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## SA Health Job Pack

<b>Job Title</b>	Clinical Geneticist, Paediatric and Reproductive Genetics Unit
<b>Job Number</b>	683665
<b>Applications Closing Date</b>	22/2/2019
<b>Region / Division</b>	SA Health - Women's and Children's Health Network
<b>Health Service</b>	Division of Paediatric Medicine
<b>Location</b>	North Adelaide
<b>Classification</b>	MD2
<b>Job Status</b>	Part time, 22.5 hours per week, ongoing
<b>Indicative Total Remuneration*</b>	\$313,449 - \$580,544

## 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:

- ☒ Child Related Employment Screening - **DCSI**
- ☒ 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](http://www.sahealth.sa.gov.au/careers) - see Career Information, or by referring to the nominated contact person below.

## Contact Details

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# Guide to submitting an application

Thank you for considering applying for a position within SA Health. Recruitment and Selection processes across SA Health are based on best practice and a commitment to a selection based on merit. This means treating all applications in a fair and equitable manner that aims to choose the best person for the position.

A well presented, easy to read application will allow the panel to assess the information they need from your application. To give yourself the best opportunity to reach interview, the application should clearly and concisely demonstrate to the selection panel that you are suitably equipped to perform the role, and that you possess all of the stated minimum essential skills, abilities, knowledge, experience and educational qualifications (where required).

The online application form to apply for this position will ask for employment history, education, qualifications and referees however to understand the position and requirements we suggest you become familiar with the attached Job and Person Specification.

We request that you attach the following to your application -

- ✍ **A covering letter** of up to 2 pages introducing yourself to the selection panel and describing your skills, abilities, knowledge, qualifications and experience in relation to the position;
- ✍ **A current Curriculum vitae/Resume** that includes your personal details, relevant employment history, education, training courses, qualifications and professional memberships.

\* Refer to <http://www.sahealthcareers.com.au/information/> for further information regarding

- The Indicative Total Remuneration which is inclusive of Award salary, superannuation and other monetary benefits.
- Information for Applicants
- Criminal History Assessment requirements



## ROLE DESCRIPTION

<b>Role Title:</b>	Staff Specialist – Clinical Geneticist, Paediatric and Reproductive Genetics Unit
<b>Classification Code:</b>	MD2
<b>LHN/ HN/ SAAS/ DHA:</b>	Women's and Children's Health Network
<b>Hospital/ Service/ Cluster</b>	Women's and Children's Hospital
<b>Division:</b>	Division of Paediatric Medicine
<b>Department/Section / Unit/ Ward:</b>	Clinical Genetics
<b>Role reports to:</b>	Medical Director, Division of Paediatric Medicine via the Medical Unit Head, Paediatric and Reproductive Genetics Unit
<b>Role Created/ Reviewed Date:</b>	November 2018
<b>Criminal History Clearance Requirements:</b>	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) <input checked="" type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)

## ROLE CONTEXT

### Primary Objective(s) of role:

The Staff Specialist – Clinical Geneticist

- > Provides expertise relating to clinical genetic services for genetic disorders of childhood and pregnancy-related genetic counselling within the Paediatric and Reproductive Genetics Unit.
- > Contributes to education and research within the Unit and encourages and supports team work amongst staff for optimal clinical service outcomes.

### Key Relationships/ Interactions:

The Staff Specialist:

- > Reports to the Medical Director, Division of Paediatric Medicine, via the Head of the Paediatric and Reproductive Genetics Unit.
- > Works with his/her peer group of Clinical Geneticists and Genetics Counsellors within the South Australian Clinical Genetics Service.
- > The Staff Specialist (or Clinical Geneticist) position (WCHN) is embedded in the SA Clinical Genetics Service.

**Challenges associated with Role:**

Major challenges currently associated with the role include:

- > To ensure that services of the SA Clinical Genetics Service are delivered to best practice standard, and improve health outcomes.
- > To establish and maintain strong professional links within and external to WCHN, and on a state-wide and national level.
- > To value and respect the needs and contributions of WCHN Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence.
- > To value and respect the different cultural practices of our patients and parents from immigrant families as well as ensuring complete understanding of issues when they are not English speaking.

**Delegations:**

- > Nil – As per WCHN Delegations.

**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 2014*.
- > 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.

**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.

**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.

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
<b>Provide high standard clinical services to patients using evidence based practice.</b>	<ul style="list-style-type: none"> <li>&gt; Contribute to a culture of service excellence within the Paediatric and Reproductive Genetics Unit.</li> <li>&gt; Contribute to effective consultation, communication and cooperation between staff involved in the provision of clinical genetic services for Paediatric and reproductive genetic conditions.</li> <li>&gt; Review service provision and implementing service improvement initiatives for Paediatric and Reproductive Genetics.</li> <li>&gt; Develop and implement standardised policies, procedures and reporting.</li> <li>&gt; Ensure that the SA Clinical Genetics Service's clinical database is used effectively.</li> <li>&gt; Provide expert clinical genetics advice, information and training to colleagues, referring medical practitioners and other healthcare professionals in South Australia.</li> </ul>
<b>Encourage and foster a positive team culture and safe work environment.</b>	<ul style="list-style-type: none"> <li>&gt; Contribute to a team environment, which promotes positivity, learning and development, safety and welfare of employees, acknowledges differences, and encourages creativity, innovation and honesty.</li> <li>&gt; As a team member, contribute to the development of a positive approach and commitment to patient service.</li> <li>&gt; Promote a positive team, which actively deals with conflict and inappropriate behaviours expediently and effectively.</li> </ul>
<b>Ensure ongoing professional development for the incumbent and training of undergraduate and postgraduate trainees in clinical genetics.</b>	<ul style="list-style-type: none"> <li>&gt; Represent the SA Clinical Genetics Service at relevant clinical meetings.</li> <li>&gt; Supervise clinical genetics and genetic counselling trainees in the Paediatric and Reproductive Genetics Unit.</li> <li>&gt; Active involvement at the State, National and International level in professional and academic activities related to clinical genetics and genetic counselling.</li> </ul>
<b>Contribute to advances in knowledge in the specialty.</b>	<ul style="list-style-type: none"> <li>&gt; Initiate, support and contribute to clinical research initiatives within the specialty area.</li> <li>&gt; Participate in multi-centre research trials.</li> </ul>
<b>Participate in quality management, quality assurance and risk management activities and ongoing improvement of services.</b>	<ul style="list-style-type: none"> <li>&gt; Continuously review existing practices and promote change where required.</li> <li>&gt; Contribute to the development of practice guidelines, protocols and quality indicators.</li> <li>&gt; Ensure clinical risks are assessed and appropriate corrective strategies are developed.</li> </ul>

## **Knowledge, Skills and Experience**

### **ESSENTIAL MINIMUM REQUIREMENTS**

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

- > Bachelor of Medicine; Bachelor of Surgery (MBBS) or equivalent Appropriate Specialist Qualifications and registrable with the Medical Board of Australia as a Medical Practitioner with Specialist registration; or another qualification as defined in the SA Medical Officers Award.

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

- > Well-developed interpersonal and communication skills (written and verbal), including the ability to work with individuals and families for positive health outcomes and to foster productive working relationships both internally and externally.
- > Demonstrated ability to work as part of a multidisciplinary team.
- > Demonstrated commitment to providing a quality service to the patient.

#### **Experience**

- > Experience in Paediatric and Reproductive Genetics clinical service provision.

#### **Knowledge**

- > Knowledge of the operation of a clinical genetics service.
- > Knowledge of current trends in relevant to clinical genetics and genetic counselling and a broader knowledge of service provision within the health system.

### **DESIRABLE CHARACTERISTICS**

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

- > Certification as a Clinical Geneticist by the HGSA, or satisfactory completion of the training requirements of the Royal Australasian College of Physicians' Specialist Advisory Committee in Clinical Genetics, or equivalent qualification.
- > Professional or research qualifications relevant to the position.

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

- > Experience in subspecialty area of clinical genetics, such as neurogenetics, prenatal diagnostic genetics, cardiac genetics or genetics of connective tissue disease.

#### **Experience:**

- > Experience of clinical/laboratory liaison in the delivery of high quality clinical and laboratory genetics services.
- > Experience in leading and coordinating multidisciplinary teams.
- > Involvement in research initiatives.

#### **Knowledge:**

- > Sound knowledge of the operation of a clinical genetics service.
- > Knowledge of current trends relevant to clinical genetics and genetic counselling and a broader knowledge of service provision within the health system.
- > Clinical resource management.





## 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 legal entities include but are not limited to Department for Health and Wellbeing, 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) was established to promote, maintain and restore 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.

## 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**

# 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



Government of South Australia  
SA Health