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## SA Health Job Pack

Job Title	Laboratory Manager
Eligibility	Open to Everyone
Job Number	726151
Applications Closing Date	7/6/2020
Region / Division	SA Pathology
Health Service	Central Adelaide Local Health Network
Location	Wallaroo
Classification	MeS3
Job Status	Full time, ongoing
Total Indicative Remuneration	\$108,448 - \$115,170

## 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 Check - DHS
- ☒ National Police Check (vulnerable unsupervised)
- ☐ 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.

## Immunisation

### **Risk Category A (direct contact with blood or body substances)**

*This role carries specific immunisation requirements. To be eligible for appointment in this role you will be required to meet the immunisation requirements associated with Category A (direct contact with blood or body substances). [Please click here for further information on these requirements.](#)*

## Contact Details

Full name	Andrew Levak
Phone number	<a href="tel:82223661">8222 3661</a>
Email address	<a href="mailto:Andrew.Levak@sa.gov.au">Andrew.Levak@sa.gov.au</a>

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

## Guide to submitting an application

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

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

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

We request that you attach the following to your application -

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

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

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



## ROLE DESCRIPTION

<b>Role Title:</b>	Laboratory Manager		
<b>Classification Code:</b>	MeS-3	Position Number	
<b>LHN/ HN/ SAAS/ DHA:</b>	Central Adelaide Local Health Network (LHN)		
<b>Site/Directorate</b>	SCSS		
<b>Division:</b>	SA Pathology		
<b>Department/Section / Unit/ Ward:</b>	Regional Services		
<b>Role reports to:</b>	Laboratory Manager		
<b>Role Created/ Reviewed Date:</b>	2/5/19		
<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)		
<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>Responsible for the provision of a high quality multi-disciplinary pathology service and the maximising of market share. The incumbent provides scientific input for staff development and supervision and will be expected to participate in the development of new test methods, routine bench work and the efficient management of the human, financial and material resources of the laboratory. Provides major liaison function to hospitals and key clients within the service provided by the regional laboratory.</p>
<b>Direct Reports:</b>
<p>The MeS3 reports to the Directorate Manager of Regional Services.</p>
<b>Key Relationships/ Interactions:</b>
<p><b>Internal</b></p> <ul style="list-style-type: none"> <li>• Directorate Manager, Regional Services</li> <li>• Local Laboratory Staff</li> <li>• Local Phlebotomy and Administration Staff</li> <li>• Various SA Pathology Staff (Technical, Scientific, Clerical and Clinical) from other SA Pathology sites</li> </ul> <p><b>External</b></p> <ul style="list-style-type: none"> <li>• Local General Practitioners</li> <li>• Local Hospital staff (Nursing and Medical)</li> <li>• Local Infection Control Committee</li> <li>• Local Hospital Transfusion Medicine Committee</li> </ul>

### Challenges associated with Role:

Major challenges currently associated with the role include:

- Recruiting and Retaining multiskilled scientists in a Regional location
- Extensive travel requirements to maintain skills and competency
- Balancing managerial and scientific requirements on a day to day basis
- Minimal on-site support

### Delegations:

- **Delegated Level** - Depending on location - In accordance with CALHN's Delegation of Authority Document

### Special Conditions:

- Participation in out of hours roster including weekends, public holidays and shift work.
- Some intra-state travel will be expected.
- Maintenance of a current Class C Driver's Licence is essential.
- 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.
- *Prescribed Positions* under the *Children's Protection Act (1993)* 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 *Children and Young People (Safety) Act 2017* or 'Approved Aged Care Provider Positions' as defined under the *Accountability Principles 2014* pursuant to the *Aged Care Act 2007 (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 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
<b>Contribute to client satisfaction by;</b>	<ul style="list-style-type: none"> <li>&gt; Ensuring that service provision and the activities of the Division are customer focussed and professionally and effectively conducted by contributing to the development of an integrated team approach and culture which is highly responsive to the needs of business partners and external clients.</li> <li>&gt; Ensuring the laboratory operating hours are appropriate to client requirements.</li> <li>&gt; Optimising turnaround times for test results.</li> <li>&gt; Providing efficient courier services for specimen collection and report delivery.</li> <li>&gt; Being available to respond to enquiries from referring medical practitioners and general public, if necessary by liaising with SA PATHOLOGY divisional staff.</li> </ul>
<b>Ensure the effective management of staff by</b>	<ul style="list-style-type: none"> <li>&gt; Providing adequate arrangements for training, continuing competence and supervision.</li> <li>&gt; Promoting professional development.</li> <li>&gt; Leading, developing and fostering a positive work culture which is based on SA Health's values and promotes customer service, learning and development, safety and welfare of employees, acknowledges differences, and encourages creativity and innovation.</li> <li>&gt; Delegating authority to direct reports to enable them to efficiently carry out their responsibilities.</li> <li>&gt; Providing laboratory staff with performance targets and giving feedback on their performance.</li> <li>&gt; Implementing the SA PATHOLOGY Equal Opportunity and Occupational Health and Safety Policies.</li> <li>&gt; Recruiting and selecting staff in order to meet organisational objectives.</li> </ul>
<b>Ensure the effective management of human, financial and physical assets within the unit through:</b>	<ul style="list-style-type: none"> <li>&gt; Appropriate planning and allocation of resources to achieve agreed business and strategic plans</li> <li>&gt; Determining in conjunction with the Head Regional Services, objectives, priorities and strategies for the laboratory.</li> <li>&gt; Maintain detailed statistical information on workload</li> <li>&gt; In conjunction with the Business Manager, develop an annual cash flow budget and monitor expenditure.</li> <li>&gt; Optimising the use of supplies and resources.</li> </ul>
<b>Ensure that the laboratory is integrated into the local community by</b>	<ul style="list-style-type: none"> <li>&gt; Providing laboratory participation in infection control, hospital blood banking and hospital accreditation.</li> <li>&gt; Participating in community based health programs and educational activities where appropriate.</li> <li>&gt; Promoting community awareness of the SA PATHOLOGY laboratory service.</li> <li>&gt; Maintaining excellent working relationships with local hospitals.</li> <li>&gt; Maintain a strong client focus within the sphere of the regional laboratory</li> </ul>
<b>Contribute professional and scientific expertise to the laboratory by</b>	<ul style="list-style-type: none"> <li>&gt; Maintaining skills to be able to participate in both routine and complex diagnostic tests.</li> <li>&gt; Participating in professional development activities to be informed about current developments in haematology, transfusion, serology, clinical chemistry and microbiology.</li> <li>&gt; Supervising test development and equipment evaluation</li> </ul>

