

Government of South Australia Women's and Children's Health Network

ROLE DESCRIPTION

Role Title:	ADVANCED TRAINEE REGISTRAR IN NEONATAL MEDICINE		
Classification Code:	MEDICAL PRACTITIONER - MDP2		
LHN/ HN/ SAAS/ DHA:	Women's and Children's Health Network		
Hospital/ Service/ Cluster	Women's and Children's Health Network		
Division:	WCHN – Women's and Babies' Division (WABs)		
Department/Section / Unit/ Ward:	Neonatal Medicine		
Role reports to:	Medical Unit Head as applicable		
Role Created/ Reviewed Date:	February 2023		
Criminal History Clearance Requirements:	Working with Children Check (issued by DHS) National Police Check (issued by approved provider) If applicable - NDIS Worker Check (issued by NDIS Commission)		
Immunisation Risk Category	 Category A (direct contact with blood or body substances) Category B (indirect contact with blood or body substances) 		

ROLE CONTEXT

Primary Objective(s) of role:

The Women's and Children's Hospital is the leading provider of paediatric care for children and their families in South Australia. The Neonatal Unit provides highly specialised medical and surgical care for newborn infants from South Australia, the Northern Territory, Western Victoria and the far West of New South Wales.

The Advanced Neonatal Trainee will:

- Primarily provide clinical care for inpatients in Neonatal Intensive Care and Special Care. They will have the opportunity to develop management plans in consultation with the Neonatal Consultant, lead ward round and participate in an on call roster with Consultant support.
- Provide clinical care for neonatal outpatients with consultant supervision and have the opportunity to attend neurodevelopmental follow up clinic.
- Enjoy supervising and actively participate in teaching programs for junior staff.
- Strive to improve health outcomes by reviewing evidence based medicine and performing clinically meaningful research.

Positions that directly report to this position:

> Nil

Key Relationships/ Interactions:

The Advanced Trainee Registrar in Neonatal Medicine:

Internal

- Engage and collaborate with a multidisciplinary team including Consultants, Nursing staff, Paediatric and Surgical Specialists, Emergency and Paediatric Intensive Care Specialists, and other Health Providers to provide high quality care for infants and their families.
- > Participates in training opportunities, both as trainer and student, including informal bedside teaching and formal teaching programs,
- > Provides day to day supervision and training of junior staff at all levels (Medical Students, interns, Resident Medical Officers)
- Receives direct and indirect supervision on a daily basis from the designated Consultant(s) who themselves report to the Head of Unit, Neonatology, and Medical Director of Women's and Babies' Division, WCH.
- > Reports to the Head of Unit, Neonatology, for clinical issues, rostering and leave,
- Reports to the TMO Operational Unit Manager for non-clinical issues (e.g. Human Resource and credentialling requirements etc.)

<u>External</u>

Works collaboratively with consultants, nursing staff and allied health staff from other metropolitan and country health sites including MedSTAR Kids

Challenges associated with Role:

Major challenges currently associated with the role include:

- Develop decision making skills for neonates with a wide range of medical and surgical problems. This may include leading ward round and being 1st on-call with Consultant support to be exposed to the challenges of Consultant work.
- > Develop expertise in advanced procedural skills.
- > Working after hours and weekends where direct supervision may not be available at all times.
- > Developing organisational and time management skills to deal with competing demands.
- > Develop counselling skills.
- > The ability to communicate with patients from diverse cultural backgrounds, (and their carers) who may be stressed and anxious in an unfamiliar environment will be needed.

Delegations:

> Nil

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 with the Departmental Clinical Supervisor.

In particular, the Advanced Trainee Registrar will be required to:

- > Demonstrate skill acquisition consistent with the RACP training pathway in Neonatal Medicine.
- Participate in regular, ongoing reviews of clinical practice and performance against the responsibilities and RACP requirements in addition to demonstrating appropriate behaviours reflecting commitment to SA Health values and strategic directions (including as per the conditions of limited registration, where applicable)
- > Participate in continuing medical education and professional development consistent with RACP training in Neonatal Medicine.
- > Ensure that clinical decisions made are within the scope of the position and the Advanced Trainee Registrar's personal skills, experience and competency levels

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 for Health Care Workers in South Australia Policy Directive.*
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > Children and Young People (Safety) Act 2017 (SA) '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.
- May be responsible for supervision and oversight of volunteers assigned within the department, in collaboration with the WCHN Volunteer Unit. Refer to Volunteer Engagement and Management Procedure

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.

