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## SA Health Job Pack

Job Title	Consultant Head of Unit -Paediatrics
Eligibility	Open to Everyone
Job Number	696607
Applications Closing Date	26 July 2019
Region / Division	NALHN – Women and Children’s Division
Health Service	Lyell McEwin Hospital
Location	Elizabeth Vale
Classification	MD2
Job Status	Permanent Part-Time – 30 hours per week
Total Indicative Remuneration	\$320,766 - \$361,641 p.a. - Consultant \$373,320 - \$594,536 p.a. – Senior Consultant \$20,852 p.a. - Head of Unit Allowance (Temporary – 5 years)

## Contact Details

Full name	Anastasia Tjombanakis
Phone number	818 29042
Email address	Anastasia.Tjombanakis@sa.gov.au

## 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](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 <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

<b>Role Title:</b>	Head of Unit and Consultant Paediatrician
<b>Classification Code:</b>	MD2
<b>LHN/ HN/ SAAS/ DHA:</b>	Northern Adelaide Local Health Network
<b>Hospital/ Service/ Cluster</b>	Lyell McEwin & Modbury Hospitals
<b>Division:</b>	Women and Children's
<b>Department/Section / Unit/ Ward:</b>	Paediatrics
<b>Role reports to:</b>	Divisional Clinical Director
<b>Role Created/ Reviewed Date:</b>	May, 2019
<b>Criminal History Clearance Requirements:</b>	<input checked="" type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) <input type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)
<b>Immunisation Risk Category</b>	<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 (minimal patient contact)

## ROLE CONTEXT

### Primary Objective(s) of role:

The Head of Unit is responsible for the clinical standards and quality of care provided by the (Unit) Unit. In this role, the Head of Unit demonstrates leadership, and ensures efficient management and effective operation of the (Unit) Unit.

The successful candidate will be eligible for up to a 0.80 FTE (up to 30 hours per week) staff specialist contract which will be permanent and ongoing.

Specific responsibilities and duties:

### The Head of Unit (5 year contract):

- > Is responsible for the day to day clinical management of the Paediatric Unit
- > Maintains oversight of Paediatric, Neonatal and Child Protection consultant on call rosters
- > Is responsible for recruitment and retention of staff
- > Works collaboratively with the Medical Management Facilitator to maintain the Registrar and RMO roster
- > Works collaboratively with other Heads of Unit to ensure the efficient operation of the acute hospital services
- > Is responsible professionally, functionally and administratively to the Divisional Medical Co-Director
- > Will work collaboratively in the multi-disciplinary team of the Division and with senior nursing and medical staff of all Divisions and Departments to ensure that the acute hospital services function well within available resources
- > Is responsible for Paediatric medical staff within the Unit in collaboration with the Divisional Medical Co-Director. This includes ensuring teaching commitments are met for medical students and junior medical staff within the Unit
- > Will liaise and negotiate with consumers and stakeholders
- > May represent the Division or the LMH or the NALHN on committees as required
- > Will be responsible for conducting performance reviews
- > Works in conjunction with the Director of the NALHN Child Protection Service

- > Will monitor standards of care and performance.
- > Will advise and collaborate in the development of an agreed financial and activity budget for the unit within the (Division) Division.
- > Is responsible for the day to day management of the Unit and the overall delivery of a balanced budget, both financial and activity
- > Works collaboratively with other Heads of Unit to ensure the efficient operation of the acute hospital services
- > Will manage research activities with the unit
- > Will be responsible State, National and international collaboration as required by the Divisional Director
- > Entitled to large unit Managerial Allowance subjects to meeting conditions 4.3.2.3 in the South Australian Medical Officers Award

**As a senior member of the staff of the NALHN (ongoing contract):**

- > Contributes to and participates in, strategic planning and policy formulation across services, teaching and research
- > Facilitates the development and maintenance of linkages with consumers and the broader community
- > Facilitates the development and maintenance of linkages with consumers and the broader community
- > In collaboration with the Divisional management team, other Heads of Unit or designated staff, prepares reports and makes recommendations to the Divisional Medical Co-Director on matters pertaining to the effective management of the Unit
- > Responsible for managing the care of all patients allocated to them in collaboration with the responsible Resident Medical Officers, Registrars, fellow Consultants, Nurses and Allied Health professionals
- > the successful candidate will be eligible for up to an 0.80 FTE (up to 30 hour per week) Staff Specialist contract which will be permanent and ongoing

**Direct Reports:**

- > Reports to the Divisional Director (Medical), Women and Children's Division

**Key Relationships/ Interactions:**

Internal

- > Works closely with other consultants, Registrars and medical officers within the division
- > Collaborates with midwifery and nursing staff to provide patient centred care
- > Is responsible for all medical staff within the Unit. This includes ensuring teaching commitments are met for medical students and junior medical staff within the Unit
- > Maintains cooperative and productive working relationships with all members of the health care team
- > Liaises with other divisions and services of the Northern Adelaide Local Health Network in the pursuit of comprehensive patient care

