



ROLE DESCRIPTION

Role Title:	Medical Practitioner, Service Resident Medical Officer
Classification Code:	MDP2
LHN/ HN/ SAAS/ DHA:	SA Health - Northern Adelaide Local Health Network
Hospital/ Service/ Cluster	Lyell McEwin Hospital, Modbury Hospital
Division:	Medicine
Department/Section / Unit/ Ward:	Various
Role reports to:	Divisional Director (Medical), Division of Medicine
Role Created/ Reviewed Date:	November 2018, Reviewed April 2020 & November 2020 May 2021, June 2022
Criminal History Clearance Requirements:	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Working with Children Check - WWCC (DHS) <input checked="" type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)
Immunisation Risk Category	<input checked="" type="checkbox"/> Category A (direct contact with blood or body substances) <input type="checkbox"/> Category B (indirect contact with blood or body substances) <input type="checkbox"/> Category C (minimal patient contact)

ROLE CONTEXT

Primary Objective(s) of role:

The Division of Medicine is committed to the achievement of best practice in the design and delivery of services to its patients. This involves the pursuit of quality improvement and innovation in every aspect of its operation.

- > Responsible for the delivery of a high quality Medical service to patients within Medical Sub-Specialties at Lyell McEwin Hospital.
- > Required to undertake undergraduate and postgraduate teaching and to participate in quality assurance activities of Medical Sub-Specialties.

Direct Reports:

- > Responsible to the Director of Physician Training and ultimately to the Divisional Director (Medical), Division of Medicine for the provision of clinical services.
- > Reports to a Consultant, within the relevant department of each rotation Medical Sub-Specialties
- > Responsible for the supervision of Junior Medical Staff, eg Intern and Medical Students.

Key Relationships/ Interactions:

Internal

- > Ward rounds – In patients
- > Education & Training

External

- > Clinics - Out Patients
- > Education & Training

Challenges associated with Role:

Major challenges currently associated with the role include:

- > Nil noted

Delegations:

- > Nil Delegation

Key Result Area and Responsibilities

Key Result Areas:	Major Responsibilities
STATEMENT OF KEY OUTCOMES AND ASSOCIATED ACTIVITIES	<ul style="list-style-type: none"> > Provide medical services in to Medical Sub-Specialties to ensure the highest standard of patient care. > Assist with teaching of medical students. > Provide assistance to Interns for clinical problems as required. > Liaise with other relevant departments in matters pertaining to the provision of clinical care in Medical Sub-Specialties. > Ensure coordinated provision of acute services by liaising with the ambulance service, general practitioners, community health nurses, domiciliary care services, etc as required. > Maintain and improve personal knowledge and skills. > Complete discharge summaries in a timely manner, consistent with Divisional Clinical Handover Policy. > Ensure that transfer of care communication be completed in a timely manner. > Communicate with all health professionals whilst coordinating care of inpatients. > Showing enthusiasm and commitment to the provision of patient care and self-education and education and training of others.
<i>Contribute to the ongoing commitment to policies and procedures of NALHN:</i>	<ul style="list-style-type: none"> > Participating in Quality improvement activities. > Participate in Performance Enhancement activities, including performance appraisals. > Complying with LMHS Delegations of Authority. > Complying with the DHS Code of Fair Information Practice. > Behaving towards patients, their family and other staff in a professional manner which respects their individual rights.
<i>Contribute to activities that ensure the safety and quality of clinical services by:</i>	<ul style="list-style-type: none"> > Initiating and 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. > Reporting sentinel events, potential medical negligence claims and adverse patient incidents.
<i>Contribute to the efficient management of financial and material resources of the Unit by:</i>	<ul style="list-style-type: none"> > Using facilities, equipment and supplies in the most cost efficient manner. > Contribute to casemix management by ensuring that appropriate practices are in place to ensure the timely coding of required data.
<i>Contribute to a patient focused approach in the provision of clinical services by:</i>	<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.
<i>Contribute to the Hospital achieving best practice in the design and delivery of clinical services to its patients by:</i>	<ul style="list-style-type: none"> > Participating in relevant standing or ad hoc committees associated with the provision of clinical services. > Contributing to the development of hospital-wide policies and procedures.
<i>Contribute to the provision of a safe, healthy and equitable work environment by:</i>	<ul style="list-style-type: none"> > Reporting staff accidents, incidents and near misses. > Complying with reasonable instructions or procedures aimed at protecting the health and safety of themselves and others. > Carrying out responsibilities as detailed in occupational health, safety and injury management policies and procedures. > Maintaining knowledge of and adhering to the principles and standards of equal employment opportunity legislation, which ensures all

	employees in the workplace, are treated in a fair and equitable manner, free from discrimination, bullying and harassment.
Contribute to the safeguard of confidential information and intellectual property of the Hospital by:	<ul style="list-style-type: none"> > Adhering to the Hospital's and Department of Health's policy on confidentiality of patient information and privacy. > Adhering to the Hospital's policy on information technology security. > Adhering to the Hospital's policy on intellectual property.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- > Bachelor of Medicine; Bachelor of Surgery (MBBS) or equivalent, registrable with the Medical Board of Australia as a Medical Practitioner with General Registration.

Experience

- > Suitable experience in Medicine.

DESIRABLE CHARACTERISTICS

Personal Abilities/Aptitudes/Skills

- > Ability to relate well to other medical practitioners, health professionals, patients and the public.
- > Clinical skills appropriate for duties in the Division of Medicine.
- > High level of skill in negotiation and communication.
- > Skill in problem solving and decision making at both the clinical and the individual level.
- > Commitment to quality management philosophy and devolved responsibility.
- > Commitment to patient and relative participation in patient care.
- > Ability to react positively to change.

Experience

- > Experience in line management within a hospital environment, including:
 - financial management within tight budget constraints
 - Hospital Accreditation and continuous quality activities
 - policy development and implementation
- > Experience at a senior level of professional practice.
- > Experience in teaching at an undergraduate and postgraduate level.

Knowledge

- > Understanding of Work Health and Safety principles and procedures.
- > Understanding of the Australian National Safety & Quality Health Service Standards.
- > Understanding of quality improvement principles.
- > Understanding of the rights and responsibilities of patients and their families.

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 *Child Safety (Prohibited Person) Act (2016)* must obtain a satisfactory criminal and relevant history screening for child related work through the Screening Unit, Department of Human Services.
- > Criminal Screening and Relevant History screenings must be renewed every 5 years thereafter from date of issue for 'Prescribed Positions' under the *Child Safety (Prohibited Person) Act (2016)* or every 3 years thereafter from date of issue for '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.

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).*
- > *Child Safety (Prohibited Person) Act (2016).*
- > *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.

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.

Resilience:

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

Organisational Context

SA Health

SA Health is committed to protecting and improving the health of all South Australians by providing leadership in health reform, public health services, health and medical research, policy development and planning, with an increased focus on wellbeing, illness prevention, early intervention and quality care.

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health, the Minister for Health & Wellbeing. The State Government has reformed the governance of SA Health, including establishing 10 Local Health Networks (LHNs), each with its own Governing Board.

These reforms have taken a staged approach, with the most significant changes to taking place from 1 July 2019 when the new Governing Boards become fully operational.

SA Health is comprised of the Department for Health and Wellbeing and the following legal entities:

- > 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
- > Riverland Mallee Coorong Local Health Network
- > South East Local Health Network
- > Yorke and Northern Local Health Network
- > SA Ambulance Service

Northern Adelaide Local Health Network

The Northern Adelaide Local Health Network (NALHN) provides care to more than 400,000 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. NALHN works to ensure quality and timely delivery of health care, whilst building a highly skilled, engaged and resilient workforce based on a culture of collaboration, respect, integrity and accountability.

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.

NALHN includes:

- > Lyell McEwin Hospital (LMH) - a 336-bed specialist referral public teaching hospital which has links to the University of Adelaide, University of South Australia and Flinders University. LMH provides a full range of high-quality medical, surgical, diagnostic, emergency and support services.
- > Modbury Hospital is a 174-bed, acute care teaching hospital that provides inpatient, outpatient, emergency services, Aged Care, Rehabilitation and Palliative Care. GP Plus Health Care Centres and Super Clinics
- > Aboriginal Health Services
- > Mental Health Services (including two statewide services – Forensics and Older Persons)
- > Sub-acute Services

The total operating budget for 19/20 for NALHN is \$790M with a workforce of 3,857 FTE / 5,240 head count.

NALHN Governing Board

The Governing Board members bring to NALHN a wealth of knowledge and experience across many areas.

NALHN is confident that with the support of our highly qualified Governing Board, NALHN will be well placed to achieve better health service decisions tailored to local needs and deliver a safe, high quality and financially sustainable LHN into the future.

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.

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:

Version control and change history

Version	Date from	Date to	Amendment
V1	10/02/17	09/04/17	Original version.
V2	10/04/17	04/07/17	Safety & Quality statement in General Requirements.
V3	04/07/17	12/11/2018	Minor formatting with order of information amended.
V4	13/11/2018	01/04/2019	NALHN HR Addition of Cultural Commitment section.
V5	02/04/2019	23/04/2020	NALHN HR immunisation requirement.
V6	24/04/2020	14/05/2020	Criminal History Clearance Requirements update
V7	15/05/2020	09/11/2020	Organisation Context Updated
V8	10/11/2020	29/06/2021	Financial Delegation Updated, Management Position Clause Updated, Code of Ethics Clause Updated
V9	30/06/2022		Updated Criminal History Clearance Requirements.