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SA Health Job Pack

Job Title	Fellow Radiation Oncology
Job Number	687827
Applications Closing Date	19/4/19
Region / Division	Central Adelaide Local Health Network
Health Service	The Royal Adelaide Hospital
Location	Adelaide
Classification	MDP-2 / MDP-3
Job Status	Full-time temporary up to 15/5/20
Indicative Total Remuneration*	MDP-2 \$93,111/\$151,157 MDP-3 \$151,539/\$161,381

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	Dr Michael Penniment
Phone number	0401 123 762
Email address	Michael.Penniment@sa.gov.au

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:	Fellow
Classification Code:	MDP2/MDP3
LHN/ HN/ SAAS/ DHA:	CAHLN
Hospital/ Service/ Cluster	Royal Adelaide Hospital
Division:	Cancer Service
Department/Section / Unit/ Ward:	Radiation Oncology
Role reports to:	Director Radiation Oncology
Role Created/ Reviewed Date:	
Criminal History Clearance Requirements:	<input type="checkbox"/> Aged (NPC) <input type="checkbox"/> Child- Prescribed (DCSI) <input type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)

ROLE CONTEXT

Primary Objective(s) of role:

The Bragg Fellowship in Radiation Oncology at the Royal Adelaide Hospital is available commencing May 2019.

The Fellow will be based at the Royal Adelaide Hospital Fellow with opportunity to work across all sites of the Royal Adelaide Hospital, Lyell McEwin Hospital and The Queen Elizabeth Hospital for clinical and research exposure. A combination of both clinical and research time is available with opportunity specifically to undertake proton-photon comparative planning studies.

A significant range of radiotherapy technologies including image guided HDR and LDR brachytherapy for urological and gynaecological malignancies, IMRT/VMAT, stereotactic brain and body radiotherapy, proton therapy planning and paediatric radiation oncology are available at these sites.

With substantial investment by SA Health in new and innovative radiotherapy & medical equipment and IT technology this is a generational opportunity for the Fellow to work with other health professionals within a sophisticated and modern environment of healthcare, research and health economics within South Australia

The Royal Adelaide Hospital is an RANZCR “A” rated accredited training site. The Fellow will provide leadership and have an active teaching, research and education role within the department.

Direct Reports:

Responsible to the Director, Radiation Oncology as well as the Training Network Director RANZCR SA/NT Network, also reports to Director of Training and clinical supervisor/s of training in matters relation to professional development.

Will be required to report to the Director of Radiation Oncology, NALHN and collaborate closely with other medical specialists and other senior health professionals within the unit.

Key Relationships/ Interactions:

> Internal

>

- > Cancer Centre / medical specialists across multiple sites within CALHN and LALHN
- > Multi-disciplinary teams, including diagnostic, surgical and medical specialties
- > Close working relationships with medical physics, radiation therapy and nursing
- > Radiation Oncology Advance Trainees within RANZCR SA/NT Network

External

- > Between other LHN's, including NALHN sites (LMH) and CAHLN (RAH & TQEH)
- > Working relationship with interstate health organisations

Challenges associated with Role:

Major challenges currently associated with the role include:

- > Remaining abreast of evolving technologies
- > Changing work environment / adapting to health system reform
- > No rights to private practise

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.
- > Participate in the units after hours oncall roster for cancer patients.