External

- > Liaises with other health providers in the community and hospital sector and with the broader community in the pursuit of comprehensive patient care
- > Works collaboratively with medical practitioners in Country health and other metropolitan hospitals to provide coordinated medical care
- > Engages with non-government organisations and other government organisations and agencies
- > May represent the Division or the LMH or the NALHN on committees as required

**Challenges associated with Role:**

Major challenges currently associated with the role include:

- > Participating on the on call roster in an increasingly complex environment
- > Maintaining clinical skills and scope of practice
- > Accepting responsibility for the maintenance of own knowledge and professional competence and contemporary practices

**Delegations:**

- > NALHN Workforce Delegation: Group C
- > NALHN Financial Delegation: Level 5

Key Result Areas	Major Responsibilities
Provision of after-hours senior clinical cover	<ul style="list-style-type: none"><li>&gt; Be readily available to respond effectively to clinical demands across your division</li><li>&gt; Be freely available to attend the hospital when called in. Although clinical discretion is appropriate, attendance is mandatory if explicitly requested.</li><li>&gt; Be available to participate with appropriate notice on the on call roster after hours 7 days a week, including weekends</li><li>&gt; Be willing if available to participate on the roster at short notice in emergency situations</li><li>&gt; Provide clinical leadership, support and advice to after-hours hospital staff to encourage working as a cohesive team, through sound communication processes and role modelling.</li><li>&gt; Maintain high standards of patient care through the creation of an environment conducive to learning, establishing a team approach, setting and meeting standards for medical practice and standards of staff interaction with others</li></ul>
Direct/indirect patient/client care	<ul style="list-style-type: none"><li>&gt; Integrate contemporary information and evidence with personal experience to support the decision making, innovative thinking and objective analysis that is expected. Expert clinical knowledge underpins and informs medical care.</li><li>&gt; Provide direct, expert medical care, select and implement different therapeutic interventions, provide individual case management to a defined population of patients and evaluate progress.</li><li>&gt; Contribute expert medical assessment and advice to local clinical teams to achieve integrated medical care within a risk management framework.</li><li>&gt; Provide the highest standard of clinical care assuring that you always work within your limitations and scope of practice.</li><li>&gt; Effective complex discharge planning / hospital avoidance through the provision of education, equipment and referral.</li></ul>
Support of health service systems	<ul style="list-style-type: none"><li>&gt; Use available information systems to inform decision making, to implement and co-ordinate processes for quality improvement, to monitor and analyse incidents and accidents, to ensure quality and safety are not compromised, to evaluate outcomes and convey information to staff.</li></ul>

	<ul style="list-style-type: none"> <li>&gt; Contribute to the development of, implementation of and monitoring of corporate policies and processes and lead in their area of expertise.</li> <li>&gt; Management of resources with due diligence.</li> <li>&gt; Implement and co-ordinate within span of control, processes for quality improvement.</li> <li>&gt; Identifying hazards, assessing risks and implementing, monitoring and maintaining hazard control measures.</li> <li>&gt; Maintain productive working relationships and manage conflict resolution.</li> <li>&gt; Contribute to education of all staff through clinical protocol and standards development.</li> <li>&gt; Contribute to the promotion of the service by establishing external networks and participating in medical educational activities.</li> <li>&gt; Support ward staff to effectively communicate patient concerns through the use of ISBAR.</li> </ul>
Education	<ul style="list-style-type: none"> <li>&gt; Hold the appropriate qualifications for the position</li> <li>&gt; Maintain medical registration and CPD</li> <li>&gt; Continue to develop new and build on existing clinical skills</li> <li>&gt; Ensure mechanisms are in place to support ongoing education where work and learning are integrated.</li> <li>&gt; Apply and share expert clinical knowledge to improve patient/client care outcomes.</li> <li>&gt; Supporting and encouraging staff to identify and implement best practice/evidence based patient care.</li> <li>&gt; Increasing and maintaining staff knowledge and skills relating to the clinical care of designated patient groups through the provision of in hospital education.</li> </ul>
Research	<ul style="list-style-type: none"> <li>&gt; Contribute specific expertise to monitor and evaluate research activities in order to improve clinical service delivery.</li> <li>&gt; Establishing, implementing and evaluating systems, which ensure best practice/evidence and patient/client outcomes.</li> <li>&gt; Apply evidenced based recommendations to improve practice and service function.</li> <li>&gt; Contribute to clinical practice research.</li> </ul>
Professional leadership	<ul style="list-style-type: none"> <li>&gt; Provide leadership and direction, acts a role model, mentor, consultant and resource person.</li> <li>&gt; Contribute to the redesign of care and treatment practices.</li> </ul>
Information technology	<ul style="list-style-type: none"> <li>&gt; Keep up to date with IT developments</li> <li>&gt; Work within the relevant SA health IT guidelines.</li> <li>&gt; Keep up to date and respond weekly to email communication form the hospital</li> </ul>

