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## SA Health Job Pack

|                               |   |
|-------------------------------|---|
| Job Title                     | Consultant Oncologist                                 |
| Eligibility                   | Open to Everyone                                      |
| Job Number                    | 711803  |
| Applications Closing Date     | 27 December 2019                                      |
| Region / Division             | Limestone Coast Local Health Network                  |
| Health Service                | Mount Gambier Hospital                                |
| Location                      | Mount Gambier   |
| Classification                | MD02  |
| Job Status                    | Temporary Full Time position working up to 14/12/2020 |
| Total Indicative Remuneration | \$320,800 - \$594,570 p.a.                            |

## Contact Details

|               |  |
|---------------|--|
| Full name     | Arnel Polong   |
| Phone number  | 8721 1200  |
| Email address | <a href="mailto:jose.polong@sa.gov.au">jose.polong@sa.gov.au</a> |

## Criminal History Assessment

Applicants will be required to demonstrate that they have undergone an appropriate criminal and relevant history screening assessment/ criminal history check. Depending on the role, this may be a Department of Communities and Social Inclusion (DCSI) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:

- ☒ 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](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.](#)*

# 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>                              | Consultant Oncology  |
| <b>Classification Code:</b>                     | MD02   |
| <b>LHN/ HN/ SAAS/ DHA:</b>                      | Limestone Coast Local Health Network (LCLHN)   |
| <b>Hospital/ Service/ Cluster</b>               |  |
| <b>Division:</b>                                | Medical  |
| <b>Department/Section / Unit/ Ward:</b>         |  |
| <b>Role reports to:</b>                         | Executive Director Medical Services (EDMS)   |
| <b>Role Created/ Reviewed Date:</b>             | November 2019  |
| <b>Criminal History Clearance Requirements:</b> | <input checked="" type="checkbox"/> DHS Working With Children Check (WWCC)<br><input type="checkbox"/> Disability Services Employment Screening<br><input checked="" type="checkbox"/> NPC – Unsupervised contact with vulnerable groups               |
| <b>Immunisation Risk Category</b>               | <input checked="" type="checkbox"/> Category A (direct contact with blood or body substances)<br><input type="checkbox"/> Category B (indirect contact with blood or body substances)<br><input type="checkbox"/> Category C (minimal patient contact) |

## ROLE CONTEXT

### Primary Objective(s) of role:

- > Provide effective and efficient outpatient and inpatient medical services in the area of oncology within LCLHN, including therapy provision to Naracoorte Hospital
- > Provide effective teaching programs across relevant LCLHN country sites
- > Contribute to continuous quality improvement programs and activities linked to the organisations strategic and corporate directions and attend Oncology Multidisciplinary team meetings.
- > Contribute to the provision of high standard clinical services to patients of LCLHN and to teaching/training of undergraduates and postgraduates.
- > Provide good continuity of care, participate in clinical trial projects and clinical trials including liaison with collaborating teams

### Key Relationships/ Interactions:

#### Internal

- > The position will be accountable to the Executive Director Medical Services, LCLHN
- > The incumbent is required to liaise closely with Executive Directors/Directors and nursing and allied health staff on matters pertaining to oncology services

#### External

- > The incumbent is required to liaise closely with general practitioners, visiting and resident specialists, metropolitan specialists and Cancer Planning Team in the Rural Support Service (RSS) on matters pertaining to oncology services.

**Challenges associated with Role:**

Major challenges currently associated with the role include:

- > Ensuring that country cancer services integrate with metropolitan cancer services in order to provide seamless and safe care for country consumers of cancer services.
- > Ensuring that LCLHN is delivering consistent safe and high quality cancer services, with a particular focus on the hospitals delivering chemotherapy services.
- > Manage the risks of prescribing chemotherapy in LCLN safely and take part in Sunrise and ECPS implementation.

**Delegations:**

- > Nil

**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 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.

**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 Statement:**

The Limestone Coast Local Health Network welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. Limestone Coast Local Health Network is a culturally inclusive work environment that is respectful of Aboriginal and Torres Strait Islander culture.

