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SA Health Job Pack

Job Title	Medical Scientist
Eligibility	Open to Everyone
Job Number	699686
Applications Closing Date	13/12/2019
Region / Division	Statewide Clinical Support Services
Health Service	SA Pathology
Location	Adelaide
Classification	MeS2
Job Status	Full time, Ongoing
Total Indicative Remuneration	\$92,017 - \$105,461

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 B (indirect 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 B (indirect contact with blood or body substances). [Please click here for further information on these requirements.](#)

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

Role Title:	Medical Scientist		
Classification Code:	MeS-2	Position Number	
LHN/ HN/ SAAS/ DHA:	Statewide Clinical Support		
Site/Directorate	SA Pathology		
Division:	Microbiology & Infectious Diseases		
Department/Section / Unit/ Ward:	Virology		
Role reports to:	Laboratory Manager		
Role Created/ Reviewed Date:	April 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) <input type="checkbox"/> Category C (minimal patient contact)		

ROLE CONTEXT

Primary Objective(s) of role:	
<p>The position is classified at the MeS-2 level by virtue of the overall level of job demand and responsibility and particularly contains the requirements to participate in the scientific and technical operation of the Virology / Serology and Molecular Diagnostic Department by:</p> <p>Participating in all activities related to test performance, including quality aspects, problem solving, assessment, planning, liaison, execution, analysis, interpretation, generation and release of results. Working as an effective team member with scientific, technical and medical staff. Assist with the training and supervision of scientific or technical staff as required. Contributing to the development of advanced techniques and methodologies, by participating in the research and development activities of the laboratory as required. Undertaking complex activities and contributes to the selection and application of new techniques and methodologies based on professional judgement. Addressing problems through combinations of standard procedures and/or modifications to standard procedures.</p>	
Direct Reports:	
Supervisor Reports to:	Head of Department
Supervisor's Position:	Laboratory Manager
Subject Position:	Medical Scientist
Staff Supervised:	Medical Scientists and Technical Officers

Key Relationships/ Interactions:
<p><u>Internal</u></p> <ul style="list-style-type: none"> • Frequent communication with medical staff within SA Pathology regarding specimens, testing and results. • Communication with staff within directorate and across directorates regarding specimens, tests and equipment. <p><u>External</u></p> <ul style="list-style-type: none"> • Communication with staff requesting pathology testing regarding specimens, testing and results. • Communication of results to a variety of authorised staff. • Inform medical personnel including Infectious Diseases Consultants, ward staff and infection control Staff of test results as required or requested.
Challenges associated with Role:
<p><u>Internal</u></p> <ul style="list-style-type: none"> • Frequent communication with medical staff within SA Pathology regarding specimens, testing and results. • Communication with staff within directorate and across directorates regarding specimens, tests and equipment. <p><u>External</u></p> <ul style="list-style-type: none"> • Communication with staff requesting pathology testing regarding specimens, testing and results. • Communication of results to a variety of authorised staff. • Inform medical personnel including Infectious Diseases Consultants, ward staff and infection control Staff of test results as required or requested.
Delegations:
<p>Nil.</p>
Special Conditions:
<ul style="list-style-type: none"> • It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory Background Screening and National Criminal History Clearance. • <i>Prescribed Positions</i> under the <i>Children's Protection Act (1993)</i> must obtain a satisfactory Criminal and Relevant History 'child-related' employment screening through the Screening and Licensing Unit, Department for Communities and Social Inclusion. • Criminal and Relevant History Screening must be renewed every 3 years thereafter from date of issue for 'Prescribed Positions' under the <i>Children and Young People (Safety) Act 2017</i> or 'Approved Aged Care Provider Positions' as defined under the <i>Accountability Principles 2014</i> pursuant to the <i>Aged Care Act 2007 (Cth)</i>. • 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 <i>Public Sector Act 2009</i> for Public Sector employees or the <i>SA Health (Health Care Act) Human Resources Manual</i> 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 Guidelines for Health Care Workers in South Australia Policy Directive.*
- *Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).*
- *Children's Protection Act 1993 (Cth) – 'Notification of Abuse or Neglect'.*
- *Disability Discrimination.*
- *Independent Commissioner Against Corruption Act 2012 (SA).*
- *Information Privacy Principles Instruction.*
- *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.*

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 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.

Resilience:

