



ROLE DESCRIPTION

Role Title:	Consultant Geriatrician		
Classification Code:	MD2	Position Number	
LHN/ HN/ SAAS/ DHA:	Central Adelaide Local Health Network (LHN)		
Site/Directorate	Royal Adelaide Hospital (RAH)		
Division:	Medical Directorate		
Department/Section / Unit/ Ward:	Geriatric & Rehabilitation Medicine		
Role reports to:	Head of Unit, Geriatric Medicine, RAH		
Role Created/ Reviewed Date:	3 rd April 2018		
Criminal History Clearance Requirements:	<input checked="" type="checkbox"/> Aged (DHS) <input checked="" type="checkbox"/> WWCC- Prescribed (DHS) <input type="checkbox"/> Vulnerable (DHS) <input checked="" type="checkbox"/> General Probity (NPC)		
Immunisation Risk Category:	<input checked="" type="checkbox"/> Category A (direct contact with blood or body substances) <input type="checkbox"/> Category B (indirect contact with blood or body substances) <input type="checkbox"/> Category C (<i>minimal patient contact</i>)		

ROLE CONTEXT

Primary Objective(s) of role:
<p>The Geriatric & Rehabilitation Medicine Consultant is responsible for delivering high quality clinical practice in geriatric medicine across the continuum of care. This includes acute, sub-acute care, consultative (hospital and community), rehabilitative and ambulatory (both metropolitan and rural) services. The Consultant will also contribute to the undergraduate and postgraduate teaching, research and quality assurance activities of the department.</p>

Direct Reports:
<p>Will be required to be responsible for junior medical staff and other staff as delegated by the Head of Unit. Will be required to collaborate closely with other geriatricians and other senior health professionals and administrative staff.</p>

Key Relationships/ Interactions:

- Responsible to the Director, Geriatric & Rehabilitation Medicine, for maintenance of a high standard of clinical and administrative practice.
- Professionally accountable to the Clinical Services Director, Medical Services through the Head of Unit

(Internal)

- The Medical Consultant is required to work collaboratively on a daily basis with Medical, Nursing, Allied Health, Pharmacy, Business Operations Manager and senior administrative staff.
- The incumbent is required to contribute to relevant committees and working parties.
- The Consultant will be required to work collaboratively with the teaching and research staff associated with the department in the delivery of the geriatric medicine academic program.

External

- The Consultant is required to work closely with the Emergency Department and other Units and services within CALHN.
- Develop relationship with external care resources to enhance access to hospital services in an efficient manner
- Actively contribute to the interaction between the unit and external stakeholders

Delegations:

Delegation Level- Not applicable

Staff supervised- will be as delegated by the Head of Unit

Special Conditions:

- It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory Background Screening and National Criminal History Clearance.
- *Prescribed Positions* under the *Children's Protection Act (1993)* must obtain a satisfactory 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 Children and Young People (Safety) Act 2017* or 'Approved Aged Care Provider Positions' as defined under the *Accountability Principles 2014* pursuant to the *Aged Care Act 2007 (Cth)*.
- Appointment is subject to immunisation risk category requirements. There may be ongoing immunisation requirements that must be met.
- 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

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 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
High Standard Clinical Practice	<ul style="list-style-type: none"> • Engaging in clinical practice as determined/rostered by the Head of Unit of Department. • Participating in all aspects of the Unit's clinical roster- acute care, sub-acute/rehabilitation care, liaison services and community outreach services. • Assisting in the clinical supervision of trainee medical officers, specialist nursing and specialist allied health staff in the Geriatric Services • Maintaining detailed clinical records and providing timely correspondence to general practitioners thus ensuring continuity of care. • Reviewing investigations pertaining to patients under their care and organising for appropriate management. • Involving the patient (& their carers) and other community health care providers in the clinical decision making process ensuring patient centered care. • Assisting in the implementation and development of clinical and management protocols aimed at delivering high quality patient care. • Sharing fully in the organisation and implementation of all modalities of quality assurance within the Department. • Ensuring the Directorate's clinical services are planned and provided in a manner that is patient focused, fostering and optimising consumer participation in planning and evaluation of services and ensuring patient complaints are investigated and addressed in a positive and constructive manner. • Ensuring sentinel events, potential medical negligence claims and adverse patient incidents are appropriately reported, investigated and resultant recommendations to improve services are implemented. • Applying and promoting practices that ensure patients' rights are respected.
High Quality Teaching, Training and Research	<ul style="list-style-type: none"> • Actively contributing to the postgraduate teaching and research program in geriatric medicine. • Actively contributing to the development and implementation of an undergraduate teaching program within the Geriatric Unit • Participating in the Department's teaching program for other health professionals: general practice, nursing and allied health graduates. • Actively contributing to the Department's research agenda
Efficient Administration	<ul style="list-style-type: none"> • Contributing to Casemix management including ensuring appropriate practices are in place to ensure the timely coding of required data. • Collaborating with the Head of Unit to achieve Departmental human and financial resource as well as key performance measure obligations. • Applying and promoting practices that ensure patients' rights are respected.

	<ul style="list-style-type: none"> • Participating in the implementation and development of a postgraduate teaching program in geriatric medicine. • Contribute to teaching/training at undergraduates and postgraduate levels. • Participating in the implementation and development of the Department's teaching program for other health professionals: general practice, nursing and allied health graduates. • Participating in the implementation and development Department's research and quality improvement initiatives.
Quality Improvement	<ul style="list-style-type: none"> • Assisting with / Developing and establishing key performance indicators for all critical activities relevant to area of responsibility in accordance with the quality evaluation program. • Assisting in the identification, establishment and review of corporate and departmental performance standards and outcomes. • Establishing and maintaining recording systems to accurately reflect the activity of the various aspects of the department, which will enable evaluation of performance leading to improvement and achievement of best practice standards. • Contributing to quality improvement committees of the hospital/region- for example mortality review committee, ethics committee, credentialing committee etc

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS (those characteristics considered absolutely necessary)

1. Education/Vocational Qualifications etc.

- Eligible for registration as a Specialist in Geriatric Medicine with the Medical Board of South Australia
 - Fellow of the Royal Australasian College of Physicians with advanced training in Geriatric Medicine or equivalent
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2. Personal Abilities/Aptitudes/Skills (related to the job description and expressed in a way which allows objective assessment)

- Ability to supervise, give direction and train staff.
 - Ability to communicate effectively, both verbally and in writing.
 - Demonstrable and recognised interpersonal skills in relationships with colleagues, patients and the community.
 - Demonstrated skills in interpretation of laboratory data and appropriate use of relevant investigative services.
 - Demonstrated interest, involvement and skills in education of both medical and non medical personnel both undergraduate and post graduate together with an interest in community liaison and speaking.
 - Demonstrated interest, involvement and skills in the use of written language, preparation of reports and publications relevant to the position.
 - Demonstrated interest and ability in management of individuals or groups and proven involvement in working as a team member as relevant to the position.
 - Ability to generate and maintain interest and enthusiasm in work, to show initiative, work alone, generate new ideas and develop them in clinical areas.
 - Ability to relate in a team environment to all non-medical staff within the department and encourage other staff to contribute.
 - Ability to accept direction and constructive criticism, show tolerance and insight, be flexible and be interested in the efficient and effective provision of services.
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3. Experience (including community experience)

- Some experience during advanced training in rehabilitation principles and community outreach services is required.
- Working experience within dementia services and orthogeriatrics at a minimum during advanced training is required- including cognitive assessment clinics.
- Experience in Undergraduate teaching and research is required.

4. Knowledge

- Knowledge of quality improvement concepts and techniques.
- Knowledge of public sector management aims, personnel management standards and employee conduct standards, in particular Equal Opportunity and Occupational Health, Safety and Welfare policies and procedures.
- An understanding of risk and safety management systems, standards and responsibilities as they relate to a supervisory/management role.

DESIRABLE REQUIREMENTS (to distinguish between applicants who have met all essential requirements)

1. Education/ Vocational Qualifications (Considered to be useful in carrying out the responsibilities of the position)

- Research Master's Degree or PhD or at least evidence of enrolment and satisfactory progression
 - Evidence of academic interest in geriatric medicine (eg. publications, research activities or grant applications)
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2. Personal Abilities / Aptitudes / Skills

- Ability to consult across a range of agencies and disciplines.
- Ability to interpret and implement policies and procedures.
- Ability to work within or lead a multi-disciplinary team.

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:

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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:** _____