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SA Health Job Pack

Job Title	Hand Surgery Fellow - CALHN 2020
Job Number	663718
Applications Closing Date	7/9/18
Region / Division	Central Adelaide Local Health Network
Health Service	The Royal Adelaide Hospital
Location	Adelaide
Classification	MDP-2
Job Status	Full-time temporary from 1/1/20 up to 31/12/20
Indicative Total Remuneration*	\$93,111/\$151,157

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	Yugesh Caplash
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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:	Hand Fellow, Plastic & Reconstructive Surgery
Classification Code:	MDP2 –Medical Practitioner
LHN/ HN/ SAAS/ DHA:	Central Adelaide Local Health Network
Hospital/ Service/ Cluster	Royal Adelaide Hospital
Division:	Surgical Directorate
Department/Section / Unit/ Ward:	Plastic & Reconstructive Surgery
Role reports to:	Director of Plastic & Reconstructive Surgery
Role Created/ Reviewed Date:	
Criminal History Clearance Requirements:	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) <input type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)

ROLE CONTEXT

Primary Objective(s) of role:

- > To provide a hand surgical service of the highest standard to the patients of the Department of Plastic and Reconstructive Surgery, Royal Adelaide Hospital.

Direct Reports:

- > Responsible to the Director of Plastic and Reconstructive Surgery and report directly to the Supervisors of hand surgery training.

Key Relationships/ Interactions:

Internal

- > Maintains an active working relationship with nursing and other staff involved in the provision of the clinical service.
- > Liaise with the appropriate Visiting Medical Specialists, Staff Specialists or Head of Unit in relation to the supervision and training of Medical Officers
- > Liaise with the nominated Royal Australasian College of Surgeons' Training Supervisor

External

- > Liaise with patients and external agencies to enhance patient care
- > Attend meetings, workshops and professional development activities relevant to the position

Challenges associated with Role:

Major challenges currently associated with the role include:

- > Time management - the decision of initiating appropriate and timely surgical care between emergency patients and emergency theatre for hand trauma cases, negotiate with theatre management for operating time for all hand cases.
- > Managing patient flow in a large volume hand outpatient service
- > Coping with busy after hours calls when rostered on

Delegations:

- > N/A

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, 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.
- > Meet immunisation requirements as outlined by the *Immunisation Guidelines for Health Care Workers in South Australia 2014*.
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > *Children's Protection Act 1993 (Cth)* – 'Notification of Abuse or Neglect'.
- > Disability Discrimination.
- > 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.

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.

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 Background Screening and National Criminal History Clearance through the Screening and Licensing Unit, Department for Communities and Social Inclusion.
- > Background Screening and National Criminal History Clearances must be renewed every 3 years thereafter from date of issue for 'Prescribed Positions' under the *Children's Protection Act 1993 (Cth)* or 'Approved Aged Care Provider Positions' as defined under the *Accountability Principles 1998* made in pursuant to the *Aged Care Act 2007 (Cth)*.
- > 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.

