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SA Health Job Pack

Job Title	Neurosurgery Cerebrovascular & Skullbase Fellow 2019
Job Number	663729
Applications Closing Date	20/7/18
Region / Division	Central Adelaide Local Health Network
Health Service	The Royal Adelaide Hospital
Location	Adelaide
Classification	MDP-2
Job Status	Full-time temporary from 4/2/19 up to 2/2/20
Indicative Total Remuneration*	\$88,335/\$143,777

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	Melissa Murray
Phone number	7074 2311
Email address	Melissa.murray@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:	Cerebrovascular & skullbase Fellow
Classification Code:	MDP2
LHN/ HN/ SAAS/ DHA:	Central Adelaide Local Health Network (LHN)
Hospital/ Service/ Cluster	Royal Adelaide Hospital
Division:	Surgical & Specialties Service
Department/Section / Unit/ Ward:	Neurosurgery
Role reports to:	Director Neurosurgery
Role Created/ Reviewed Date:	Created 20/3/2001 reviewed 6/7/2017
Criminal History Clearance Requirements:	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) <input type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)

ROLE CONTEXT

Primary Objective(s) of role:

- > Engage in clinical practice as determined by the Director of Neurosurgery and Senior Neurosurgery consultant staff.
- > Responsible for outpatient and inpatient day to day clinical care of patients under the direct supervision of nominated Consultant staff.
- > To organise and implement clinical review programs as part of quality assurance, including preparation of reports, clinical research projects and presentations at departmental meetings
- > To be involved in the after-hours roster on a regular basis.
- > Ensure a high standard of clinical practice of Resident Medical Officers/Interns in the Department/Unit.
- > Assist with post graduate teaching program

Direct Reports:

- > Reports to the Head of Unit, Neurosurgery Department.

Key Relationships/ Interactions:

Internal

- Work as part of a multidisciplinary team on day to day basis
- Liaise with internal hospital departments regarding incoming and outgoing referrals and transfers
- Liaise with different hospital departments regarding services such pathology, radiology, Emergency, outpatient and theatre services.
- Provide professional, informative and caring service to patients and their families.
- Provide supervision, teaching and mentoring of junior medical staff within the Department of Neurosurgery.

External

- Liaise with referring practitioners from the community regarding incoming and outgoing referrals, admissions and discharges.
- Provide professional, informative and caring services to patients and their families.

Challenges associated with Role:

Major challenges currently associated with the role include:

- Will be required to participate in the after hours on-call roster
- Will be required to work as part of a team in a high demand clinical unit

Delegations:

Resilience:

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

Performance Development

The incumbent will be required to participate in the organisation's Performance Review & Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.

General Requirements:

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Policies and Procedures and legislative requirements including but not limited to:

- *Work Health and Safety Act 2012 (SA)* and when relevant WHS Defined Officers must meet due diligence requirements.
- *Return to Work Act 2014 (SA)*, facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.
- Meet immunisation requirements as outlined by the *Immunisation Guidelines for Health Care Workers in South Australia 2014*.
- Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- *Children's Protection Act 1993 (Cth)* – 'Notification of Abuse or Neglect'.
- Disability Discrimination.
- Code of Fair Information Practice.
- Relevant Awards, Enterprise Agreements, *Public Sector Act 2009*, Health Care Act 2008, and the SA Health (Health Care Act) Human Resources Manual.
- Relevant Australian Standards.
- Duty to maintain confidentiality.
- Smoke Free Workplace.
- To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.
- Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.

Handling of Official Information:

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

SA Health employees will not misuse information gained in their official capacity.

SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

White Ribbon:

SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

Special Conditions:

- It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory Background Screening and National Criminal History Clearance.
- *Prescribed Positions* under the *Children's Protection Act (1993)* must obtain a satisfactory Background Screening and National Criminal History Clearance through the Screening and Licensing Unit, Department for Communities and Social Inclusion.
- Background Screening and National Criminal History Clearances must be renewed every 3 years thereafter from date of issue for 'Prescribed Positions' under the *Children's Protection Act 1993* (Cth) or 'Approved Aged Care Provider Positions' as defined under the *Accountability Principles 1998* made in pursuant to the *Aged Care Act 2007* (Cth).
- Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the *SA Health (Health Care Act) Human Resources Manual* for Health Care Act employees.
- The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Clinical	<ul style="list-style-type: none"> To engage in clinical practice as determined by the Director of Neurosurgery and senior consultant staff. Responsible for outpatient and inpatient day to day clinical care of patients under the direct supervision of nominated consultant staff. To be involved in the after-hours roster on a regular basis. To ensure a high standard of clinical practice of Resident Medical Officers in the Department/Unit. To organise and implement clinical review programs as part of quality assurance, including preparation of reports. Assist in the supervision, discipline, attendance, training, safety and efficiency of Resident Medical Staff attached to the Department.
Research	<p>Participate in clinical and scientific research by:-</p> <ul style="list-style-type: none"> Proposing and developing research initiatives relating to the specialty. Conducting research related to the specialty. Promoting where possible the departments research profile at state, national and international forums.
Quality Assurance	<ul style="list-style-type: none"> Participate in activities which review and evaluate the care being given to patients and assist with the development of corrective strategies as required following these reviews. To undertake Continuous Quality Management activities within the Department. To organise and implement clinical review programs as part of quality assurance, including preparation of reports.
Teaching	<ul style="list-style-type: none"> To assist in the implementation of postgraduate teaching program with responsibilities to the Training Supervisor representing the relevant specialty College at the hospital. Participating and contributing to the departmental teaching program as directed by Consultant staff and as required by the relevant specialty College.
Administrative	<p>Contribute and participate in the efficient and effective function of the Department by:</p> <ul style="list-style-type: none"> Adhering to hospital policies and procedures. Actively keeping abreast of all policy and procedural changes as they occur. Observing and adhering to Equal Opportunity and Occupational Health, Safety and Welfare principles. Other duties as directed by supervisory and administrative staff members. To demonstrate an understanding of confidentiality and information security policies and procedures.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- MBBS or equivalent degree registrable with the Australian Health Practitioners Regulation Authority (AHPRA)
- FRACS (Neurosurgery) or equivalent qualification registrable with the Australian Health Practitioners Regulation Authority (AHPRA)

Personal Abilities/Aptitudes/Skills:

- Investigation and negotiating skills, resolution of complaints.
- Supervising, directing and controlling staff.
- Fostering a working relationship with patients, their families and other staff which demonstrates courtesy, respect, consideration, empathy, honesty, openness, providing good service, promoting health and promoting the goals of the institution.
- Assisting in the coordination, direction and control the medical service of the hospital.
- Communicating effectively both verbally and in writing.
- Demonstrating clinical skills appropriate for duties in the neurosurgical department.

Experience

- Experience supervising junior medical staff.

Knowledge

- Knowledge of health unit structures and functions of a large hospital
- Knowledge of health unit, systems, policies, procedures and inter-relationship of various hospital services and departments.
- Knowledge of Equal Opportunity and Occupational Health and Safety principles.
-

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

Personal Abilities/Aptitudes/Skills:

- Willingness to participate in research.

Experience

- Participating in education and research programs.

Knowledge

- Understanding of philosophy/principles/goals of the Adelaide Health Service and the relevant specialty.

Organisational Context

Organisational Overview:

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians

Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Ageing and the Minister for Mental Health and Substance Abuse.

The legal entities include but are not limited to Department for Health and Ageing, Central Adelaide Local Health Network, Northern Adelaide Local Health Network, Southern Adelaide Local Health Network, Women's and Children's Health Network, Country Health SA Local Health Network and SA Ambulance Service.

SA Health Challenges:

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

Health Network/ Division/ Department:

Royal Adelaide Hospital 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.

The Surgical Directorate incorporates a full range of Surgical Subspecialty services. The Directorate is committed to the principles of multi-disciplinary team care with the patient at the centre of care.

The Neurosurgery Department is committed to delivering the highest standards of patient care in Neurosurgery. The Service has a strong commitment to best evidenced clinical practice, research, teaching and continuing education and conducts regular peer reviews and clinical audits.

Values

SA Health Values

The values of SA Health are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

- We are committed to the values of integrity, respect and accountability.
- We value care, excellence, innovation, creativity, leadership and equity in health care provision and health outcomes.
- We demonstrate our values in our interactions with others in SA Health, the community, and those for whom we care.

Code of Ethics

The *Code of Ethics for the South Australian Public Sector* provides an ethical framework for the public sector and applies to all public service employees:

- Democratic Values - Helping the government, under the law to serve the people of South Australia.
- Service, Respect and Courtesy - Serving the people of South Australia.
- Honesty and Integrity- Acting at all times in such a way as to uphold the public trust.
- Accountability- Holding ourselves accountable for everything we do.
- Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

Approvals

Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

Name:

Role Title:

Signature:

Date:

Role Acceptance

Incumbent Acceptance

I have read and understand the responsibilities associated with role, the role and organisational context and the values of SA Health as described within this document.

Name:

Signature:

Date: