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## SA Health Job Pack

Job Title	Paediatrician - Staff Specialist
Eligibility	Open to Everyone
Job Number	852419
Applications Closing Date	open until all positions filled
Region / Division	Barossa Hills Fleurieu Local Health Network
Health Service	Gawler Health Service
Location	Gawler
Classification	MD2
Job Status	Multiple Permanent Part Time positions available working 1 day a week (including on call)
Total Indicative Remuneration	\$372,783 - \$483,861 p.a. (pro-rata)

## Contact Details

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## 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 Human Services (DHS) 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 Check (WWCC) - **DHS**
- ☐ National Disability Insurance Scheme (NDIS) Worker Check- **DHS**
- ☒ Unsupervised contact with Vulnerable groups- **NPC**
- ☐ Unsupervised contact with Aged Care Sector- **DHS**
- ☐ No contact with Vulnerable Groups - 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 [Guidelines for Applicants](#) for further information regarding

- Salary Packaging
- Opportunities for movement within SA Health
- Flexible working arrangements
- Criminal History screening and background checks
- Immunisation requirements
- Rights of review
- Information for applicants



## ROLE DESCRIPTION

<b>Role Title</b>	Staff Specialist – Paediatric Medicine
<b>Classification Code</b>	MD02
<b>Position Number</b>	NEW
<b>Local Health Network</b>	Barossa Hills Fleurieu Local Health Network Inc.
<b>Hospital / Service / Cluster / RSS</b>	Gawler Health Service
<b>Department/Section / Unit/ Ward</b>	Paediatrics
<b>Role reports to</b>	Director Medical Services – Gawler Health Service
<b>Role Created/ Reviewed Date</b>	23/11/2023
<b>Criminal History Clearance Requirements</b>	<input checked="" type="checkbox"/> NPC – Unsupervised contact with vulnerable groups <input checked="" type="checkbox"/> DHS Working With Children Check (WWCC) <input type="checkbox"/> NDIS Worker Screening <a href="#">Please click here for further information on these requirements</a>
<b>Immunisation Risk Category</b>	Category A (Direct Contact with blood or body substances) <a href="#">Please click here for further information on these requirements</a>

## ROLE CONTEXT

### Primary Objective(s) of role:

#### Role Summary

- > Gawler Health Service to meet the needs of local Gawler Health Service is developing a general Paediatric service to the local community. The service involves on a 24/7 on-call to the hospital including neonatal resuscitation on a 1:5 with internal cover.
- > Baby checks of newborn.
- > Rapid access Paediatric Clinics Monday to Friday in the mornings.
- > General Paediatric Clinics Monday to Friday in the afternoons.

#### Clinical

- > To engage in clinical practice as determined by the Director of Medical Services, Gawler Health Service.
- > To adhere to policies, protocols and procedures as determined by the Department, BHFLHN, or the Hospital that will ensure the provision of a high standard medical practice.
- > To contribute or participate in on-call, clinical audits, clinical safety and quality activities and service planning meetings, to ensure the maintenance of quality outcomes and standards of practice.
- > To provide a high-quality consultant service to the inpatients of Gawler Health Service and affiliated agencies if required.
- > To provide an after-hours on-call service on a regular basis, on a roster agreed by the Director of Medical Services – Gawler Hospital.
- > To ensure the maintenance of adequate clinical records which document all significant patient management decisions.
- > To coordinate the follow-up care of hospital patients.
- > To continuously review existing practices and promoting change where required.

#### Teaching

- > To support and contribute to the continuing education programmes within the hospital in the discipline of Maternity Service.

#### Administrative

- > To prepare statements and reports as requested by the Director of Medical Services.
- > To adhere to sound business practices as directed by the hospital and within the parameters of SA Health industrial and administrative circulars and the philosophy of the hospital.
- > To participate in an annual performance appraisal process with the Director of Medical Services.
- > To participate in mandatory in-service training programmes, as determined by SA Health.

- > To seek leave approval with the Director of Medical Services.

#### Key Relationships/ Interactions:

##### Internal

- > Reports to the Director Medical Services, Northern BHFLHN for all public patient matters of concern.
- > Works cooperatively as a member of the broader Obstetrics/Paediatrics team.

##### External

- > Liaises with other Health Services and hospitals in the BHFLHN and Adelaide, with other health providers in the community and hospital sector and with the broader community in the pursuit of comprehensive patient care.
- >

#### Challenges associated with Role:

Major challenges currently associated with the role include:

- > Ability to manage client load in a busy work environment
- > Ability to maintain contemporary practice whilst based in a regional centre
- > Capacity to work shifts across 24 hours/7days
- > Limited work force and resources
- > Participate in the on-call roster

#### Delegations:

- > As directed by Director Medical Services

#### Resilience:

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

#### Performance Development

It is your responsibility to actively participate in the Performance Review & Development Program which will include a six (6) monthly review of your performance against the responsibilities and key result areas associated with your position and a requirement to demonstrate appropriate behaviours which reflect a commitment to South Australian Public Sector and Barossa Hills Fleurieu Local Health Network Inc. 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, 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.
- > *Return to Work Act 2014 (SA)*, facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.
- > 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).
- > SA Information Privacy Principles.
- > Relevant Awards, Enterprise Agreements, *Public Sector Act 2009 (SA)*, *Health Care Act 2008 (SA)*, 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.
- > Health Practitioner Regulation National Law (South Australia) Act 2010.
- > *Mental Health Act 2009 (SA)* and Regulations.
- > *Controlled Substances Act 1984 (SA)* and Regulations.
- > Professional Practice Standards and competencies consistent with area of practice as varied from time to time.
- > SA Health / Select Local Health Network from drop down; policies, procedures and standards.

#### **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:**

Select Local Health Network from drop down; welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. Select Local Health Network from drop down; 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 National Police Certificate (NPC).
- > Prescribed Positions under the Child Safety (Prohibited Persons) Act 2016 must obtain a satisfactory Working With Children Check (WWCC) through the Department of Human Services (DHS) Screening Unit.

- > 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 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
- > NPCs and DHS Disability Services Employment Screenings must be renewed every 3 years thereafter from date of issue.
- > WWCCs 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
<b>Medical Records</b>	<p>Patient care is enhanced by good communication between health care professionals. It is the responsibility of the attending clinicians to:</p> <ul style="list-style-type: none"> <li>&gt; Document their care accurately and objectively. The case notes are the primary avenue for this communication.</li> <li>&gt; Notes should be written contemporaneously. Comments should be accurate and objective and written with the knowledge that the patients have a right to inspect their case notes under Freedom of Information legislation.</li> <li>&gt; The content of the case notes should be concise, relevant and structured with each entry having a date and time and the writer being clearly identified both by a signature, a printed name and a position description. Clinicians should use approved abbreviations only.</li> </ul>
<b>Provide High Quality Clinical Service</b>	<ul style="list-style-type: none"> <li>&gt; Provision of clinical services in Paediatrics exercising a high level of professional judgement and clinical competence in a multi-disciplinary setting.</li> <li>&gt; Participate in teaching and quality assurance activities and undertake health promotion and community education activities.</li> <li>&gt; Provide supervision training and direction to non-accredited overseas trained salaried medical officers.</li> <li>&gt; Conducting consultation and procedures that include assessing analysing diagnosing managing treating education and supporting patients.</li> <li>&gt; Adhering to required work practices that ensure satisfactory patient flow through the health service and the meeting of performance targets.</li> <li>&gt; Coordinating appropriate follow up of the medical problems with the patients general practitioner and other specialists or service.</li> <li>&gt; Organise admission to Gawler Health Service and discharges as necessary.</li> <li>&gt; Develop and maintaining harmonious working relationship with other health workers or service providers throughout the BHF LHN.</li> <li>&gt; Providing Rapid Access Clinic Services (referral from ED Acute &amp; GPs).</li> <li>&gt; Providing services to General Paediatrics outpatients.</li> </ul>
<b>The Medical Practitioner will contribute to the ongoing commitment to policies and procedures of MGDHS</b>	<ul style="list-style-type: none"> <li>&gt; Participating in Quality Improvement activities, including the identification of performance standards and increased efficiencies;</li> <li>&gt; Complying with Equal Employment Opportunity principles and procedures on a daily basis;</li> <li>&gt; Participating in Performance Enhancement activities, including performance appraisals;</li> <li>&gt; Complying with Gawler Health Service/BHF Delegations of Authority.</li> </ul>
<b>Ensure their own professional and personal development</b>	<ul style="list-style-type: none"> <li>&gt; Evaluating own practice through annual performance planning and review.</li> <li>&gt; Maintaining confidentiality as stated in Section 93, Part 11 - Miscellaneous of the South Australian Health Care Act 2008, Confidentiality and disclosure of information.</li> <li>&gt; Practicing in accordance with the philosophy, objectives, policies and procedures of the Gawler Health Service.</li> <li>&gt; Functioning in accordance with all legislation affecting the Gawler Health Service and professional bodies.</li> <li>&gt; Maintaining current professional knowledge and skills for management competency.</li> <li>&gt; Being an effective role model for all other staff.</li> </ul>