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Clinical	<p>Provide a clinical service to the plastic and reconstructive surgery patients of the hospital by:</p> <ul style="list-style-type: none"> > Engaging in clinical practice as determined by the Unit Director. > Attending to the clinical needs of the patients assigned to his/her nominated unit during office hours. > Attending to the clinical needs of all hand patients referred to or attending the hospital after hours. > Overseeing inpatient management and ensuring good communication with paramedical and junior medical staff > Providing a telephone support service to all requesting doctors in close liaison with the rostered Consultant. > Coordinating the follow-up care of hospital hand inpatients > Attending and participating in hospital clinical meetings. > Carrying responsibility for running the hand surgery service at the RAH with registrars, fellows and consultants > Carrying responsibility for all hand surgery as well as general plastic surgery patients within the department > Supervising the departmental hand surgery activity audit by monitoring record keeping and documentation of complications, combined cases, consults etc by registrars and residents > Acting as the first point of contact for the Hand Therapy Department
Teaching/Professional Development	<ul style="list-style-type: none"> > Be actively involved in the teaching of registrars and residents on the unit. > Co-ordinate the weekly Friday hand trauma and x-ray audit. > Co-ordinate the monthly combined Orthopaedic/Plastic Surgery teaching sessions > Manage the Friday Hand/Microsurgery teaching session. > Participate in all departmental teaching activities. > Maintain the hand surgery database and present the annual Hand Surgery Audit. > Attend the SAHSS and/or AHSS annual conference. Attendance of the American Hand Surgery Society Annual Meeting is encouraged. > Completion of the AO Hand Fracture Course and a Microsurgery course is also strongly encouraged if that has not previously been undertaken.
Research	<ul style="list-style-type: none"> > Initiate and participate in research programs associated with the service. > Undertake one or two research projects in the allocated time period. > Ideally a clinical or laboratory/anatomical study should be undertaken within the fellowship. The aim is to present the research at the SAHSS and AHSS Annual Meeting and publish the results.
Administrative	<ul style="list-style-type: none"> > Coordinate bookings and elective surgery waiting lists in liaison with the Waiting List Coordinator. > Attend committee and other meetings as requested by the Director of Plastic and Reconstructive Surgery.

	<ul style="list-style-type: none"> > Assist in the maintenance of satisfactory medical record documentation and completion of discharge summaries.
Communication	<ul style="list-style-type: none"> > Ensure close liaison and early referral from other units. > Attend multidisciplinary meetings to facilitate better collaborative management of patients. > Ensure all information relevant to the smooth running of the service is flowed on to all registrars and junior staff and the Administrative Officer
Other Responsibilities	<ul style="list-style-type: none"> > Ensure that service provision and the activities of the Unit are customer focussed and professionally and effectively conducted by contributing to the development of an integrated team approach and culture which is highly responsive to the needs of patients and external clients. > Lead, develop and foster a positive work culture which is based on SA Health's values and promotes customer service, learning and development, safety and welfare of employees, acknowledges differences, and encourages creativity and innovation.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- > Completed plastic and reconstructive surgery specialist training (FRACS or equivalent) making the incumbent eligible for registration as a medical practitioner with the Australian Health Practitioner Regulation Agency (AHPRA).

Personal Abilities/Aptitudes/Skills:

- > Clinical skills appropriate for the duties in plastic and reconstructive surgery operating theatres, outpatient clinics and ward activities.
- > A commitment to providing a quality service to the client.
- > Interpersonal skills of a high order.
- > Ability to work in a multi-disciplinary setting.
- > Ability to relate to a wide range of people.
- > Demonstrated ability to communicate effectively in English both verbally and in writing.
- > Strong leadership and organisational skills.

Experience

- > Demonstrable interest and experience in hand surgery.
- > Experience in clinical research
- > Experience in plastic and reconstructive surgery patient management.

Knowledge

- > Broad knowledge in the field of plastic, reconstructive and hand surgery

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- > Prior completion of an AO fracture course is viewed favourably.
- > Prior completion of a microsurgery course or microsurgery experience is recommended
- > A working knowledge of computing

Personal Abilities/Aptitudes/Skills:

- > Willingness to participate in research

Experience

- > Participation in education and research programs

Knowledge

- > Understanding of philosophy/principles/goals of the Royal Adelaide Hospital and the Plastic and Reconstructive Surgery Department.

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, Country Health SA 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 Royal Adelaide Hospital is one of two tertiary referral centres in Adelaide servicing the whole of South Australia. The two hospitals service a population in excess of 1.7 million and cover an area of a million square kilometres. It also provides services to regional areas of other states and the Northern Territory. The Royal Adelaide Hospital has two hand surgery services, one run by the Plastic Surgery Department and the other by the Orthopaedic Surgery Department. The Plastic Surgery Department clinic treats in excess of 3400 patients a year. Over 700 acute and elective hand surgeries are performed yearly. It currently has one hand clinic per week and a monthly brachial plexus/peripheral nerve clinic.

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.

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: