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SA Health Job Pack

Job Title	Rehabilitation Consultant/Staff Specialist
Job Number	660960
Applications Closing Date	20 July 2018
Region / Division	Northern Adelaide Local Health Network
Health Service	Modbury Hospital
Location	Modbury
Classification	MD2
Job Status	Part time temporary up to 16 June 2019. 18.75 hours p/wk
Indicative Total Remuneration*	\$313,002/\$580,096 pa (pro rata)

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	Meredith Jolly, Senior Manager, Northern Adelaide Rehab Service
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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



**Northern Adelaide Local Health Network (LHN)
JOB AND PERSON SPECIFICATION
(NON-MANAGERIAL)**

TITLE OF POSITION: Consultant/Staff Specialist	ADMINISTRATIVE UNIT: SA Health – Northern Adelaide LHN
Classification: MD-2G	Health Unit: Modbury Hospital
	Division: Aged Care, Rehabilitation & Palliative Care
Classification Reviewed:	Department / Section: Northern Adelaide Rehabilitation Services
	Position No:
	Position Created:

Job and Person Specification Approval

CEO or Delegate

____/____/____
Date

JOB SPECIFICATION

1. PREAMBLE

The implementation of the National Health Reform in 2011 saw the establishment of five Local Health Networks across SA intended to promote, maintain and restore the health of the communities they serve.

The Northern Adelaide Local Health Network (LHN) provides care for around 341,000 people living in the northern metropolitan area of Adelaide as well as providing a number of state-wide services, and services to those in regional areas. More than 3,800 skilled staff provide high quality patient care, education, research and health promoting services.

The Northern Adelaide Local Health Network (NALHN) provides a range of acute and sub acute health services for people of all ages and covers 16 Statistical Local Areas and four Local Government Areas (one of which crosses the Central Adelaide Local Health Network) and includes the following:

- Lyell McEwin Hospital
- Modbury Hospital
- Sub-Acute
- GP Plus Health Care Centres and Super Clinics
- Aboriginal Health Care Services
- Mental Health Services (including two statewide services – Forensics and Older Persons)

NALHN offers a range of primary health care services across the northern metropolitan area of Adelaide, with a focus on providing preventive and health promoting programs in the community, and transition and hospital substitution and avoidance programs targeted at chronic disease and frail aged.

Clinical leadership of care systems is central to the current national and state wide health reforms. NALHN care delivery is configured within clinical divisions that are patient-focused, clinically led groupings of services. Clinical Divisions are responsible for managing service delivery activities across NALHN campuses and units, bringing together empowered experts to directly make relevant decisions.

2. SUMMARY OF THE BROAD PURPOSE OF THE POSITION and its responsibilities/duties

- Contribute to the provision of high standard clinical services to patients of, and referred to the Northern Adelaide Rehabilitation Service
- Rehabilitation physician consultation services provided to inpatient, ambulatory and outpatients of Riverland General Hospital (Berri)
- Contribute to teaching/training at undergraduates and postgraduate levels.
- Participate in research.

Services will be provided across the NALHN and include visits and teleconferences to rural South Australia (Currently to Riverland General Hospital (Berri) which require fortnightly visit to the hospital in Berri, multiple videoconferencing and teleconferencing with Riverland General Hospital) .

3. REPORTING/WORKING RELATIONSHIPS (to whom the person reports, staff for whom the person is responsible, and other significant connections and working relationships within the organisation)

- Immediately responsible to the Medical Head of the Northern Adelaide Rehabilitation Service.
- Will be required to collaborate closely with other senior health professionals of NALHN, particularly those that form Aged Care, Rehabilitation and Palliative Care Division of NALHN.
- Will be required to collaborate closely with senior health professionals in subacute division of Country health SA LHN including those from Riverland General Hospital (Berri).
- Will be required to supervise the clinical practice of allocated trainee medical officers and medical students in NARS and Riverland General Hospital (Berri).

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 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.

