



## ROLE DESCRIPTION

<b>Role Title:</b>	Consultant/Senior Consultant
<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 Health Network
<b>Division:</b>	Division of Paediatric Medicine
<b>Department/Section / Unit/ Ward:</b>	Paediatric Medicine – Child and Adolescent Virtual Urgent Care Service (CAVUCS)
<b>Role reports to:</b>	Clinical Director, Division of Paediatric Medicine via Medical Unit Head, CAVUCS
<b>Role Created/ Reviewed Date:</b>	July 2023
<b>Criminal History Clearance Requirements:</b>	Working with Children Check (issued by DHS) National Police Check (issued by approved provider) If applicable - NDIS Worker Check (issued by NDIS Commission)
<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)

## ROLE CONTEXT

### Primary Objective(s) of role:

The Consultant/Senior Consultant:

- > is responsible for the provision of high-quality paediatric services via telehealth "Child and Adolescent Virtual Urgent Care Services (CAVUCS)" to direct and deliver patient care.
- > will contribute to education, research and development projects and quality assurance programs associated with Paediatric Services for optimal clinical service outcomes.
- > will encourage and support teamwork within the Department.

### Direct Reports:

- > Nil

### Key Relationships/ Interactions:

The Consultant/Senior Consultant:

- > Reports to the Clinical Director, Division of Paediatric Medicine via the Medical Unit Head, CAVUCS.
- > The incumbent is expected to work with other Consultant/Senior Consultants, Nursing, Allied Health, Administrative and other staff in a collaborative manner to enhance the functioning of the Department, Division and the hospital.
- > Will also work collaboratively with staff of other health units.
- > Supervise the clinical practice of allocated trainee medical officers.

### Delegations:

- > As per WCHN Delegation

### Resilience:

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

**Challenges associated with Role:**

Major challenges currently associated with the role include:

- > To ensure paediatric services at the WCHN are delivered to best practice standard and improve health outcomes.
- > Establish and maintain strong links within and external to WCHN, and on a state-wide and national level.
- > Strengthen and expand secondary and tertiary health care services within a population health approach, focusing on inequity, health promotion and early intervention.
- > To value and respect the needs and contributions of WCHN Aboriginal staff and clients and commit to the development of Aboriginal cultural competence.
- > To promote a population health approach, with a focus on prevention and early intervention.
- > 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.

**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 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.
- > May be responsible for supervision and oversight of volunteers assigned within the department, in collaboration with the WCHN Volunteer Unit. Refer to Volunteer Engagement and Management Procedure
- > Applying the principles of the *South Australian Government's Risk Management Policy* to work as appropriate.
- > All employees required to complete timesheets must forward their timesheet to their manager, within two weeks from the period worked, to enable their manager to authorise that this is a true and accurate record of hours worked by the employee.

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.

**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 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, and must be renewed every 5 years from the date of issue
- > For 'Risk Assessed Roles' under the *NDIS Worker Screening Rules 2018*, the individual's NDIS Worker Check must be renewed every 5 years from the date of issue (or are required to be compliant with transitional arrangement for South Australia).
- > Failure to renew required criminal history screenings prior to nominated expiry will require your absence by way of approved leave until a renewal is obtained.
- > A satisfactory National Police Certificate (NPC) assessment is required.
- > Appointment is subject to **immunisation risk category requirements** (see page 1). There may be ongoing immunisation requirements that must be met.
- > 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.
- > Inter/intra state travel may be required.
- > In addition, the position may be required to participate in after-hours shifts and on call roster.
- > The Women's and Children's Health Network requires that all medical staff fulfil their obligations in respect of meeting standards of professional practice including as required by:
  - > Relevant State and Federal Legislation;
  - > Medical Board of South Australia;
  - > Credentialing and Scope of Clinical Practice for Medical and Dental staff;
  - > The relevant professional specialist college guidelines; and
  - > Medical Board of South Australia Code of Professional Conduct – Good Medical Practice as varied from time to time.
- > Rights to Private Practice in accordance with the Private Practice Agreement.
- > Requirement to participate in Specialty College CPD programs and recertification as applicable depending on nature of qualifications covering Paediatrics.
- > Must be prepared to attend relevant meetings and staff development/education activities.
- > Some out of hours work may be required.

**Zero Tolerance to Racism:**

The Women's and Children's Health Network has zero tolerance to racism. The Network is committed to ensuring its staff, volunteers, consumers and visitors are able to work or access health services in an environment that is culturally safe and free from any form of racism or discrimination.

