internal

- > Digital Pathology Committee Chair/Project Lead.
- > Members of the Digital Pathology Committee.
- > Digital pathology stakeholders from various directorates.
- > Interacts closely with personnel at all levels on a daily basis within SA Pathology regarding project issues and digital imaging requirements.

#### External

- > Communicate with subject experts and vendors regarding project requirements.
- > Exchange of information with local, national and international key personnel regarding project requirements.

### Challenges associated with Role:

Major challenges currently associated with the role include:

- > Identifying and delivering opportunities to provide an optimised digital pathology solution with broad applicability across SA Pathology.
- > Maintain and foster a culture of high-quality service.
- > In collaboration with directorate managers, lead change management in the transition from current to future workflow models.
- > Provide significant contribution to efficient workflow planning to manage growing workload pressures.
- > Interpret scientific literature to provide a comprehensive investigation of digital imaging technology and its application in the pathology sector.

### Delegations:

- > No Financial Delegation in accordance with SCSS Delegations

## Key Result Areas and Responsibilities

Key Result Areas	Major Responsibilities
<b>Project scoping and planning</b>	<ul style="list-style-type: none"><li>&gt; Conduct comprehensive needs assessment through stakeholder engagement.</li><li>&gt; In collaboration with the Digital Pathology Committee Chair/Project Lead, define project scope, objectives, deliverables and performance measures</li><li>&gt; Develop detailed project plans, timelines and resource requirements.</li><li>&gt; In collaboration with the Digital Pathology Committee Chair/Project Lead, establish project governance structures and communication protocols.</li></ul>
<b>Design, Development and Progression</b>	<ul style="list-style-type: none"><li>&gt; Collaborate with cross-discipline teams to design the digital pathology solution</li><li>&gt; Resolve issues that arise during the project.</li><li>&gt; Track project progress.</li><li>&gt; Report on project successes, barriers and solutions.</li></ul>

	<ul style="list-style-type: none"> <li>&gt; Manage and deliver processes required to meet the project objectives in line with SA Pathology’s Strategic Plan and associated organisational plans</li> </ul>
<b>Procurement</b>	<ul style="list-style-type: none"> <li>&gt; Identify potential single vendors for end-to-end solutions and/or multi-vendors for best-of-breed stack solutions.</li> <li>&gt; Assist in the preparation of procurement documentation.</li> <li>&gt; Collaborate with the procurement team to coordinate the evaluation of vendor submissions.</li> </ul>
<b>Implementation</b>	<ul style="list-style-type: none"> <li>&gt; Manage installation, configuration and deployment of the digital pathology solution</li> <li>&gt; Assist in the development and application of training programs relevant to the discipline and directed towards technical, scientific and medical staff.</li> <li>&gt; Prepare procedure documentation including equipment maintenance protocols compliant with NPAAC requirements.</li> <li>&gt; Assist with equipment set-up and optimisation through participation in User Acceptance Testing (UAT) within the framework of established change management governance protocols.</li> <li>&gt; Ensure the effective and efficient use of resources (time, people, equipment) optimising workflow and turnaround times for test results.</li> </ul>
<b>Quality</b>	<ul style="list-style-type: none"> <li>&gt; Actively participate in the application of Quality Management principles in accordance with appropriate regulatory framework. This includes: <ul style="list-style-type: none"> <li>o Document control</li> <li>o Risk management</li> <li>o Training plans and records</li> </ul> </li> <li>&gt; In collaboration with the Digital Pathology Committee Chair, compile and curate approved validation protocols for digital pathology applications to ensure compliance with NPAAC requirements.</li> <li>&gt; Compile and curate validation reports to meet NPAAC requirements for digital pathology applications.</li> <li>&gt; Contribute to publication of evidence derived from validation studies to support the adoption of high quality, peer-reviewed procedures.</li> </ul>
<b>Stakeholder engagement</b>	<ul style="list-style-type: none"> <li>&gt; Act as the primary point of contact for all project stakeholders</li> <li>&gt; Facilitate regular project meetings and provide progress updates</li> <li>&gt; Prepare and present project reports to Executive Management Team.</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>&gt; Develop and maintain skills to ensure current knowledge in diagnostic, research and development activities associated with digital pathology.</li> <li>&gt; Participate in professional development activities via internal/external continuing education programs.</li> <li>&gt; Contribute to professional societies and remain informed about current developments in digital pathology.</li> <li>&gt; Participate in applied research and development projects through application of scientific method.</li> <li>&gt; Assist in the preparation of reports for presentation at scientific and laboratory meetings and for refereed publications.</li> <li>&gt; Develop and maintain knowledge of current relevant scientific literature.</li> </ul>

Values and Outcomes	<ul style="list-style-type: none"> <li>&gt; Use strong communication and collaboration skills, to assist stakeholders and respond to questions and problems.</li> <li>&gt; Participate in the development and advancement of a positive work culture which is based on SA Health's values and promotes customer service, learning and development, safety and welfare of employees that acknowledges differences, and encourages creativity and innovation.</li> </ul>
<b>Work Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>&gt; Contribute to Work Health and Safety within SA Pathology by taking reasonable care to protect personal health and safety of other staff, wear protective clothing and use safety equipment as directed.</li> <li>&gt; Report incidents and risks in a timely manner.</li> <li>&gt; Handling and processing of biological hazardous samples.</li> <li>&gt; Collaborate with senior staff in resolution of issues and mitigation of risks.</li> <li>&gt; Complete mandatory training obligations including emergency evacuation and fire training.</li> </ul>