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.

Special Conditions:

- It is mandatory that no person, whether or not already working in SA Health, may be appointed to a position in SA Health unless they have provided a satisfactory current Criminal and Relevant History Screening, as required by the SA Health Criminal and Relevant History Screening Policy Directive.
- For appointment in a Prescribed Position under the Child Safety (Prohibited Persons) Act (2016), a current Working with Children Check (WWCC) is required from the Department for Human Services Screening Unit, and must be renewed every 5 years from the date of issue
- For 'Risk Assessed Roles' under the NDIS Worker Screening Rules 2018, the individual's NDIS Worker Check must be renewed every 5 years from the data of issue (or are required to be compliant with transitional arrangement for South Australia).
- > Failure to renew required criminal history screenings prior to nominated expiry will require your absence by way of approved leave until a renewal is obtained.
- > A satisfactory National Police Certificate (NPC) assessment is required.
- > Appointment is subject to **immunisation risk category requirements** (see page 1). There may be ongoing immunisation requirements that must be met.
- > As a state-wide service, WCHN employees may be required to undertake work at various locations in metropolitan Adelaide, and provide outreach to other parts of South Australia (the latter in consultation with the incumbent of the role).
- 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.
- > This Role Description provides an indication of the type of duties you will be engaged to perform. You may be lawfully directed to perform any duties that a person with your skills and abilities would reasonably be expected to perform.

- > Participation in afterhours roster on-call roster
- > The Women's and Children's Health Network and Central Adelaide Local Health Network require that all medical staff fulfil their obligations in respect of meeting standards of professional practice including as required by:
 - Relevant State and Federal Legislation;
 - Medical Board of South Australia;
 - o Credentialing and Scope of Clinical Practice for Medical and Dental staff;
 - The relevant professional specialist college guidelines; and
 - o Medical Board of South Australia Code of Professional Conduct Good Medical Practice
 - o as varied from time to time

Zero Tolerance to Racism:

The Women's and Children's Health Network has zero tolerance to racism. The Network is committed to ensuring its staff, volunteers, consumers and visitors are able to work or access health services in an environment that is culturally safe and free from any form of racism or discrimination.

Our staff are supported to address any form of racism in all environments, in line with our Corporate Procedure: **Zero Tolerance to Racism – Identifying, Responding, and Managing in the Workplace**.

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.

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities				
Clinical	1.1 Outpatient clinics				
Responsibilities	 Participation in Outpatient Clinics in Neonatal Medicine including the Growth and Development Clinic. 				
	> Assessment and management of new patients undertaken, in consultation with the supervising Consultant.				
	 Review and follow up of ward patients admitted through Outpatient Clinics. 				
	> Assessment and management of complex ex premature newborns in consultation with supervising Consultant.				
	1.2 Inpatients				
	Participation in inpatient care, including assessment of new admissions, care coordination, management of the day-to-day progress of assigned patients in the ward, discharge and follow up arrangements and communication with care givers during rostered hours of duty.				
	 Appropriate consultation with senior nursing staff, supervising Consultant and other relevant staff will be undertaken. 				
	1.3 Emergency Care				
	 Assessment and management of acute paediatric or neonatal emergencies. 				
	> Appropriate ongoing patient management will be arranged, in consultation with the relevant on-call Registrar and Unit Consultant staff.				
	Providing advice to clinicians in regional and remote centres or within the hospital, in conjunction with the Neonatal Consultant.				
	1.4 Procedures				
	Emergency and routine patient care procedures will be performed under supervision consistent with level of training and experience.				
	1.5 Anaesthetic care (where relevant)				
	 Provide a smooth flow of anaesthetic care from the Neonatal Nursery to the Operating Suite. 				
	1.6 Investigative procedures				
	Investigations will be organised, correlated and interpreted by the Advanced Trainee Registrar when required, under general supervision of the relevant Consultant.				
	1.7 Laboratory Services (where applicable)				
	> Ordering and interpretation of laboratory tests is expected.				
	 Follow up of abnormal test results under appropriate supervision / consultation. 				
Professional	1.1 Patient Focus				
Responsibilities	Ensure that service provision and the activities of the Division 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 business partners and external clients by:				
	 Demonstrate a commitment to Family Centred Care. 				
	 Ensuring patients and their families are able to exercise their rights and responsibilities. 				
	 Ensuring that patients/families are given adequate information upon which to base treatment decision and follow-up. 				
	> Being responsive to patient and relative complaints.				
	Demonstrating knowledge and commitment to patient rights and responsibilities with regard to health care provision.				
	1.2 Customer Service				

Key Result Areas	Major Responsibilities				
	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.				
	1.3 Administration				
	Ensure the effective management of human, financial and physical assets within the unit through appropriate planning and allocation of resources to achieve agreed business and strategic plans.				
	WCHN will meet its legal responsibilities with regard to patient and financial record keeping by ensuring case notes and discharge summaries are accurate, concise, legible, signed and completed in a time to a summaries.				
	timely manner.				
Education and Training	2.1 Education and training activities				
Tanning	Actively participate and coordinate:				
	 Departmental teaching programs relevant to the Unit and their area of interest. 				
	 Professional development opportunities. 				
	 Studies relevant to RACP requirements. 				
	 Presentation of case studies to other TMOs Undergraduate and post graduate medical teaching and education of 				
	other hospital interest groups (internal and external)				
	 Grand Rounds, Medical Rounds and other training opportunities 				
	provided by the Directors of Medical Training.				
	2.2 Supervision and training of Junior Trainee Medical Officers				
	The Advanced Trainee Registrar will provide supervision and training of more junior Trainee Medical Officers attached to the Unit. This may include on-the-job training and support or via telephone.				
Research					
	Participate in clinical and scientific research related to the Department by: > Contributing to studies being undertaken				
	 Developing areas of special interest 				
	> Proposing and developing research initiatives				
	 Participating in the clinical audit activities of the Unit 				
Quality management	In collaboration with the Consultant:				
and continuous Improvement of	> Review existing practices and policies to reduce inconsistencies.				
practice and service	> Participation in clinical review programs will be provided.				
delivery	> Data is collected to measure key clinical indicators and outcomes.				
	> Expertise will be used to monitor and evaluate research activities.				
Contribute to a	 Contribute to a team environment that promotes positivity, learning and development, safety and welfare of employees, acknowledges 				
positive team culture and safe work	differences and encourages creativity, innovation and honesty.				
environment	 Role models a positive approach and commitment to customer 				
	service.				
	> Voices views and concerns in a constructive manner.				
	> Accept principles of mutual responsibility and respect.				
	Support other members of the department in equitable assess to				
	 Support other members of the department in equitable access to limited resources in areas such as annual leave or attendance at meetings 				

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications:

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

Personal Abilities/Aptitudes/Skills:

- > Clinical skills appropriate for the duties performed in the work unit
- > Ability to work as an effective team member in a multi-disciplinary environment
- > Ability to communicate effectively with customers and other staff
- > Ability to work under stressful conditions and/or high workloads
- > Problem solving and decision making skills (both clinical and individual)
- > Ability to remain positive and adapt to change
- > Commitment to client(and parent/carer) participation in care
- > Commitment to quality management philosophy and devolved responsibility
- > Willingness to incorporate suggestions/feedback/complaints into personal improvement

Experience:

> Clinical experience and competence in the practice of neonatal medicine.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications:

- > Advanced Trainee Registrars working towards a specialty in Neonatal / Paediatric Medicine, including examination requirements.
- > Advanced Paediatric / Neonatal Trainee status with Royal Australasian College of Physicians (successful completion of 24 months of basic training and the FRACP written examination), or if an overseas applicant, have completed at least 3 years of paediatric training in a tertiary neonatal unit in Australia or NZ or equivalent.
- > Paediatric Life Support (PLS) and/or Advanced Paediatric Life Support (APLS)
- > A higher degree (MD or PhD)

Personal Abilities/Aptitudes/Skills:

- > Analytical skills
- > Expertise in experimental or laboratory research methods and statistics

Experience:

- > Participation in Research and Education Programs
- > Involvement in postgraduate and/or undergraduate education
- > Involvement in health administration

Knowledge:

- > Knowledge of health care in the public and private sectors
- Knowledge of the principles and practice of OHSW, Equal Opportunity, the Public Sector Act 2009 Code of Ethics and diversity appropriate to the requirements of the position

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 Wellbeing.

The legal entities include but are not limited to Department for Health and Wellbeing, 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 Women's and Children's Health Network (WCHN) was established to promote, maintain and restore the health of women, children and young people in South Australia. The Service plans, develops and coordinates health services as part of an integrated health system.

The Women's and Children's Health Network efficiently conducts and manages, within its identified resources, health services for children, young people and women, including:

- Specialist hospital services.
- Primary health care and population health programs.
- Integrated community care services.
- Services to address the health and wellbeing of particular populations, including Aboriginal Health Programs.
- Education and training programs.
- Research.

The WCH, located in North Adelaide, provides a comprehensive perinatal / neonatal service in addition to a complete range of paediatric subspecialty services including Paediatric Intensive care. Over 5000 babies are delivered at the WCH each year. The nursery, which comprises 18 intensive care and 47 Special Care beds, manages inborn and outborn newborns from all over the state and surrounding districts. Neonatal consultants, Advanced Trainee Registrars, Neonatal Nurse Practitioners in addition to junior Paediatric trainees, support the nursery service. Neonatal Advanced Trainee Registrars have dedicated non-clinical time, and are actively supported in research and college projects. Active research interests of the department include transfusion haemodynamics, inflammation, brain injury and neonatal nutrition. Specialty trainees gain experience in a wide range of neonatal medical and surgical conditions. There are extensive postgraduate education opportunities at both sites with multidisciplinary clinical meetings, weekly journal club/research and a formal teaching program at both centres.

The Women's and Children's Neonatal Unit is accredited by the RACP for up to 18 months of core and six months of non-core advanced training in Neonatal Perinatal Medicine: a total of 2 years.. The program provided meets the required neonatal surgical experience over 18 months.

The Paediatric Intensive Care Unit, Neonatal Medicine department and Paediatric Emergency at the Women's & Children's Hospital have a close working relationship with the MedSTAR Paediatric Retrieval

Service, the single state-wide retrieval service in South Australia. Trainees with an interest in critical care rotations by virtue of their training pathway will be considered for rotations across these services.

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.

Domestic and Family Violence

The WCHN recognises violence against women as a human rights issue that must be addressed in the workplace, and is committed to a zero tolerance policy towards violence against women in the workplace. Accordingly employees must appropriately report and respond to any such acts in the workplace, and make available appropriate support to employees who may be experiencing violence in the community.

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:	Dr Alison Kent	Role Title:	Medical Unit Head, Neonatal Medicine
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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:

Women's & Children's Health Network

Accountability – what does it mean for me?

Within WCHN everyone is accountable for their contribution to the safety and quality of care delivered to consumers.

Consumers

Consumers and their families participate as partners to the extent that they choose. These partnerships can be in their own care, and in organisational design and governance.

Staff including Contractors, Locums, Agency, Students and Volunteers

All staff (as described above) have a role in the delivery of safe, high quality care to consumers, and are expected to perform their roles with diligence; and with a person-centred approach to the best of their ability. It is the responsibility of all staff to raise concerns when it is recognised that something is not right. Safety and quality is the responsibility of all staff, at all levels and across all locations.

Clinicians

All clinicians are accountable for the provision of competent, consistent, timely, safe, reliable, contemporary and person centred care within a defined scope of practice.

Clinicians work in teams with professionals from a variety of disciplines based on mutual respect and clear communication, with an understanding of responsibilities, capabilities, constraints and each other's scope of practice.

All clinicians are responsible for providing care that is person centred, evidence based and which focuses on safety through minimising risk while achieving optimal outcomes for consumers. This is helped by participating in clinical governance, in WCHN health and safety forums, fostering a learning environment and supporting other clinicians to provide high quality services which are safe.

Clinicians are expected to speak up when there are concerns about safety so that these can be rectified and learnt from. Clinicians are accountable for their own individual professional practice, including maintaining currency of credentialing, registration and professional practice.

Managers

Managers are accountable for implementing systems and practices that support high quality clinical practice. Managers oversee, guide and direct staff by providing leadership and advice ensuring appropriate clinical governance, continuous quality improvement, and leading safety programs. Managers develop, implement and monitor performance indicators for the identification, management and reporting of risk. Managers implement the Clinical Governance Framework; Consumer Engagement Framework and the requirements of the National Safety & Quality Standards within their areas of responsibility. Managers are expected to demonstrate diligence and honesty in the management of public resources.

Managers organise, direct and manage the performance of staff to meet operational requirements; implement and promote evidence based standards and policies that are compliant with relevant, professional, industrial and legislative requirements. Managers engage with and listen to staff, and create an environment where staff feel able to speak up in relation to concerns about safety. Managers address concerns raised and provide regular, ongoing feedback in the interests of improving care and safety.

Executive/Divisional Directors

Executive/Divisional Directors are accountable for embedding the Clinical Governance Framework; Consumer Engagement Framework and the requirements of the National Safety & Quality Standards into their areas of responsibility and providing assurance to the Executive and Board that these systems are in place and work effectively, all risks are known and mitigated and that staff understand their safety and quality responsibilities.

It is expected that those holding senior leadership positions will model the highest standards of ethical and professional behaviour.

WCHN Committees

WCHN Committees support Executive Directors to implement and evaluate organisational systems, support divisions to work together to identify and mitigate risk and continuously improve practice. They support the organisation to work as a single entity.

Chief Executive Officer

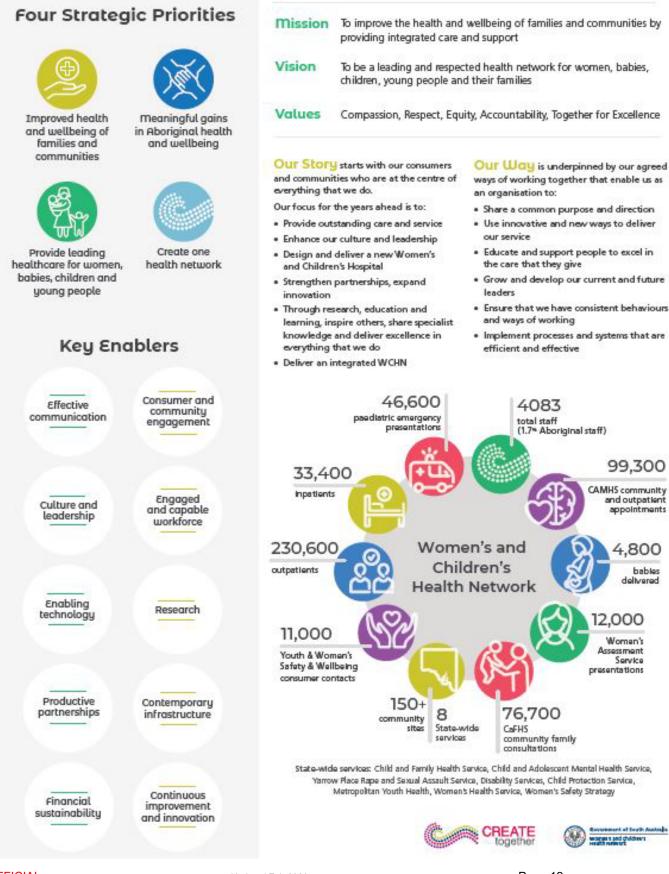
The Chief Executive has overall accountability for safety, care delivery, system governance and monitoring.

Board

The Board is accountable for governance, monitoring, compliance and ensuring the executive are discharging their responsibilities in managing the organisation.



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