## **Knowledge, Skills and Experience**

### **ESSENTIAL MINIMUM REQUIREMENT**

#### **Educational/Vocational Qualifications**

- > Bachelor of Medicine; Bachelor of Surgery (MBBS) or equivalent
- > Appropriate Specialist Qualifications and registrable with the Medical Board of Australia as a Medical Practitioner with Specialist registration; or another qualification as defined in the SA Medical Officers Award.

#### **Personal Abilities/Aptitudes/Skills:**

- Proven clinical skills relevant to this position
- Highly developed communication, interpersonal and conflict resolution skills including:
  - > the capacity to establish and maintain productive working relationships with a diverse range of professional and non-professional staff, members of the general public and other stakeholders
  - > the ability to write legible and concise reports and correspondence including assessments, management plans and other relevant material in the patient medical record
  - > the ability to establish and maintain trust with a wide range of professional and non-professional staff
- Demonstrated management / leadership skills in an environment of dynamic change and financial constraint including:
  - > the ability to achieve defined outcomes through a consultative and participatory management style
  - > the capacity to successfully motivate and lead professional groups to achieve best practice clinical outcomes
  - > the ability to effectively consider and deal with a range of issues concurrently
  - > a high degree of initiative, analytical ability and judgement and capacity to make sound decisions where procedures are not clearly defined
  - > the ability to operate keyboard equipment and utilise computer based systems
- Commitment to participate in the strategic direction of the hospital
- Commitment to quality management philosophy and devolved responsibility
- Ability to react positively to change
- Commitment to team approach with other medical practitioners, nurses, midwives
- Ability to contribute to education programs for medical officers, undergraduate medical students, and staff of other disciplines

#### **Experience**

- > Experience at working at a consultant level
- > Experience as working as a manager
- > Experience in basic computing skills, including email and word processing
- > Experience in teaching and training of junior medical staff
- > Experience in community liaison



## **Knowledge**

- > Up to date Paediatric knowledge, including skill requirements, procedures, equipment and the clinical implementation of equipment
- > Knowledge and understanding of relevant legislation, industrial agreements, standards, codes, ethics and competency standards
- > Knowledge of Australian National Safety and Quality and Safety Health Service Standards
- > Understanding and knowledge of the role of Paediatrics within a developing health service
- > Knowledge of Quality Improvement and Human Resource Management principles and procedures

## **DESIRABLE CHARACTERISTICS**

### **Experience**

- > Knowledge of SA health data bases and policies
- > Experience with quality improvement methodologies for clinical activities
- > Experience in evaluating the results of research and integrating, where relevant, the results into medical practice
- > Experience in clinical management and leadership roles
- > Experience working as a part of a small high performing team
- > Experience in organisational strategic planning
- > Experience in teaching and training of junior medical staff
- > Experience in a senior role within a large teaching hospital, or equivalent environment
- > Clinical experience in identifying and supporting medical and related interventions for children suspected of having experienced abuse
- > Demonstrated training and professional development in the area of child protection
- > Understanding of trauma informed care
- > Experience in Level 5 Neonatal care

### **Knowledge**

- > Knowledge and ability to undertake Autism assessments
- > Knowledge at a level to enable Level 5 Neonatal care
- > Knowledge of the South Australian Public Health System

### **Educational/Vocational Qualifications**

- > Post graduate qualification in Health, Medical Administration or other related field

### 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 Criminal and Relevant History Screening.
- > *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's Protection Act 1993* or 'Approved Aged Care Provider Positions' as defined under the *Accountability Principles 2014* 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.
- > Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.

### 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 2014.*
- > *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*
- > *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 result 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.

### Resilience:

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

### Cultural Commitment:

NALHN 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, NALHN is committed to increasing the Aboriginal and Torres Strait Islander Workforce

### Special Conditions:

\*NB Reference to legislation, policies and procedures includes any superseding versions

- > Meet immunisation requirements as outlined by the Immunisation Guidelines for Health Care Workers in South Australia 2014 specific to the role.
- > 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 2014* 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.
- > Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.

## 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, the Minister for Ageing, and the Minister for Mental Health and Substance Abuse. The Department for Health and Ageing is an administrative unit under the Public Sector Act 2009.

The legal entities include but are not limited to the 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.