## Knowledge, Skills and Experience

### ESSENTIAL MINIMUM REQUIREMENTS

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

[The Requirements for Supervision in the Clinical Governance of Medical Pathology Laboratories \(Fifth Edition 2018\)](#) by the National Pathology Accreditation Advisory Council (NPAAC), defines a scientist as a person with competence to perform the functions required and who is authorised to perform these functions. A medical scientist must possess one of the following qualifications:

- a. *A degree at Australian Qualifications Framework level 7 awarded from a university in Australia with >70% of subjects relevant to the field of pathology of a 3-year degree*
- b. *A degree at Australian Qualifications Framework level 7 with subjects relevant to the field of pathology awarded by an overseas tertiary institution if the qualification is assessed as equivalent to a degree accredited by the Australian Institute of Medical Scientists*
- c. *An associate qualification conferred by the Australian Institute of Medical Technologists before 1 December 1973.*

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

- > An ability to lead, motivate and develop staff.
- > A high level of relevant scientific expertise.
- > High level analytical skills.
- > Accept accountability and responsibility for own practice.
- > Strategic thinking and planning
- > Demonstrate excellent communication, critical thinking, organisational and problem-solving skills.
- > Ability to establish priorities and adapt to changing work demands.
- > Exercise effective time management skills.
- > Ability to evaluate, develop and implement new techniques and procedures.
- > Ability to provide high level of personal, oral and written communication skills with professional and other staff at all levels, from both internal and external sources.
- > Ability to collaborate with diagnostic and research personnel.

- > Function as a proactive team member and be able to communicate openly and honestly.
- > An ability to work autonomously.
- > A high level of interpersonal skills.
- > Must be able to demonstrate a positive commitment to customer service.
- > An ability to operate effectively under pressure.
- > Ability to plan for the future to achieve organisational objectives.
- > Ability to manage and optimise complex workflow

### **Experience:**

- > Experience in the leadership and training of staff.
- > Extensive diagnostic pathology laboratory experience.
- > Demonstrated high levels of expertise in the interpretation and reporting of tests in a complex laboratory environment.
- > Experience in the interpretation, monitoring, evaluation and management of quality control and assurance.
- > Experience in the use of various software applications.
- > Experience in risk management

### **Knowledge:**

- > Specialised knowledge in a relevant medical laboratory discipline.
- > Knowledge of computer applications for analysis of laboratory data.
- > Extensive knowledge of quality procedures.
- > Knowledge of Work Health and Safety practices.
- > Knowledge of laboratory reporting and management systems
- > Knowledge of visualisation techniques applied in a relevant laboratory discipline.

## **DESIRABLE CHARACTERISTICS**

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

- > BAppSc (Med Lab Sc) or equivalent qualification accepted as suitable for full professional membership of an appropriate professional society (AIMS- professional membership, HGSA – full membership, ASC - non-medical membership, AACB- Associate Member, ASM - professional membership.
- > Post Graduate qualifications in a relevant field.
- > Training and/or experience in Project Management.

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

- > Ability to identify factors that impact team and individual performance.
- > Ability to think strategically.

### **Experience:**

- > Experience in project management
- > Experience in the management of a diagnostic pathology service.
- > Experience in counselling, advocacy and negotiation skills.
- > Experience in conducting education and training programmes.
- > Experience in the provision of a quality client service and dealing with client requirements.

### **Knowledge:**

- > Knowledge of image capture systems
- > Recognised knowledge in one or more disciplines of diagnostic pathology.
- > Extensive knowledge of computer applications in diagnostic pathology.
- > Knowledge of multiple pathology disciplines

### Special Conditions:

- > 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 and 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.

**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.

**Resilience:**

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

## 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 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 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 Anatomical Pathology Directorate in SA Pathology provides comprehensive services in all areas of Anatomical Pathology through a coordinated network of laboratories. These are located in the five largest South Australian public hospitals, the Royal Adelaide Hospital, Flinders Medical Centre, The Queen Elizabeth Hospital, Lyell McEwin Hospital and Women's and Children's Hospital. Services are provided to all public hospitals as well as to metropolitan, regional, and rural medical practitioners within South Australia.



## Values

### Statewide Clinical Support Services Values

Within SCSS our people are at the heart of what we do. We are committed to building a strong, vibrant culture and place to work, and to providing high-quality care to our patients and consumers that demonstrates our values in action. Our five core values are Integrity, Compassion, Accountability, Respect and Excellence (ICARE):

<b>Integrity:</b>	We are honest, consistent and act fairly. We make evidence-based decisions that are in the best interests of the South Australian community.
<b>Compassion:</b>	Patients and consumers are front of mind in everything we do, and we approach care for others with empathy and kindness. We provide an environment that is safe and caring and we will support each other at all times.
<b>Accountability:</b>	We take ownership of our responsibilities and actions. We own our mistakes and take proactive measures to find effective solutions. We demonstrate our values in our actions and behaviours
<b>Respect:</b>	We foster a culture that is respectful of our consumers, patients and each other. We value diversity and everyone's input and demonstrate trust in each other.
<b>Excellence:</b>	We complete and promote work of the highest standard. We challenge the normal way of doing things to ensure continuous improvement and we seek consumer input to represent the diversity of our 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.

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

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 understood the responsibilities associated with role, the organisational context and the values of SA Health as outlined within this document.

**Name:**

**Signature:**

**Date:**