Our staff are supported to address any form of racism in all environments, in line with our Corporate Procedure: ***Zero Tolerance to Racism – Identifying, Responding, and Managing in the Workplace.***

**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
<p><b>Provision of a comprehensive, effective and efficient medical service is provided within accepted standards of practice.</b></p>	<ul style="list-style-type: none"> <li>&gt; Provide a range of clinical care expertise in paediatric acute setting, including emergency medicine</li> <li>&gt; The provision of a high standard of clinical practice through adherence to policies, protocols and procedures.</li> <li>&gt; Clear communication with patients, their parents/carers and others involved in care provision.</li> <li>&gt; Active participation in clinical review programmes to monitor standards of practice and ensure the maintenance of quality outcomes.</li> <li>&gt; The provision of effective and efficient medical services to inpatients.</li> <li>&gt; Clinical records are maintained in accordance with organisational policy and document significant patient management decisions.</li> <li>&gt; Clinical performance indicators are developed and met.</li> <li>&gt; Development of partnerships both internal and external to support quality patient needs and outcomes.</li> <li>&gt; Preparing reports of medical assessments undertaken.</li> </ul>
<p><b>Encourage and foster a positive culture and safe work environment.</b></p>	<ul style="list-style-type: none"> <li>&gt; 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; Team members develop a positive approach and commitment to patient service.</li> <li>&gt; A positive team is maintained by actively dealing with conflict and inappropriate behaviours expediently and effectively.</li> </ul>
<p><b>Contribution and promotion of clinical and scientific research in paediatric medicine.</b></p>	<ul style="list-style-type: none"> <li>&gt; Research initiatives are co-ordinated and planned within the Paediatrics-</li> <li>&gt; Initiate, support and contribute to clinical and laboratory research initiatives within the specialty area.</li> <li>&gt; Participation in multi-centre research trials.</li> </ul>
<p><b>Promote undergraduate and postgraduate training in the discipline of Paediatric Medicine.</b></p>	<ul style="list-style-type: none"> <li>&gt; Contribution to and facilitation of continuing education programmes.</li> <li>&gt; Junior medical staff are provided with opportunities for learning and education.</li> <li>&gt; Medical undergraduates and trainee medical officers have their performance assessed/appraised.</li> <li>&gt; Other health professionals are provided with opportunities for learning and education in Paediatrics.</li> </ul>
<p><b>Leading the unit and participating in quality management, quality assurance and risk management activities and ongoing improvement of services.</b></p>	<ul style="list-style-type: none"> <li>&gt; Continuously reviewing existing practices and promoting change where required.</li> <li>&gt; Contribute to the development of practice guidelines, protocols and clinical indicators.</li> <li>&gt; 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 commitment to providing a quality service to the patient.
- > Leadership, management and motivational skills to maximise individual and team performance.
- > High level skills in negotiation and mediation.

#### **Experience:**

- > Extensive experience in the provision of acute paediatric services to patients.
- > Previous experience in research.
- > Experience in teaching at an undergraduate and postgraduate level.
- > Commitment to working within a multidisciplinary team.
- > Leading and managing a team to achieve specific outcomes.

#### **Knowledge:**

- > Knowledge of administrative policies and practices of a large public hospital.
- > Knowledge of contemporary practice, issues and research in relation to Paediatric Medicine.
- > Knowledge of the principles and practice of OHSW, Equal Opportunity, the Public Sector Act 2009 Code of Ethics and diversity appropriate to the requirements of the position.

### **DESIRABLE CHARACTERISTICS**

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

- > FRACP with completed training under the JTC for Paediatric Emergency Medicine or FACEM with completed training under the JTC for Paediatric Emergency Medicine or other appropriate and recognised college.
- > Additional and relevant postgraduate tertiary qualifications (MD or PhD).
- > Proof of current participation in Specialty College CPD programs aimed at maintaining clinical skills.
- > General Practitioners should be 4 years post FRACGP with paediatric experience, preferably with completion of a Diploma of Child Health.

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

- > Skill in problem solving and decision making at a senior level.
- > Demonstrated ability to be adaptable to change.

#### **Experience:**

- > Extensive experience in the provision of Paediatric Emergency services to patients.
- > Previous experience in a large teaching hospital.
- > Previous experience in Paediatric Emergency Medicine at a Senior Registrar, Fellow or Consultant/Senior Consultant level.
- > Involvement in independent research initiatives.
- > Previous experience in community settings.
- > Experience in quality improvement activities.

#### **Knowledge:**

- > Knowledge of contemporary practice, issues and research in relation to Paediatric Emergency medicine.
- > Sound knowledge of 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 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:**



## Women's & Children's Health Network

### Accountability – what does it mean for me?

Within WCHN everyone is accountable for their contribution to the safety and quality of care delivered to consumers.

