



ROLE DESCRIPTION

Role Title:	Fellow
Classification Code:	MDP2/MDP3
LHN/ HN/ SAAS/ DHA:	Central Adelaide Local Health Network
Hospital/ Service/ Cluster	The Queen Elizabeth Hospital
Division:	Medical Oncology
Department/Section / Unit/ Ward:	Cancer Service
Role reports to:	Director, Medical Oncology Clinical Trials TQEH Campus
Role Created/ Reviewed Date:	May 2017
Criminal History Clearance Requirements:	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) <input type="checkbox"/> Vulnerable (NPC) <input checked="" 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 (<i>minimal patient contact</i>)

ROLE CONTEXT

Primary Objective(s) of role:

In a training capacity contributes to the provision of clinical management of patients and supervision of intern staff to ensure that patients receive the best possible care within the objectives and philosophies of The Queen Elizabeth Hospital, with a commitment to inpatient and ambulatory care, research, education and teaching. The primary focus will be on Clinical Trial patients and the research arising from this.

Direct Reports:

Responsible to the Director of Medical Oncology Clinical Trials and reports to Supervisor/s of Training in matters relating to professional development.
Will be required to collaborate closely with the Unit's Clinical Nurse Consultant, other medical specialists in the Unit and other senior health professionals of the Unit.

Key Relationships/ Interactions:

Internal: Clinical Trial unit staff, Consultant Medical Oncologists and Registrar/s.

External: Clinical research organisations and Pharmaceutical groups together with collaborative clinical Trial organisations.

Challenges associated with Role:

Major challenges currently associated with the role include: Maintaining clinical trial enrolment and oversight in conjunction with the consultant of the clinical trial patients.

Delegations:

Management of patients both on and off clinical trials under the supervision of the allocated primary consultant.

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, 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 2014.*
- > *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*
- > *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.

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.

Special Conditions:

- > 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 Background Screening and National Criminal History Clearance through the Screening and Licensing Unit, Department for Communities and Social Inclusion.
- > Background Screening and National Criminal History Clearances must be renewed every 3 years thereafter from date of issue for 'Prescribed Positions' under the *Children's Protection Act 1993 (Cth)* or 'Approved Aged Care Provider Positions' as defined under the *Accountability Principles 1998* made in pursuant to the *Aged Care Act 2007 (Cth)*.
- > 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.
- > Maintaining medical board registration and producing appropriate documentation as directed by the hospital.
- > May be required to work on-call.
- > Conditions of service are in accordance with the South Australian Salaried Medical Officers Award.

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
<p>Contribute to the provision of safe, best practice clinical services to patients of, and referred to, the Unit by:</p>	<ul style="list-style-type: none"> > Participating in multidisciplinary cancer care in collaboration with other units within TQEH Cancer Centre and units treating cancer within other functional units in the hospital. > Participating in relevant multidisciplinary meetings. > Ensuring the appropriate documentation of clinical care in patients' medical records and ensuring the timely provision of discharge summaries, written specialist opinions and requested medical reports. > Participating in administrative activities associated with the provision of clinical services. > Fostering the development of community networks appropriate to the Unit's work. > Adhere to departmental policies, protocols and procedures that ensure the provision of clinically acceptable practices.
<p>Contribute to activities that ensure the safety and quality of clinical services by:</p>	<ul style="list-style-type: none"> > Supporting clinical improvement activities with the aim of achieving safe, evidence based, best practice clinical services. This will involve evaluation of clinical processes and service outcomes, including patient safety, identifying possible areas for improvement and implementing the required changes. > Maintaining and implementing required changes. > Actively supporting and contributing to risk management activities.
<p>Contribute to a patient focused approach in the provision of clinical services by:</p>	<ul style="list-style-type: none"> > Adhering to and supporting practices that ensure patients' rights are respected. > Investigating and addressing patient complaints in a positive, constructive manner. > Maximising the participation of consumers in planning and evaluating services.
<p>Contribute to the Hospital achieving best practice in the design and delivery of clinical services to its patients by:</p>	<ul style="list-style-type: none"> > Participating in relevant standing or ad hoc committees associated with the provision of clinical services. > Contributing to the development of hospital-wide policies and procedures.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational

- > Bachelor of Medicine; Bachelor of Surgery (MBBS) or equivalent, registrable with the Medical Board of Australia as a Medical Practitioner with General Registration.
- > Completion of Part One examination FRACP and two years of Medical Oncology Advanced Training.

Personal Abilities/Aptitudes/Skills

Experience

- > Demonstrated high standard of clinical practice.
- > Demonstrated professional integrity.
- > Demonstrated ability to work in a multidisciplinary team environment.
- > Demonstrated commitment to quality improvement.
- > Demonstrate ability to be adaptable to change.
- > Demonstrated communication skills (verbal and written).
- > Demonstrated documentation skills.
- > Demonstrated clinical research understanding, in particular GCP.

Knowledge

- > Knowledge of appropriate clinical standards.
- > Knowledge of policies, protocols and procedures to ensure acceptable practices.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- > Experience in Clinical research programs.

Personal Abilities/Aptitudes/Skills

- > Demonstrated skills in communication with colleagues and patients.

Experience

- > Publication and/or presentation of research outcomes.

Knowledge

- > Knowledge of health unit structures and functions of a large hospital.
- > Knowledge of health unit, systems, policies, procedures and the inter-relationship of various hospital services and departments.

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 Ageing and the Minister for Mental Health and Substance Abuse.

The legal entities include but are not limited to Department for Health and Ageing, 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 Central Adelaide Cancer Directorate provide a wide range of cancer-related ambulatory and inpatient services and programs to clients, predominantly at the The Queen Elizabeth Hospital, and The Queen Elizabeth Hospital (TQEH) campuses. Radiation Oncology also has a significant satellite site at Lyell McEwin Hospital. Both hospitals (RAH & TQEH) provide inpatient, outpatient, emergency and statewide services to the Central Adelaide community and those from many regional and rural areas.

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.

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: