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## SA Health Job Pack

<b>Job Title</b>	2019-20 Australian Craniofacial Unit Registrar
<b>Job Number</b>	673813
<b>Applications Closing Date</b>	28/9/18
<b>Region / Division</b>	SA Health –Women’s and Children’s Health Network
<b>Health Service</b>	The Australian Craniofacial Unit
<b>Location</b>	North Adelaide
<b>Classification</b>	MDP2
<b>Job Status</b>	Full-Time, Temporary July 2019- July 2020
<b>Indicative Total Remuneration*</b>	\$93,111 - \$151,157

## 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.

## Contact Details

<b>Full name</b>	Andrew Smart
<b>Phone number</b>	81618389
<b>Email address</b>	andrew.smart@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

<b>Role Title:</b>	Craniofacial Advanced Trainee Registrar / Fellow
<b>Classification Code:</b>	MDP2
<b>LHN/ HN/ SAAS/ DHA:</b>	WCHLN & CALHN
<b>Hospital/ Service/ Cluster</b>	Women's and Children's Hospital, Royal Adelaide Hospital, Calvary Hospital and Memorial Hospital
<b>Division:</b>	Surgical Services
<b>Department/Section / Unit/ Ward:</b>	The Australian Craniofacial Unit
<b>Role reports to:</b>	Medical Unit Head
<b>Role Created/ Reviewed Date:</b>	23 May 2017
<b>Criminal History Clearance Requirements:</b>	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) <input checked="" type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)

## ROLE CONTEXT

### Primary Objective(s) of role:

The Craniofacial Fellow will:

- > Contribute to the clinical care of inpatients and outpatients who are under the care of the Australian Craniofacial Unit at the WCH and RAH under consultant supervision.
- > Demonstrate a commitment to clinical teaching and participate in associated research projects.

### Positions that directly report to this position:

- > N/A

### Key Relationships/ Interactions:

#### Internal

- > Reports to the Medical Unit Head (or delegate) for day-to-day clinical/non clinical issues, the designated Director of Training for educational/training issues, and liaises with the TMO Operational Unit Manager for non-clinical issues (e.g. rostering, leave etc.)
- > Works collaboratively with consultants, nursing staff, TMOs, other medical specialists and health professionals to achieve high quality service provision for patients
- > Participates in training opportunities, both as trainer and student, in formal and informal training environments
- > Provides day to day supervision and training to junior staff (interns, Resident Medical Officers)

#### External

- > Works collaboratively with consultants, nursing staff and allied health staff from other specialties as a part of the multidisciplinary team.

### Challenges associated with Role:

Major challenges currently associated with the role include:

- > This position includes rotational shift work, including after hours and weekends where direct supervision may not be available at all times.
- > Time management skills will be required to deal with competing demands such as attendance at training/educational sessions that conflict with busy periods on duty.
- > 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 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 including completion of a formal term assessment form by the Term Supervisor each term.

The Fellow will be required to:

- > participate in ongoing reviews of clinical practice (as per the conditions of limited registration, where applicable)
- > participate in continuing medical education and professional development
- > maintain professional competence
- > ensure that clinical decisions made are within the scope of the position and the Fellow's personal skills, experience and competency levels

Regular placement reports provided by supervisors and clinical educators will include evidence of learning outcomes achieved and skills/experience gained.

**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.
- > Participation required in after-hours and on-call roster.
- > Required to attend and contribute to relevant departmental, divisional and hospital meetings and committees.
- > Intra and interstate travel may be required.
- > The Women's and Children's Health Network requires that all medical staff fulfil their obligations in respect of meeting standards of professional practice including as required by:
  - o Relevant State and Federal Legislation;
  - o Medical Board of South Australia;
  - o Credentialing and Scope of Clinical Practice for Medical and Dental staff;
  - o 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

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
<b>Outpatient, Inpatient, and Emergency care</b>	<ul style="list-style-type: none"> <li>&gt; Participation by the Advanced Trainee/Fellow in Outpatient Clinics of the unit rotation.</li> <li>&gt; Assessment and management of new patients undertaken, in consultation with the supervising Consultant.</li> <li>&gt; Review and follow up of ward patients admitted through Outpatient Clinics.</li> <li>&gt; Supervision of the care provided by TMOs will be provided.</li> <li>&gt; Advanced Trainee/Fellow participation in all duties associated with inpatients, 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, during rostered hours of duty.</li> <li>&gt; Appropriate consultation with senior nursing staff, supervising Consultant and other relevant staff will be undertaken.</li> <li>&gt; Supervision of the care provided by TMOs will be provided.</li> <li>&gt; Participation of customers in their care planning will be facilitated.</li> <li>&gt; Assessment and management of acute paediatric, neonatal and/or obstetric emergencies will be undertaken by the Advanced Trainee/Fellow.</li> <li>&gt; Appropriate ongoing patient management will be arranged, in consultation with the relevant on-call Advanced Trainee/Fellow and Unit Consultant staff.</li> <li>&gt; Participation in the Paediatric Trauma Service (if applicable) and the Paediatric Retrieval Service that includes coordinating transport/retrieval as necessary and providing advice to clinicians in regional and remote centres, in conjunction with the PICU Consultant.</li> <li>&gt; Emergency and routine patient care procedures will be performed under supervision consistent with level of training and experience. Depending on the specific appointment, procedures may include but not be limited to the following: obstetrics (including vaginal examinations, normal vaginal deliveries, assistance at instrumental and caesarean deliveries, repair of vaginal tears and episiotomy), intravenous and intra-arterial cannulation, chest tube insertion, endotracheal intubation, lumbar puncture, surgical operations, reduction of fractures etc.</li> </ul>
<b>Professional Responsibilities</b>	<p>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:</p> <ul style="list-style-type: none"> <li>&gt; Ensuring patients and their families are able to exercise their rights and responsibilities.</li> <li>&gt; Ensuring that patients/families are given adequate information upon which to base treatment decision and follow-up.</li> <li>&gt; Being responsive to patient and relative complaints.</li> <li>&gt; Demonstrating knowledge and commitment to patient rights and responsibilities with regard to health care provision.</li> <li>&gt; 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.</li> <li>&gt; Ensuring WCHLN will meet its legal responsibilities with regard to patient record keeping by ensuring case notes and discharge summaries are accurate, concise, legible, signed and completed in a timely manner.</li> </ul>

	<ul style="list-style-type: none"> <li>&gt; Provide support for the department through involvement in the non-clinical activities described below, including management areas such as preparation of the registrar roster.</li> </ul>
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>&gt; Gain the necessary knowledge and skills to provide safe &amp; effective care for children in general surgery or medicine</li> <li>&gt; Provide support for the department through involvement in the non-clinical activities including management areas such as preparation of the registrar roster</li> <li>&gt; Participate in relevant teaching programs</li> <li>&gt; Undertake Professional development opportunities</li> <li>&gt; Presentation of case studies to other TMOs</li> <li>&gt; Attend Grand Rounds, Medical Rounds and other training opportunities provided</li> </ul>
<b>Research</b>	<p>The Registrar will participate in clinical and scientific research related to the Department by:</p> <ul style="list-style-type: none"> <li>&gt; Contributing to studies being undertaken</li> <li>&gt; Developing areas of special interest</li> <li>&gt; Proposing and developing research initiatives</li> <li>&gt; Participating in the clinical audit activities of the Unit</li> <li>&gt; Ensure all research is conducted within ethical guidelines</li> </ul>
<b>Quality management and continuous Improvement of practice and service delivery</b>	<p>Required to participate and demonstrate a commitment to quality management and ongoing improvement(s) of the Department's services by:</p> <ul style="list-style-type: none"> <li>&gt; Maintaining and demonstrating commitment to Continuing Medical Education</li> <li>&gt; Participation in a recognised program of continuing medical education</li> <li>&gt; Continuously reviewing existing practices and to promote change where required.</li> <li>&gt; Supporting the development of practice guidelines, protocols and quality indicators.</li> </ul>
<b>Contribute to a positive team culture and safe work environment</b>	<ul style="list-style-type: none"> <li>&gt; Contribute to a team environment that promotes positivity, learning and development, safety and welfare of employees, acknowledges differences and encourages creativity, innovation and honesty.</li> <li>&gt; Role models a positive approach and commitment to customer service.</li> <li>&gt; Voices views and concerns in a constructive manner.</li> <li>&gt; Accept principles of mutual responsibility and respect.</li> <li>&gt; Support other members of the department in equitable access to limited resources in areas such as annual leave or attendance at meetings</li> <li>&gt; OHS&amp;W guidelines implemented and followed.</li> </ul>

