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SA Health Job Pack

Job Title	Specialist Sonographer
Job Number	686186
Applications Closing Date	22/02/2019
Region / Division	SA Health - Central Adelaide Local Health Network
Health Service	SA Medical Imaging
Location	Daw Park
Classification	AHP3
Job Status	Part time, 18.75 hours per week, ongoing
Indicative Total Remuneration*	\$104,506 - \$112,311

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:

- ☒ Child Related Employment Screening - **DCSI**
- ☒ Vulnerable Person-Related Employment Screening - **NPC**
- ☐ Aged Care Sector Employment Screening - **NPC**
- ☐ General Employment Probity Check - **NPC**

Further information is available on the SA Health careers website at www.sahealth.sa.gov.au/careers - see Career Information, or by referring to the nominated contact person below.

Contact Details

Full name	Sean Coveney
Phone number	82751629
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Guide to submitting an application

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

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

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

We request that you attach the following to your application -

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

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

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



ROLE DESCRIPTION

Role Title:	Specialist Sonographer		
Classification Code:	AHP3	Position Number	PO8672
LHN/ HN/ SAAS/ DHA:	Central Adelaide Local Health Network (LHN)		
Site/Directorate	SCSS		
Division:	SA Medical Imaging		
Department/Section / Unit/ Ward:	Repat Radiology		
Role reports to:	Campus Operations Manager		
Role Created/ Reviewed Date:	January 2019		
Criminal History Clearance Requirements:	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) <input checked="" type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)		

ROLE CONTEXT

Primary Objective(s) of role:
Specialist Sonographer, using specialised equipment and operating with high levels of independence and competence to undertake complex Ultrasound procedures without professional direction.
Direct Reports:
Accountable to the Campus Operations Manager, AHP5
Key Relationships/ Interactions:
<u>Internal</u> <ul style="list-style-type: none">• Responsible to the Head of Ultrasound, AHP4• Reports to the Chief Radiographer, AHP4 (M)• Exercising professional direction over AHP3, AHP2 and AHP1 Medical Imaging Professional Officers demanding professional judgement.• Team leadership responsibilities when working in the Ultrasound Department.• Radiologist, Administrative, Nursing staff and other patient service providers <u>External</u> <ul style="list-style-type: none">• Liaises with referring clinicians• Patients, families, caregivers

Challenges associated with Role:
<p>Major challenges currently associated with the role include:</p> <ul style="list-style-type: none"> • Adaptation to the implementation of the Enterprise System for Medical Imaging (ESMI) • Working in an environment of change in relation to SA Health • Working in an environment of continuous technical and clinical evolution
Delegations:
n/a
Special Conditions:
<ul style="list-style-type: none"> • Required to work at Repat Radiology, SA Medical Imaging, as per roster • Some out of hours work may be required • It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory Background Screening and National Criminal History Clearance. • <i>Prescribed Positions</i> under the <i>Children's Protection Act (1993)</i> must obtain a satisfactory Criminal and Relevant History 'child-related' employment screening through the Screening and Licensing Unit, Department for Communities and Social Inclusion. • Criminal and Relevant History Screening must be renewed every 3 years thereafter from date of issue for 'Prescribed Positions' under the <i>Children and Young People (Safety) Act 2017</i> or 'Approved Aged Care Provider Positions' as defined under the <i>Accountability Principles 2014</i> pursuant to the <i>Aged Care Act 2007 (Cth)</i>. • Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the <i>Public Sector Act 2009</i> for Public Sector employees or the <i>SA Health (Health Care Act) Human Resources Manual</i> for Health Care Act employees. • The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.

General Requirements:

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Directives, Determinations and Guidelines, and legislative requirements including but not limited to:

- *Work Health and Safety Act 2012 (SA) and when relevant WHS Defined Officers must meet due diligence requirements.*
- *Return to Work Act 2014 (SA), facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.*
- *Meet immunisation requirements as outlined by the Immunisation Guidelines for Health Care Workers in South Australia Policy Directive.*
- *Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).*
- *Children's Protection Act 1993 (Cth) – 'Notification of Abuse or Neglect'.*
- *Disability Discrimination.*
- *Independent Commissioner Against Corruption Act 2012 (SA).*
- *Information Privacy Principles Instruction.*
- *Code of Fair Information Practice.*
- *Relevant Awards, Enterprise Agreements, Public Sector Act 2009, Health Care Act 2008, and the SA Health (Health Care Act) Human Resources Manual.*
- *Relevant Australian Standards.*
- *Duty to maintain confidentiality.*
- *Smoke Free Workplace.*
- *To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.*
- *Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.*

The SA Health workforce contributes to the safety and quality of patient care by adhering to the South Australian Charter of Health Care Rights, understanding the intent of the National Safety and Quality Health Service Standards and participating in quality improvement activities as necessary.

Performance Development

The incumbent will be required to participate in the organisation's Performance Review & Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.

Handling of Official Information:

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

SA Health employees will not misuse information gained in their official capacity.

SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

White Ribbon:

SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

Cultural Commitment:

CALHN welcomes and respects Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. In acknowledgement of this, CALHN is committed to increasing the Aboriginal and Torres Strait Islander Workforce.

Resilience:

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

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Contribute to an effective and efficient Ultrasound service to clients by:	<ul style="list-style-type: none"> Operating with high levels of professional independence and is required to apply specialist Sonographic knowledge to determine best anatomical and pathology presentation of more complex examinations. Types of examinations include: <ul style="list-style-type: none"> Advanced shoulder Advanced elbow and upper extremities Advanced groin Advanced knee and lower extremities Complex abdominal including abdominal duplex studies Advanced small parts (thyroid, testes, eye etc) Advanced pelvis/gynae Advanced obstetric Assisting Radiologist with interventional procedures Undertaking work, which is operator-dependent, involving direct patient contact when performing complex Sonographic examinations using specialised equipment. Assessing request forms and patients' previous clinical history. Consulting with the patient or patient's guardian to document patient history regarding location and incidence of patients' presenting symptoms or to determine the mechanics of an injury. Communicating any unusual findings of the Ultrasound examination, which the Radiologist may use, together with the images to form the basis of a report, which is then available to the referring clinician. Liaising directly with the Radiologist if, based on their examination, they judge that a different type of examination or technique will provide more complete results. Submitting details as may be required to ensure the integrity of the PACS and RIS systems
Contributes to the provision of an exemplary Ultrasound service to clients by:	<ul style="list-style-type: none"> Accepting personal professional responsibility for the provision of Ultrasound imaging services. Assuming responsibility for all external staff entering the Ultrasound Department to ensure all staff and patients adhere to the medical imaging safety protocols. Involvement in research projects that supplement existing specialised knowledge and may contribute to the development of new or improved Ultrasound methods and policy.
Exercise professional direction over fellow Medical Imaging Professional Officers demanding professional judgement including:	<ul style="list-style-type: none"> Assessing the application of discipline standards; Weighing and discussing professional approaches used; Determining professional solutions; and Verification and validation of results.
Responsible for Ultrasound PACS Master	<ul style="list-style-type: none"> Assisting with PACS training. Monitoring data quality and integrity

User duties which include:	<ul style="list-style-type: none"> • Performing patient and exam merging tasks. • Liaise with Radiologists and other Medical Officers regarding Ultrasound Imaging data presentation on the PACS network.
Ensure a safe working environment at all times by:	<ul style="list-style-type: none"> • Maintaining effective work practices. • Adopting procedures and practices which comply with the OHS&W Act. • Making proper use of all safeguards, safety devices and personal protective equipment (as required in undertaking the duties of the position). • Taking reasonable care to protect the health and safety of self and others. • Attending mandatory safety training programs.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- Accredited Sonographer with the Australian Sonographers Accreditation Registry.
- Possess an accredited Postgraduate qualification in Medical Ultrasound.

Personal Abilities/Aptitudes/Skills:

- Well-developed communication skills, both written and oral.
- Ability to relate effectively with patients / fellow medical professionals, support staff, and people in general.
- Ability to lead a team including the ability to plan, prioritise, schedule and coordinate work to provide a professional service.
- Ability to provide professional direction to fellow medical imaging professional officers.
- Ability to use significant initiative to analyse situations and identify opportunities and needs to develop and progress the value, contributions and effectiveness of medical imaging services within the Ultrasound Department.

Experience

- High levels of proven medical imaging experience and expertise.
- Has attained professional expertise, competence and experience to perform all standard and complex professional tasks within Ultrasound.

Knowledge

- A detailed knowledge of all standard and complex professional tasks in the application of established Sonographic work practices and procedures.
- Specialised professional knowledge in selecting and adapting methods best suited to performing Ultrasound examinations and presenting the imaging data on the Radiology Departments PACS network.
- The attainment of these skills and knowledge will be evident through participation in further training by way of an accredited continuous professional development (CPD) program and/or by holding post-graduate qualifications relevant to Ultrasound.
- Knowledge of the principles of EEO, Occupational Health and Safety policies and procedures, personnel management standards and employee conduct standards and their application in the workplace.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- Additional Post degree studies relevant to Ultrasound.

Personal Abilities/Aptitudes/Skills:

- Ability to recognise and determine professional development needs and priorities.

Experience

- Demonstrated team leadership qualities with the ability to organise and coordinate departmental workflow in any situation.

Knowledge

Organisational Context

Organisational Overview:

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians

Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Wellbeing. The Department for Health and Wellbeing is an administrative unit under the Public Sector Act 2009.

The legal entities include but are not limited to Central Adelaide Local Health Network Inc., Northern Adelaide Local Health Network Inc., Southern Adelaide Local Health Network Inc., Women's and Children's Health Network Inc., Country Health SA Local Health Network Inc. and SA Ambulance Service Inc.

SA Health Challenges:

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

Central Adelaide Local Health Network:

CALHN is one of five Local Health Networks (LHNs) in South Australia established in July 2011. CALHN is responsible for the following health services:

- Royal Adelaide Hospital (RAH)
- The Queen Elizabeth Hospital (TQEH)
- Hampstead Rehabilitation Centre (HRC)
- St Margaret's Rehabilitation Hospital (SMRH)
- Glenside Health Service (GHS) Psychiatric Intensive Care Unit; Inpatient Rehabilitation Services and Acute beds only
- Adelaide Dental Hospital (ADH).

CALHN also has governance over numerous community mental health and primary health services including Prison Health Service, SA Dental Service and DonateLife SA. Of note also is governance of the Statewide Clinical Support Services (SCSS) including Imaging, Pathology and Pharmacy, responsibility of which has vacillated between CALHN and DHW over the past few years.

CALHN is one of three metropolitan LHNs and its core population is approximately 390,000 people. CALHN also provides services to patients from other SA networks, rural and remote areas, the Northern Territory, NSW (Broken Hill) and western parts of Victoria. These services usually relate to complex services such as head and neck cancer, radiation therapy, cardiac surgery, spinal surgery or rehabilitation.

CALHN's purpose is to deliver quality and sustainable healthcare. While the delivery of high quality patient care is our number one priority, we face a significant challenge in achieving financial sustainability. A quality-assured financial recovery plan has been developed to meet these challenges. Through effective leadership and change management, the plan which is applicable to all Directorates and departments, will be implemented over the next three years.

Division / Department:

SA Medical Imaging (SAMI) is a state-wide service, under the Central Adelaide Local Health Network which is responsible for the provision of all medical imaging services at SA Public Hospitals within metropolitan and country South Australia across SA Health. Contracts with External Service Providers exist for Modbury Hospital and Noarlunga Hospital, and many country health sites. Repat Radiology operates within the old Repatriation General Hospital site at Daw Park performing a predominantly Outpatient medical imaging service for SALHN and the general community.

Values

Central Adelaide Local Health Network Values

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

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

Code of Ethics

The *Code of Ethics for the South Australian Public Sector* provides an ethical framework for the public sector and applies to all public service employees:

- Democratic Values - Helping the government, under the law to serve the people of South Australia.
- Service, Respect and Courtesy - Serving the people of South Australia.
- Honesty and Integrity- Acting at all times in such a way as to uphold the public trust.
- Accountability- Holding ourselves accountable for everything we do.
- Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

Approvals

Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

Name: _____ **Role Title:** _____

Signature: _____ **Date:** _____

Role Acceptance

Incumbent Acceptance

I have read and understand the responsibilities associated with role, the role and organisational context and the values of SA Health as described within this document.

Name: _____ **Signature:** _____ **Date:** _____

Version control and change history

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