#### Consumers

Consumers and their families participate as partners to the extent that they choose. These partnerships can be in their own care, and in organisational design and governance.

#### Staff including Contractors, Locums, Agency, Students and Volunteers

All staff (as described above) have a role in the delivery of safe, high quality care to consumers, and are expected to perform their roles with diligence; and with a person-centred approach to the best of their ability. It is the responsibility of all staff to raise concerns when it is recognised that something is not right. Safety and quality is the responsibility of all staff, at all levels and across all locations.

#### Clinicians

All clinicians are accountable for the provision of competent, consistent, timely, safe, reliable, contemporary and person-centred care within a defined scope of practice.

Clinicians work in teams with professionals from a variety of disciplines based on mutual respect and clear communication, with an understanding of responsibilities, capabilities, constraints and each other's scope of practice.

All clinicians are responsible for providing care that is person centred, evidence based, and which focuses on safety through minimising risk while achieving optimal outcomes for consumers. This is helped by participating in clinical governance, in WCHN health and safety forums, fostering a learning environment and supporting other clinicians to provide high quality services which are safe.

Clinicians are expected to speak up when there are concerns about safety so that these can be rectified and learnt from. Clinicians are accountable for their own individual professional practice, including maintaining currency of credentialing, registration and professional practice.

#### Managers

Managers are accountable for implementing systems and practices that support high quality clinical practice. Managers oversee, guide and direct staff by providing leadership and advice ensuring appropriate clinical governance, continuous quality improvement, and leading safety programs. Managers develop, implement and monitor performance indicators for the identification, management and reporting of risk. Managers implement the Clinical Governance Framework; Consumer Engagement Framework and the requirements of the National Safety & Quality Standards within their areas of responsibility. Managers are expected to demonstrate diligence and honesty in the management of public resources.

Managers organise, direct and manage the performance of staff to meet operational requirements; implement and promote evidence-based standards and policies that are compliant with relevant, professional, industrial and legislative requirements. Managers engage with and listen to staff, and create an environment where staff feel able to speak up in relation to concerns about safety. Managers address concerns raised and provide regular, ongoing feedback in the interests of improving care and safety.

#### Executive/Divisional Directors

Executive/Divisional Directors are accountable for embedding the Clinical Governance Framework; Consumer Engagement Framework and the requirements of the National Safety & Quality Standards into their areas of responsibility and providing assurance to the Executive and Board that these systems are in place and work effectively, all risks are known and mitigated and that staff understand their safety and quality responsibilities.

It is expected that those holding senior leadership positions will model the highest standards of ethical and professional behaviour.

#### WCHN Committees

WCHN Committees support Executive Directors to implement and evaluate organisational systems, support divisions to work together to identify and mitigate risk and continuously improve practice. They support the organisation to work as a single entity.

#### Chief Executive Officer

The Chief Executive has overall accountability for safety, care delivery, system governance and monitoring.

#### Board

The Board is accountable for governance, monitoring, compliance and ensuring the executive are discharging their responsibilities in managing the organisation.

## Four Strategic Priorities



Improved health and wellbeing of families and communities



Meaningful gains in Aboriginal health and wellbeing



Provide leading healthcare for women, babies, children and young people



Create one health network

## Key Enablers

Effective communication

Consumer and community engagement

Culture and leadership

Engaged and capable workforce

Enabling technology

Research

Productive partnerships

Contemporary infrastructure

Financial sustainability

Continuous improvement and innovation

**Mission** To improve the health and wellbeing of families and communities by providing integrated care and support

**Vision** To be a leading and respected health network for women, babies, children, young people and their families

**Values** Compassion, Respect, Equity, Accountability, Together for Excellence

**Our Story** starts with our consumers and communities who are at the centre of everything that we do.

Our focus for the years ahead is to:

- Provide outstanding care and service
- Enhance our culture and leadership
- Design and deliver a new Women's and Children's Hospital
- Strengthen partnerships, expand innovation
- Through research, education and learning, inspire others, share specialist knowledge and deliver excellence in everything that we do
- Deliver an integrated WCHN

**Our Way** is underpinned by our agreed ways of working together that enable us as an organisation to:

- Share a common purpose and direction
- Use innovative and new ways to deliver our service
- Educate and support people to excel in the care that they give
- Grow and develop our current and future leaders
- Ensure that we have consistent behaviours and ways of working
- Implement processes and systems that are efficient and effective



State-wide services: Child and Family Health Service, Child and Adolescent Mental Health Service, Yarrow Place Rape and Sexual Assault Service, Disability Services, Child Protection Service, Metropolitan Youth Health, Women's Health Service, Women's Safety Strategy