**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 Child Safety (Prohibited Persons) Act 2016 must obtain a satisfactory Working With Children Check (WWCC) through the Screening and Licensing Unit, Department for Human Services (DHS).
- > Approved Aged Care Provider Positions as defined under the Accountability Principles 1998 made in pursuant to the Aged Care Act 2007 (Cth) must obtain a satisfactory National Police Certificate (NPC) through the South Australian Police confirming the clearance is for the purpose of employment involving unsupervised contact with vulnerable groups.
- > Prescribed positions under the Disability Services Act 1993 must obtain a satisfactory Disability Services Employment Screening through the Department of Human Services (DHS) Screening Unit.
- > National Police Certificates must be renewed every 3 years thereafter from date of issue.
- > Working With Children Checks must be renewed every 5 years thereafter from date of issue.
- > 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.
- > Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.

## Key Result Area and Responsibilities

| Key Result Areas                                   | Major Responsibilities  |
|--|---|
| Limestone Coast Cancer Services                    | <ul style="list-style-type: none"> <li>&gt; Contribute to a multi-disciplinary team approach to oncology service delivery</li> <li>&gt; Ensure cancer services provided within LCLHN are consistent with the principles and directions of LCLHN and relevant Department of Health and Ageing (DH&amp;A) policies and are co-ordinated and integrated with other services</li> <li>&gt; Contribute to the provision of clear, consistent policies/protocols for clinical staff and other assigned staff in the area of oncology services, in regard to clinical practice and administrative procedures</li> <li>&gt; Undertaking outpatient clinics</li> <li>&gt; Ensure oncology services provided within LCLHN are consistent with the principles and directions of LCLHN and relevant Department of Health and Ageing (DH&amp;A) policies and are co-ordinated and integrated with other services</li> <li>&gt; Contribute to the organisation and implementation of clinical improvement activities which are evidence based and best practice, of which these activities will involve evaluation of clinical processes and service outcomes by clinical audits and quality assurance programs</li> <li>&gt; Contribute to quality research activities in the area of oncology services within LCLHN</li> <li>&gt; Contribute to strategic decision making on the delivery of oncology services in LCLHN</li> <li>&gt; Foster partnerships between health care providers across a range of disciplines and services to enhance the capacity for multi-disciplinary care</li> </ul> |
| Teaching and Training                              | <ul style="list-style-type: none"> <li>&gt; Participate in postgraduate and undergraduate teaching programs</li> <li>&gt; Prepare and deliver teaching sessions for appropriate medical officers and other staff</li> </ul>   |
| Clinical Services                                  | <ul style="list-style-type: none"> <li>&gt; Providing high level specialist medical services to patients</li> <li>&gt; Providing a specialist opinion on patients referred for consultation</li> <li>&gt; Assist in the clinical leadership to facilitate and support the provision of a team approach to the provision of clinical services</li> <li>&gt; Assign and supervise the clinical practice of trainee medical officers</li> <li>&gt; Participating in relevant multidisciplinary meetings</li> <li>&gt; Ensure the appropriate documents for clinical care in patients' medical records, and ensure written specialist opinions and requested medical reports</li> <li>&gt; Participate in clinical trial projects, and clinical trials as appropriate, including liaison with collaborating teams</li> <li>&gt; Participate in on-call roster</li> </ul>  |
| Human, Financial and Material Resources Management | <ul style="list-style-type: none"> <li>&gt; In conjunction with the EDMS, help establish and refine organisational structures and work practices that facilitate efficiency in service delivery</li> <li>&gt; Ensure facilities, equipment and supplies are managed and used in the most cost efficient manner</li> </ul>   |