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

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Development and validation or verification high volume Bio-threat assays	<ul style="list-style-type: none"> • Review of available commercial bio-threat assays. • Development of NAT assays for the detection of microbial agents of public health importance, suitable for high volume testing. <p>Including:</p> <ul style="list-style-type: none"> ○ Communication and collaboration with Australian laboratories to share detail on relevant in-house developed bio-threat assays. ○ Modification of existing assays or design of candidate assays. ○ Source appropriate control materials. ○ Verification of stability, sensitivity, specificity and measuring limits of detection in accordance with the NPAAC guidelines. • Method preparation, reagent management and staff training. • Participation in chemical, biological, radiological or nuclear incident training. • Participate in Physical Containment Level 3 (PC3) laboratory activities associated with the Bio-threat assay development program.
Contribute to the provision of an efficient and high quality diagnostic Infectious Disease Service by:	<ul style="list-style-type: none"> • Ensuring the correct test procedure selection for each specimen, supervising test performance and facilitating work, and interpretation of test results in consultation with senior, medical and scientific staff. • Participate in the performance of routine tests. • Performance of specialised and more complex tests. • Assisting with the use and maintenance of more complex equipment. • Assisting with the training of technical or scientific staff. • Developing and maintaining knowledge of current relevant scientific literature. • Supervising internal and external quality control programs with the implementation of appropriate corrective action. • Providing advice on appropriate testing on straightforward matters. • Liaising with requesting medical officers, and other scientific, and health professionals. • Reporting results directly to clients. • Assisting with the preparation for NATA, ISO, TGA and other accreditation requirements as determined by SA Pathology. • Preparing reports including recommendations for straightforward operations.
Contribute to the professional and scientific expertise of the Virology / Serology / Molecular Diagnostic Laboratory by:	<ul style="list-style-type: none"> • Maintaining skills. • Participating in departmental scientific meetings and in other professional development activities and remaining informed about current developments in the area of expertise. • Assisting with the development and evaluation of new test protocols, reagents and new equipment as required and with the writing of evaluation reports. • Assisting with the implementation, training and documentation of new tests or processes within the laboratory. • Liaising with other scientific and medical staff including in other departments on scientific matters. • Assisting with infection control and hospital accreditation processes as appropriate. • Participating in community based health programs and educational activities as appropriate.

	<ul style="list-style-type: none">• Promoting community awareness of the SA Pathology laboratory service.
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Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- A Degree in Science or Applied Science or equivalent.

Personal Abilities/Aptitudes/Skills:

- Good verbal and written communication skills
- High level of interpersonal skill
- Ability to work as a member of a small team and on an individual basis
- Ability to work unsupervised
- Ability to operate effectively under pressure and within limited time constraints

Experience

- Experience with Microbiology and Virology laboratory procedures at a tertiary level
- Experience in laboratory computing, data retrieval and processing
- Experience with laboratory regulatory bodies, eg NATA, TGA, OGTR

Knowledge

- Possess a sound knowledge of infectious disease transmission and diagnosis, quality control procedures and occupational health, safety and welfare guidelines
- Specialised knowledge within Virology and is achieving a higher level of outcomes under reduced professional direction.

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)

Personal Abilities/Aptitudes/Skills:

- Ability to solve problems
- Demonstrated diagnostic and development skills
- Actively seeks personal professional development which includes an ability to effectively articulate concepts and theories

Experience

- Experience in the development and validation of NAT to NPAAC guidelines
- Experience in high containment laboratory protocols
- Experience in Virological and Microbiological procedures
- Experience in the performance and monitoring of Quality Control
- Experience in complying with NATA/RCPA and Quality Systems accreditation requirements
- Experience in the supervision and training of staff

Knowledge

- Tertiary level knowledge of human bacterial, fungal and viral diseases and their diagnosis.

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 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., Country Health SA 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.

Central Adelaide Local Health Network:

CALHN is one of five Local Health Networks (LHNs) in South Australia established in July 2011. 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 Imaging, Pathology and Pharmacy, 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, we face a significant challenge in achieving financial sustainability. A quality-assured financial recovery plan has been developed to meet these challenges. Through effective leadership and change management, the plan which is applicable to all Directorates and departments, will be implemented over the next three years.

Division/ Department:

SA Pathology's mission to provide:

- The people of South Australia with comprehensive quality pathology and associated clinical services that improve patient outcomes and the health of the community through a commitment to education, innovation and research
- Our customers with exceptional services and support
- Our staff with a working environment conducive to fulfilling their potential
- The Government of South Australia with cost effective sustainable pathology and clinical services.

Values

Central Adelaide Local Health Network Values

Our shared values confirm our common mission by promoting an organisational climate where the patient's needs are put first and where the teamwork and professionalism of our workforce help us to attract and retain the best staff. These values guide our decisions and actions.

Patient Centred:	Our patients are the reason we are here and we will provide the best service to our patients and customers
Team Work:	We value each other and work as a team to provide the best care for our patients
Respect:	We respect each other, our patients and their families by recognising different backgrounds and choices, and acknowledging that they have the right to our services
Professionalism:	We recognise that staff come from varied professional and work backgrounds and that our desire to care for patients unites our professional approach to practice

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:** _____

Version control and change history

Version	Date from	Date to	Amendment
V1	10/02/17	09/04/17	Original version.
V2	10/04/17	04/07/17	Safety & Quality statement in General Requirements.
V3	04/07/17	10/07/2018	Minor formatting with order of information amended.
V4	11/07/2018	06/01/2019	Updated legal entities for Minister and Department title on Page 7. Updated Immunisation Guidelines to Policy Directive under general requirements.
V5	07/01/2019		<p>Statement regarding Financial recovery plan added to Organisational context for CALHN</p> <p>White Ribbon statement included</p> <p>Cultural Commitment statement included</p> <p>Child protection legislation "<i>Children and Young People (Safety) Act 2017</i>" updated under Special Conditions</p> <p>Link to HR Delegations and Financial Delegations included under Delegations</p> <p>Statement regarding South Australian Charter of Health Care Rights included under General Requirements</p> <p>Minor formatting with order of information amended.</p>
V6	06/3/2019		<p>Immunisation Risk Category checkbox has been included</p> <p>Statement regarding immunisation requirements has been included under Special conditions – "<i>Appointment is subject to immunisation risk category requirements. There may be ongoing immunisation requirements that must be met.</i>"</p>