## **Knowledge, Skills and Experience**

### **ESSENTIAL MINIMUM REQUIREMENTS**

#### **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:**

- > An ability to manage to the spirit and principles of the premier's safety Commitment and the legislative requirements of the Occupational Health Safety and Welfare Act, utilising AS/NZS 4360 Risk Management, or to an equivalent set of standards
- > Good verbal and written communication skills.
- > An ability to motivate staff and develop teamwork.
- > High level of interpersonal skills.
- > An ability to operate effectively under pressure.
- > A high level of scientific expertise
- > Proven ability to problem solve.
- > High level ability to time manage.
- > An ability to implement changes to workflow and employ sound contingency management principles in response to demanding situations.
- > Ability to focus on client needs.
- > Must reside within 30 minutes of the laboratory for after hours on-call response.

#### **Experience**

- > Experience in the performance of routine and complex diagnostic pathology tests in at least two of the following diagnostic disciplines (Haematology, Transfusion, Biochemistry, Microbiology).
- > Experience of quality control monitoring and corrective procedures.
- > Experience in performing and monitoring the performance of Quality Assurance Activities.
- > Experience in prioritising workload.
- > Supervisory experience.
- > Experience in maintaining professional client/customer relationships.

#### **Knowledge**

- > Specialised knowledge of at least two of the following disciplines; Haematology, Transfusion, Biochemistry, Microbiology.
- > Knowledge of the principles of public administration and human resource management.
- > Knowledge of NATA accreditation and ISO certification requirements.
- > Knowledge of EEO and OH&S principles.

### **DESIRABLE CHARACTERISTICS**

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

- Membership of a professional society involved in the further education of medical scientists.
- Possession of a post graduate qualification such as a Fellowship or Masters Degree in a related scientific discipline.
- Possession of a post graduate qualification in management, such as an M.B.A., graduate diploma or certificate.



## **Experience**

- Experience in the disciplines of Haematology, Transfusion, Biochemistry and Microbiology.
- Experience in budget preparation and monitoring.
- Experience in the management of staff.
- Experience in the management of a diagnostic pathology service.
- Experience in liaising with medical practitioners and resolving client concerns.
- Experience dealing with Point of Care Testing
- Experience in change management

## **Knowledge**

- > Recognised knowledge in all diagnostic pathology disciplines.

## 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.

### Division/ Department:

The Regional laboratories provide a diagnostic pathology and collection service to the local community in both the hospital and private GP sector. The SA Pathology laboratories are part of the community and strive to meet the needs of the local population and Country Health SA Local Health Network by delivering a service that is timely, accessible and of a high standard to ensure the best outcomes for all patients.

## 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.

<b>Patient Centred:</b>	Our patients are the reason we are here and we will provide the best service to our patients and customers
<b>Team Work:</b>	We value each other and work as a team to provide the best care for our patients
<b>Respect:</b>	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
<b>Professionalism:</b>	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.

<b>Name:</b>	<b>Andrew Levak</b>	<b>Role Title:</b>	<b>A/Directorate Manager Regional Services</b>
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**Signature:**



**Date:** 2/5/19

## 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		Statement regarding Financial recovery plan added to Organisational context for CALHN – <b>REMOVED FOR SCSS</b> White Ribbon statement included Cultural Commitment statement included Child protection legislation “ <i>Children and Young People (Safety) Act 2017</i> ” updated under Special Conditions Link to HR Delegations and Financial Delegations included under Delegations Statement regarding South Australian Charter of Health Care Rights included under General Requirements Minor formatting with order of information amended.
V6	06/3/2019		Immunisation Risk Category checkbox has been included 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> ”