|                                |   |
|--------------------------------|---|
| Leadership and Team Management | <ul style="list-style-type: none"> <li>&gt; In conjunction with the EDMS, provide the leadership required to promote a cohesive and interactive team approach within the oncology services, such as inpatient teams, chemotherapy teams and RSS Oncology team.</li> <li>&gt; Assist in the implementation of human resource policies and procedures in relation to orientation, development, and performance management/appraisal of staff</li> <li>&gt; Assist in the implementation of programs that promote equal employment opportunity and the prevention of bullying, harassment, and intimidation</li> <li>&gt; Assist in the establishment of effective communication and consultation mechanisms for staff across the network</li> </ul> |
| Consumer Service               | <ul style="list-style-type: none"> <li>&gt; Assist in maximising the participation of consumers and other relevant stakeholders in planning and evaluating services</li> <li>&gt; Apply and promote practices that ensure patients' rights are respected</li> <li>&gt; Investigate and address patient complaints in a positive, constructive manner</li> </ul>   |
| Risk management                | <ul style="list-style-type: none"> <li>&gt; Assist in creating a climate of appropriate risk management</li> <li>&gt; Assist in ensuring any significant risks that might impact on service delivery are systematically identified, analysed, evaluated, and addressed</li> <li>&gt; Assisting in ensuring sentinel events, potential medical negligence claims and adverse patient incidents are appropriately reported.</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
- > Postgraduate medical qualification with Fellowship of the RACP with advanced training in Medical Oncology or Radiation Oncology and eligible for 'specialist' registration with the Medical Board of South Australia as a specialist
- > Demonstrated participation in continuing medical education since attaining Fellowship

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

- > Demonstrated high level of clinical skills in oncology
- > Demonstrated professional integrity
- > Demonstrated excellent verbal and interpersonal communication skills
- > Demonstrated ability to work in a multidisciplinary team environment
- > Demonstrated level of interpersonal skills that engender the trust, cooperation and confidence of others
- > Demonstrated teaching skills, ability to organise and deliver education programs for oncology advanced trainees, medical officers, trainee medical officers, nursing staff and undergraduate medical students.
- > Ability to supervise staff
- > Ability to relate well to other medical practitioners, health professionals, patients, their relatives and the public
- > Ability to provide advice and current information to specific enquiries from staff, medical practitioners and patients
- > Ability to think creatively, identify and apply alternative solutions to problems both independently and in groups

#### **Experience**

- > Professional expertise to practice as a competent, caring consultant
- > Experience in teaching at the undergraduate and postgraduate levels

#### **Knowledge**

- > Understanding of contemporary health issues
- > Understanding of the rights and responsibilities of patients and their families
- > Understanding of occupational health, safety and welfare practices



## **DESIRABLE CHARACTERISTICS**

### **Educational/Vocational Qualifications**

- > MD or PhD

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

- > Ability to contribute to basic laboratory research
- > Ability to recognise the need for continuing education by participating in the activities of the profession

### **Experience**

- > Experience in research initiatives

### **Knowledge**

- > Nil



## 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, Barossa Hills Fleurieu Local Health Network, Eyre and Far North Local Health Network, Flinders and Upper North Local Health Network, Limestone Coast Local Health Network, Riverland Mallee Coorong Local Health Network, Yorke and Northern 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.

### Limestone Coast Local Health Network:

Residents within the Limestone Coast Local Health Network have access to a wide range of health care services. The Limestone Coast region covers a large geographical area which consists of the Upper and Lower South East, and extends all the way to the Victorian border.

Services provided within the South East region include accident and emergency, day and inpatient surgery, aboriginal health, obstetric services, community health and aged care services.

We have Health facilities located within Mount Gambier, Bordertown, Kingston, Millicent, Naracoorte and Penola. The links below can be used to navigate to detailed information on the different Hospital and Aged Care sites, as well as Country Health Connect.

The health units within the Limestone Coast LHN have dedicated and experienced staff who strive to meet the needs of the community by providing the highest level of health care.

## 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.

### Aboriginal Health

SA Health acknowledges culture and identity as being integral to Aboriginal health and wellbeing and is committed to improving the health of Aboriginal people.

SA Health vision for Reconciliation is the gap is closed on Aboriginal health disadvantage; and Aboriginal people share the same rights, respect and access to opportunities and benefits as all South Australians.

## 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:**