4. SPECIAL CONDITIONS (such as non-metropolitan location, travel requirements, frequent overtime, etc)

- Appointment is subject to a satisfactory Background Screening and National Criminal History Check obtained through the Screening and Licensing Unit, Department for Communities and Social Inclusion to be renewed every 3 years thereafter from date of issue.
- The incumbent will be required to participate in the organisation's annual Performance Review & Development Program.
- May be required to work within other locations of the Northern Adelaide LHN.
- Some out of hours work may be required.
- Must support values consistent with the aims of SA Health and the LHN, including honesty, respect and integrity.
- May be required to undertake a health assessment prior to commencement.
- Must comply with the Principles of the Code of Fair Information Practice, adopted by the Department of Health, which regulate the collection, use, disclosure, storage and transfer of all personal patient/client information within the Department and throughout its funded service providers.
- Must participate in the NALHN after hour's on-call roster.
- Must be prepared to attend relevant meetings and staff development/education activities as required
- Intra and interstate travel may be required.
- This job require travel (self-driving) to Riverland General Hospital (Berri)- Currently once a fortnight.
- Must have a current, valid and unencumbered South Australian driver's licence

5. STATEMENT OF KEY OUTCOMES AND ASSOCIATED ACTIVITIES (group in to major areas of responsibility / activity and list in descending order of importance).

Contribute to the provision of high standard clinical services to patients of, and referred to, the Northern Adelaide Rehabilitation service and Country health SA LHN by:

- Providing specialist medical services to patients. Providing a specialist opinion on patients referred for consultation.
- Providing clinical leadership to facilitate and support a team approach to the provision of clinical services.
- Assigning and supervising the clinical practice of allocated trainee medical practitioners.
- 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.
- Assisting the Director/Head of Service in planning and organising the delivery of clinical services.
- Fostering the development of community networks appropriate to the area geriatrics service activity.

Contribute to teaching/training by:

- Contributing to medical teaching/training programs at undergraduate and postgraduate levels.
- Providing appraisals of medical undergraduates and trainee medical practitioners assigned to the Northern Adelaide Rehabilitation service (and to Riverland General Hospital).
- Contributing to the training of other health professionals.

Contribute to advances in knowledge in the specialty by:

- Initiating and participating in research.

Contributing to continuous evaluation and improvement of clinical services by:

- Initiating and supporting clinical improvement activities. This will involve evaluation of clinical processes and service outcomes, identifying possible areas for improvement and implementing the required changes.

Contribute to the efficient management of the financial and material resources of the Unit by:

- Using facilities, equipment and supplies in the most cost efficient manner.
- Contributing to documentation required for casemix management or other funding mechanisms by ensuring that appropriate practices are in place to ensure the timely coding of required data.

Contribute to a patient focused approach in the provision of clinical care by:

- Adhering to and supporting practices that ensure patients' rights are respected.
- Investigating and addressing patient complaints in a positive, constructive matter.
- Maximising the participation of consumers in planning and evaluating services.

Contribute to the adoption of responsive risk management practices by:

- Maintaining an awareness of risk in the clinical environment.
- Actively supporting and contributing to risk management initiatives.
- Reporting sentinel events, potential medical negligence claims and adverse patient incidents.

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Policies and Procedures 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.

Contributes to patient safety and quality by adhering to the Australian Charter of Health Care Rights, understanding the intent of the Australian National Safety & Quality Health Service Standards and participating in quality improvement activities as necessary.

All employees are responsible and accountable for keeping accurate, legible and complete records of their activities.

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.

Acknowledged by Occupant: _____ Date: ____/____/____

PERSON SPECIFICATION

ESSENTIAL MINIMUM REQUIREMENTS (those characteristics considered absolutely necessary)

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

Demonstrated clinical excellence in Rehabilitation Medicine
Demonstrated professional integrity.
Demonstrated ability to work in a multi-disciplinary/interdisciplinary team environment.
Demonstrated commitment to quality improvement.
Demonstrated ability to be adaptable to change.
Proven commitment to the principles and practise of:

- EEO, Ethical Conduct, diversity and OHS&W;
- Quality management and client oriented service;
- Risk management.

Experience

Experience in quality improvement activities.

Knowledge

Understanding of quality improvement principles.
Understanding of the rights and responsibilities of patients and their families.

DESIRABLE CHARACTERISTICS

Personal Abilities/Aptitudes/Skills

Experience at a senior level of professional practice.
Experience in teaching at an undergraduate and postgraduate level.
Experience in research initiatives.

Experience

Proven experience in basic computing skills, including email and word processing

Knowledge

Understanding of budgetary requirements affecting the Health System.
Understanding of the Health funding model.

Educational/Vocational Qualifications (considered useful in carrying out the responsibilities of the position)

Fellowship of the Australasian Faculty of Rehabilitation Medicine (FAFRM) or an equivalent specialist qualification in Rehabilitation Medicine registrable with the Medical Board of Australia in 2013 as a specialist.
Demonstrated participation in continuing medical education since attaining qualification.
MD or PhD or other higher degree in an appropriate field.