### Health Network/ Division/ Department:

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

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

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

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

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

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

Tertiary child protection intervention is a specialist area of healthcare and is delivered by three units across SA Health – the Child Protection Service (CPS) within NALHN, Women's and Children's Health Network (WCHN) and Southern Adelaide Local Health Network (SALHN). The work undertaken by a Child Protection service does not occur in isolation from other parts of the child protection system, such as the South Australian Police (SAPOL), the Department of Child Protection (DCP) and the criminal justice system. Interagency collaboration is essential to ensure a seamless service is offered when seeking to protect children and promote their safety. Staff employed by CPS must be trauma informed specialists, who are aware of and responsive to the dynamics of trauma.

The Child Protection Service at NALHN is a developing service and will cater to the northern and north eastern areas of Adelaide. CPS provides assessments/interventions (psychological, forensic, medical, developmental, cognitive) to infants, children and adolescents from 0-18 years of age and their families, following allegations of sexual, physical or emotional abuse or neglect. In its initial phase of development, the service will focus on high risk infant services and comprehensive health and psychosocial assessments and interventions to children under the guardianship of the Chief Executive.

## 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 understood the responsibilities associated with role, the organisational context and the values of SA Health as outlined within this document

**Name:**

**Signature:**

**Date:**



## **DUTY STATEMENT HEAD OF UNIT (Large Unit Allowance)**

### **NALHN**

### **1 Position**

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The duties and responsibilities detailed in this Duty Statement are performed over and above the clinical role of a Consultant/VMS/Clinical Academic/Senior Medical Practitioner. The position is a temporary position for a period of 5 years and works collaboratively with the Clinical Director in undertaking these roles and responsibilities

An employee undertaking these additional responsibilities will do so while maintaining an active clinical role and will be accountable for contributing to the achievement of NALHN Strategic Plan:

- Service principles of: quality, caring, professionalism and collaboration.

#### **Key Duties and Responsibilities**

As part of your role as *Head of Unit*, for the NALHN Paediatric Team you will:

- Provide clinical leadership and governance of the identified NALHN Team/Unit.
- Maintain a clinical load as required.
- Ensure the effective and efficient operation of the identified NALHN Team/Unit for the delivery of efficient and safe service.
- Be responsible for the clinical leadership of senior staff allocated to the NALHN Team/Unit and assume clinical responsibility for its safe functioning.
- In collaboration with medical staff within the NALHN Team/Unit be responsible for the recruitment, rostering, job planning, line management and supervision of medical staff within the Team, including ensuring teaching commitments are met.
- Lead the NALHN Team/Unit in collaboration with the NALHN Clinical Director and be responsible for the management of the operational requirements of the NALHN Team/Unit in consultation with other senior clinicians.
- In collaboration with the NALHN Clinical Director, develop and implement future planning for the particular subspecialties, including, strategic planning, succession planning and capital works.
- In collaboration with other senior clinicians of the NALHN Team/Unit ensure appropriate clinical governance is implemented to provide a high level of quality and safety for patient care.
- Support and report to the NALHN Clinical Director for the clinical outcomes of the NALHN Team/Unit service strategies and initiatives.

- In consultation with other senior clinicians within the NALHN Team/Unit contribute to the development of systems for quality improvement activities including, monitoring or achievement of key performance indicators and coordinate to audit activities and evaluation of practice and quality improvement.
- In consultation with other senior clinicians within the NALHN Team/Unit develop and maintain clinical protocols, guidelines and policies that apply to the particular NALHN Team/Unit.
- Contribute to the management of change and development of the service with responsibility for the management of strategic implementation programs.
- Oversee and facilitate the care of complex patients including, chairing of multi-disciplinary care planning and priority in conjunction with the team psychiatrists and NALHN Clinical Director.
- Be responsible for maintaining standards of clinical care and direct care planning when diagnostic ambiguity and conflicting clinical opinions are affecting ongoing patient care.
- Work collaboratively with the NALHN Clinical Director, for maintaining and improving linkages with other clinical services and agencies to ensure patients receive an integrated and coordinated service.
- Work collaboratively with the NALHN Clinical Director and senior clinicians, for reviewing critical incidents/adverse events, complaints, allegations and other sources of feedback about service quality and the propagation of recommendations if required.
- Be accountable for managing the medical/clinical budget line/s and contribute to budget preparation, management of allocated funds and preparation of capital works proposals in collaboration with the NALHN Clinical Director and senior managers.
- Manage research activities and will be responsible for the coordination of research within the Team.
- Work collaboratively with the NALHN Clinical Director, to facilitate the coordination of professional development for clinical members at an adequate level to allow competent completion of clinical tasks.
- Ensuring sound principles of personnel management are in place including the implementation of all SA Health policies, such as Work Health and Safety, Equal Opportunity and the Code of Conduct.
- Ensuring that appropriate medical staff orientation programs, development plans and training programs are implemented for the NALHN Team/Unit.
- Assisting in the co-ordination of medical, nursing and allied health and support services within the NALHN Team/Unit.