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
Contribute to the provision of safe, best practice clinical services to patients of, and referred to, the Unit by:	<ul style="list-style-type: none"> • Participating in multidisciplinary cancer care in collaboration with other units within Local Central Adelaide Local Health Network units treating cancer within other functional units in the hospital, as well as participating, and in some instances taking a lead role, in relevant multidisciplinary meetings within the Department. • Co-ordination of Clinical Meetings as directed. • Participating in Radiation Oncology Research projects and Special Projects as directed by the Director, Radiation Oncology. • Interact with the Fellow at Lyell McEwin Hospital and attend Fellow Clinics at both the Royal Adelaide Hospital, The Queen Elizabeth Hospital and Lyell McEwin Hospital as allocated. • Mentoring junior staff in facets of radiation oncology and assisting junior staff with management issues. • 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. • Participating in administrative activities associated with the provision of clinical services, increasing experience in areas of particular interest or those under-exposed. • Other duties as allocated by the Director, Radiation Oncology. • Fostering the development of community networks appropriate to the Unit's work. • Adhere to departmental policies, protocols and procedures that ensure the provision of clinically acceptable practices. • Participating in the Radiation Oncology after hours oncall roster.
Contribute to activities that ensure the safety and quality of clinical services by:	<ul style="list-style-type: none"> • Supporting clinical improvement activities with the aim of achieving safe, evidence based, best practice clinical services. This will involve evaluation of clinical processes and service outcomes, including patient safety, identifying possible areas for improvement and implementing the required changes. • Maintaining and implementing required changes. • Actively supporting and contributing to risk management activities
Contribute to a patient focused approach in the provision of clinical services by	<ul style="list-style-type: none"> • Adhering to and supporting practices that ensure patients' rights are respected. • Investigating and addressing patient complaints in a positive, constructive manner. • Maximising the participation of consumers in planning and evaluating services.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

MBBS or equivalent degree registrable with Australian Health Practitioner Regulation Agency.

FRANZCR or successful completion of the Phase 2 RANZCR training and examination (or equivalent).

Personal Abilities/Aptitudes/Skills:

Demonstrated leadership ability and initiative in particular in developing care pathways.

Demonstrated ability to lead and work within in a multidisciplinary team environment.

Demonstrated ability to devise and implement projects

Demonstrated ability to supervise and manage junior medical staff within Radiation Oncology

Demonstrated high standard of clinical practice

Demonstrated professional integrity.

Demonstrated commitment to quality improvement.

Demonstrate ability to be adaptable to change.

Experience

Clinical experience appropriate to the year of training.

Knowledge

Knowledge of appropriate clinical standards

Knowledge of policies, protocols and procedures to ensure acceptable practices.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

Personal Abilities/Aptitudes/Skills:

Good interpersonal skills

Demonstrated skills in communication with colleagues and patients

Knowledge

Knowledge of health unit structures and functions of a large hospital.

Knowledge of health unit, systems, policies, procedures and the inter-relationship of various hospital services and departments.

Knowledge of Equal Employment Opportunity and Occupational Health, Safety and Welfare principles.

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.

Central Adelaide Local Health Network:

Central Adelaide LHN is responsible for promoting and improving the health of central metropolitan Adelaide and the broader community by providing integrated health care and hospital services.

Central Adelaide LHN brings together the hospitals of (Royal Adelaide Hospital [RAH] as a major tertiary facility, The Queen Elizabeth Hospital [TQEH] as a general hospital, and our rehabilitation hospitals Hampstead Rehabilitation Centre [HRC] and St Margaret's Rehabilitation Hospital [SMRH]), and a significant number of mental health and primary health care services. Central Adelaide LHN also governs a number of statewide services including SA Dental Service, SA Prison Health Service, BreastScreen SA and DonateLife SA, and has financial administrative responsibility for Statewide Clinical Support Services incorporating SA Pathology, SA Medical Imaging and SA Pharmacy.

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.

Health Network/ Division/ Department:

Radiotherapy has the ability to deliver, with precision, a radiation dose that destroys cancer cells in a specific site of the body whilst preserving surrounding tissue. Delivered in an outpatient setting, it is a vital, effective and economic treatment in curing cancer.

Over recent years, and in terms of our strategic plan, The Radiotherapy Department of the Royal Adelaide Hospital has undergone significant expansion in service provision to become a leading cancer provider in Australia offering a complete radiotherapy provision for both public and private patients. Using advanced technologies and techniques, the fully “A” accredited Radiation Oncology Department of the Royal Adelaide Hospital delivers best practice radiotherapy treatment to patients suffering all types of cancers. With further plans to develop a National Proton Therapy Facility, Radiation Oncology Department RAH will position itself as the most comprehensive radiotherapy cancer treatment facility in the Southern Hemisphere.

As participants in the Statewide Cancer Plan, the RAH uses the latest technical advancement and innovative approaches to ensure equality of service provision to rural and remote patients through specialist attendance, real-time telehealth, remote planning, networked medical and nursing support, which significantly contributes to South Australia achieving a very high level of cancer cure rate in terms of world standards.

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:** _____