## **Knowledge, Skills and Experience**

### **ESSENTIAL CHARACTERISTICS**

#### **Qualifications:**

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

#### **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:**

- > Minimum 4 years satisfactory experience as an Intern/Resident Medical Officer/Registrar in a recognised teaching hospital and some experience as an Advanced Trainee

#### **Knowledge:**

- > Broad knowledge in the field of Craniomaxillofacial surgery

### **DESIRABLE CHARACTERISTICS**

#### **Qualifications:**

- > Advanced Trainee/Fellows will have a chosen career path in Craniomaxillofacial surgery
- > An FRACS or equivalent is highly desirable
- > A higher degree (MD or PhD) is highly desirable

#### **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
- > Understanding of the philosophy/principles/goals of the Children, Youth & Women's Health Service



## 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:

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 Division of Surgical Services coordinates and manages support to the surgical departments and units of the WCH. The hospital is the main referral centre for complex paediatric surgical conditions for South Australia, the Northern Territory and some regional centres in Western Victoria and Western New South Wales and supports a clinical and basic science research and teaching program.

Specialised Surgery Departments within Surgical Services at the WCH are:

- > Burns service
- > The Australian Craniofacial Unit
- > Dental
- > Ear nose and throat
  - Audiology
- > General paediatric surgery

- Urology
- Thoracic
- Stomal therapy
- > Neurosurgery
- > Neonatal surgery
- > Ophthalmology
- > Orthopaedics
- > Complex spinal cases
- > Plastic and Reconstructive Surgery
- > Theatres
  - Rogerson
  - Queen Victoria Operating Suites
- > Wards
  - Newland
  - Kate Hill
  - Paediatric Surgical Ambulatory Service

## 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:**

**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:**



# Women's and Children's Health Network Strategic Plan 2011–2017



## Vision

Better health for children, young people and women.

## Purpose

To provide quality health services for children, young people and women.

## Values

These values will be demonstrated through everything we do:

- > **Respect** for our clients, patients, colleagues and communities
- > Act with **integrity, honesty** and **accountability**
- > Improve our services and care through **innovation**, learning, experience and research.

## Strategic Goals

**Goal 1:** Provide quality health care to our patients, clients, and communities.

**Goal 2:** Provide effective systems and processes to support delivery of our health services.

**Goal 3:** Prioritise and allocate resources and infrastructure to best meet health needs.

**Goal 4:** Build and support our people, culture and capability.

## Patients, Clients, Communities

**Goal 1: Provide quality health care to our patients, clients, and communities.**

To achieve our vision, the key outcomes we must deliver are:

- > Contribute to the population's health and wellbeing
- > Improve opportunities to prevent illness and promote health
- > Reduce the gap between Aboriginal and non-Aboriginal health and wellbeing
- > Provide specialist services
- > Improve equity of access to health services

## Systems and Processes

**Goal 2: Provide effective systems and processes to support delivery of our health services.**

To deliver the required community outcomes, we need to achieve:

- > Person-centred care and continuous service review
- > Safe and evidenced based healthcare
- > Illness prevention and health promotion across all service areas
- > Organisational risk management
- > Quality and integrated health care
- > Leadership in specialist services for the state
- > Community engagement
- > Strong partnerships

## Resources and Infrastructure

**Goal 3: Manage resources and infrastructure to best meet health needs.**

To deliver the required community outcomes, we need to:

- > Prioritise and allocate resources and infrastructure
- > Efficiently utilise current resources
- > Effectively manage resources and assets for maximum benefit
- > Plan for future needs based on evidence and best practice

## Our People, Culture and Capability *(Employees, Volunteers and Contracted)*

**Goal 4: Build and support our people, culture and capability.**

To achieve the desired outcomes and sustain our ability to change and improve, we need to:

- > Always demonstrate our shared organisational values and culture of service
- > Attract and retain the required high quality staff
- > Develop competence, capability, individual accountability and performance
- > Ensure a safe working environment
- > Demonstrate innovative healthcare
- > Foster teamwork