	<ul style="list-style-type: none"> <li>&gt; Practicing within own abilities and qualifications as determined through the Credentialing and Delineation of Scope of Clinical Practice process.</li> <li>&gt; Ensuring that appropriate standards of service are maintained through active participation in Quality Improvement programs</li> <li>&gt; Contributing to the well-being of people in South Australia through participation 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.</li> <li>&gt; Contributing to the promotion and implementation of the General Public Sector management aims, personnel management standards and employee conduct standards and in particular Equal Opportunity and Occupational Health Safety and Welfare by adhering to the provisions of relevant legislative requirements such as: <ul style="list-style-type: none"> <li>&gt; Delegations of Authority</li> <li>&gt; Disability Discrimination Act</li> <li>&gt; Privacy Act 1988</li> <li>&gt; Freedom of Information Act 1982</li> <li>&gt; SA Information Privacy Principles</li> <li>&gt; Code of Ethics for Public Sector Employees</li> <li>&gt; Code of Fair Information Practice</li> </ul> </li> </ul>
<b>Adhere to the principles of Occupational Health, Safety and Welfare including undertaking responsibility</b>	<ul style="list-style-type: none"> <li>&gt; Taking responsibility for their own health, safety and welfare, and taking reasonable care to avoid adversely affecting the health, safety and welfare of any other person through any actions in the workplace.</li> <li>&gt; Participating in team meetings and reading and listening to relevant information.</li> <li>&gt; Participating in the consultation process.</li> <li>&gt; Following OHS&amp;W Policy and procedures and using safe work practices to maintain safe working conditions.</li> <li>&gt; Reporting and investigating all incidents, accidents and near misses, using the appropriate forms, and, in consultation with the Occupational Health and Safety Representative, ensuring preventative actions are identified and implemented to avoid, reduce or eliminate identified hazards.</li> <li>&gt; Reporting regularly all incidents and the outcomes of any investigation.</li> <li>&gt; Ensuring proper use of all safeguards, safety devices and personal protective equipment, and ensuring that all staff comply with health and safety practices.</li> <li>&gt; Carrying out any reasonable instruction in relation to health and safety in the workplace.</li> <li>&gt; Being familiar with fire and emergency procedures.</li> <li>&gt; Ensure all employees are orientated to the work area, and provide training to ensure all employees are safe from injury and risks to health. This includes ensuring employees are trained in safe work practices, and the proper use of plant, equipment and materials.</li> <li>&gt; Attending and ensuring that all staff for whom you are responsible, attend relevant OHS&amp;W training &amp; development, including fire safety and manual handling, on an annual basis</li> <li>&gt; Consult with the appropriate OHS Representative, as appropriate, when changes are planned which may affect the health, safety or welfare of employees.</li> <li>&gt; Attending, on a regular basis, training and development in Occupational Rehabilitation.</li> <li>&gt; Ensuring that you do not interfere, or cause another employee to interfere with, remove, displace or render ineffective any safeguard, safety device, personal protective equipment or other appliance provided for the health and safety of employees, except when necessary as part of an approved maintenance, repair or emergency procedure</li> <li>&gt; Ensuring all staff have a working knowledge and understanding of their Occupational Health Safety &amp; Welfare requirements and responsibilities</li> </ul>



	<ul style="list-style-type: none"><li>&gt; Participating in the development, implementation and review of OHS&amp;W policy, procedure, work instructions and standard operating procedures</li><li>&gt; Ensuring the implementation of the Occupational Health Safety &amp; Welfare Program, including the implementation, review and update of action plans as required.</li><li>&gt; Participation in workplace inspections, and audits for their department, in consultation with the Occupational Health Safety &amp; Welfare Representative</li><li>&gt; Ensure standards of housekeeping are met and maintained</li><li>&gt; Developing and reviewing key performance indicators for their area of responsibility</li><li>&gt; Actively participate in the rehabilitation of injured workers and in the identification of modified duties as required</li></ul>
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## Knowledge, Skills and Experience

### Educational/Vocational Qualifications

- > Fellowship of the RACP (or equivalent), eligible for registration as a Specialist with the Medical Board of South Australia.

### Personal Abilities/Aptitudes/Skills:

- > Demonstrated high level of skill in negotiation and communication.
- > Proven skill in problem solving and decision making at both the clinical and the individual level.
- > Clinical excellence in the speciality of paediatric general medicine.
- > Problem solving and decision making at an organisational and individual level.
- > Physically able to meet position expectations and requirements.
- > Investigation, negotiation and resolution of complaints.
- > Supervision, direction and management of staff.
- > Working relationships with patients, their families and other staff which demonstrates courtesy, respect, consideration, empathy, honesty, openness, providing good service, promoting health and promoting the goals of the BHF LHN and Gawler Hospital.
- > Demonstrated commitment to quality management philosophy and devolved responsibility.
- > Demonstrated commitment to patient and relative participation in patient care.
- > Proven ability to react positively to change.
- > Ability to engage appropriately with Aboriginal consumers and community members to improve health outcomes.
- > Ability to engage and influence others to improve Aboriginal Health services provided to the local community.

### Experience

- > Paediatric general medicine.
- > Neonatal Nursery Care.
- > Proven experience working as part of a multi-disciplinary team.
- > As appropriate to the position. A formal credentialing and delineation of scope of clinical practice will be undertaken prior to appointment.
- > Experience working with Aboriginal consumers and communities to provide culturally appropriate health services.

### Knowledge

- > Ability to work in a team environment.
- > Demonstrated flexible approach to working within a multi-disciplinary team.
- > Effective communication, both verbally and written. A knowledge of Occupational Health, Safety and Welfare principles and procedures.
- > A knowledge of Equal Employment Opportunity principles and procedures.
- > Can evidence a working knowledge of health issues and service barriers facing Aboriginal consumers.
- > Can evidence attending training in Aboriginal cultural issues and has the willingness and the ability to develop this knowledge within the team you manage and across the health service generally.

## DESIRABLE CHARACTERISTICS

### Educational/Vocational Qualifications

- > MD or PhD.
- > Appropriate and relevant post-graduate tertiary qualification.

## 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.

### Health Network/ Division/ Department:

The BHFLHN encompasses country hospitals and health services that provide support and services to approximately 12% of the South Australian population.

The region is an area of significant population growth for South Australia. Our sites and services are located at Mt Barker, Gawler, Victor Harbor (Southern Fleurieu), Strathalbyn, Kingscote, Mt Pleasant, Angaston, Tanunda, Gumeracha, Eudunda and Kapunda. The BHF LHN has 11 public hospitals, 6 aged care facilities and an extensive range of community-based services.

Services we deliver include, but are not limited to Acute care, Medical, Accident and Emergency, Surgery, Birthing and Midwifery, Specialist Consultancy, Renal Dialysis, Chemotherapy, Transfusions, Rehabilitation, Residential Aged Care, Respite Care, Transitional Care Packages, Aboriginal Health, Mental Health, Allied Health, Community Health (Country Health Connect), Community Nursing, Palliative Care, Community Home Support Packages and Home Modifications.

## 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.

As a public sector employee, you have a responsibility to maintain ethical behaviour and professional integrity standards. It is expected that you act in accordance with the Code of Ethics and contribute to a culture of integrity within SA 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:**