

Central Adelaide Palliative Care Service has a vacancy at Registrar level at 0.5 to 1.0 FTE for the period 3/2/20 to 2/8/20. The position is accredited for advanced training in Palliative Medicine, but is also open to trainees in other disciplines, and general trainees with at least four years postgraduate clinical experience.

Central Adelaide Palliative Care Service is a large integrated service with a catchment of 450,000, providing inpatient services and consultation liaison at two public hospitals, and a comprehensive community service.

Closing date for applications is 27/1/20.

Please see the attached job pack and for further information contact Dr Alastair Bonnin at ian.bonnin@sa.gov.au". Note that the work hours and duration of the position documented in the job pack are negotiable.

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SA

Health Job Pack

Job Title	Palliative Care Medical Registrar
Eligibility	Open to Everyone
Job Number	714712
Applications Closing Date	27/1/20
Region / Division	Central Adelaide Local Health Network
Health Service	The Queen Elizabeth Hospital and The Royal Adelaide Hospital
Location	Woodville and Adelaide
Classification	MDP-2
Job Status	Temporary up to 28/6/20 and part-time working 35.50 hours per week
Total Indicative Remuneration	\$95,302/\$154,699 (pro rata)

Contact Details

Full name	Ian Bonnin
Phone number	8222 6825
Email address	ian.bonnin@sa.gov.au

Criminal History Assessment

Applicants will be required to demonstrate that they have undergone an appropriate criminal and relevant history screening assessment/ criminal history check. Depending on the role, this may be a Department of Communities and Social Inclusion (DCSI) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:

- Child Related Employment Screening - **DCSI**
- Vulnerable Person-Related Employment Screening - **NPC**
- Aged Care Sector Employment Screening - **NPC**
- General Employment Probity Check - **NPC**

Further information is available on the SA Health careers website at www.sahealth.sa.gov.au/careers - see Career Information, or by referring to the nominated contact person below.

Immunisation

Risk Category A (direct contact with blood or body substances)

- This role carries specific immunisation requirements. To be eligible for appointment in this role you will be required to meet the immunisation requirements associated with Category A (direct contact with blood or body substances). [Please click here for further information on these requirements.](#)

Guide to submitting an application

Thank you for considering applying for a position within SA Health. Recruitment and Selection processes across SA Health are based on best practice and a commitment to a selection based on merit. This means treating all applications in a fair and equitable manner that aims to choose the best person for the position.

A well presented, easy to read application will allow the panel to assess the information they need from your application. To give yourself the best opportunity to reach interview, the application should clearly and concisely demonstrate to the selection panel that you are suitably equipped to perform the role, and that you possess all of the stated minimum essential skills, abilities, knowledge, experience and educational qualifications (where required).

The online application form to apply for this position will ask for employment history, education, qualifications and referees however to understand the position and requirements we suggest you become familiar with the attached Job and Person Specification.

We request that you attach the following to your application -

- ↳ **A covering letter** of up to 2 pages introducing yourself to the selection panel and describing your skills, abilities, knowledge, qualifications and experience in relation to the position;
- ↳ **A current Curriculum vitae/Resume** that includes your personal details, relevant employment history, education, training courses, qualifications and professional memberships.

* Refer to <http://www.sahealthcareers.com.au/information/> for further information regarding

- The Indicative Total Remuneration which is inclusive of Award salary, superannuation and other monetary benefits.
- Information for Applicants
- Criminal History Assessment requirements



ROLE DESCRIPTION

Role Title:	Medical Trainee		
Classification Code:	MDP2G	Position Number	
LHN/ HN/ SAAS/ DHA:	Central Adelaide Local Health Network (LHN)		
Site/Directorate	Specialty Medicine 2		
Division:	Medical Sub Specialties		
Department/Section / Unit/ Ward:	Central Adelaide Palliative Care Service (CAPCS)		
Role reports to:	Director Medical Services, CAPCS		
Role Created/ Reviewed Date:			
Criminal History Clearance Requirements:	<ul style="list-style-type: none"> — Aged (NPC) — Child- Prescribed (DCSI) — Vulnerable (NPC) — General Probity (NPC) 		
Immunisation Risk Category:	<ul style="list-style-type: none"> — Category A (direct contact with blood or body substances) — Category B (indirect contact with blood or body substances) — <i>Category C (minimal patient contact)</i> 		

ROLE CONTEXT

Primary Objective(s) of role:
<p>The implementation of the National Health Reform in 2011 saw the establishment of five Local Health Networks across SA intended to promote, maintain and restore the health of the communities they serve. From July 1, 2019 there will be ten Local Health Networks.</p> <p>The Local Health Networks (LHNs) provide care for people living in South Australia as well as providing a number of state-wide services, and services to those in regional areas. Skilled staff provide high quality patient care, education, research and health promoting services.</p> <p>The Local Health Networks (LHNs) provide a range of acute and sub acute health services for people of all ages.</p> <p>The LHN's offer a range of primary health care services across the 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.</p> <p>Clinical leadership of care systems is central to the current national and state wide health reforms. The LHN's 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 the LHN campuses and units, bringing together empowered experts to directly make relevant decisions.</p>
Direct Reports:
Medical Director

Key Relationships/ Interactions:

The Medical Trainee acts under the supervision of specialist medical staff, and has a major role in supervision and assisting medical students and junior medical staff with their learning as well as assessment and treatment of patients.

Challenges associated with Role:

The Local Health Networks are committed to maintaining and improving the health and well-being of the people of South Australia by;

- Providing a comprehensive range of high quality, accessible hospital and related services
- Promoting the health of the general community and encouraging healthy behaviour on the part of the individual
- Encouraging and supporting teaching and research

As a member of a multi-disciplinary team, the Advanced Trainee will support this mission by assuming the supervised, clinical management of patients under the direct care of that team.

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.

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.
- The Aboriginal and Torres Strait Islander Health Practitioner Board of Australia Registration Standards (including the Codes and Guidelines)
- Professional Practice Standards and competencies consistent with area of practice as varied from time to time
- SA Health/LHN/SAAS policies, procedures and standards

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:

- Conditions of service are in accordance with the South Australian Salaried Medical Officers Award and subsequent Enterprise Bargaining arrangements.
- Must participate in the Unit's after hours on-call roster.
- Attend relevant meetings and staff development/education activities as required.
- Depending upon rotations, travel between teaching hospitals may be required.
- A formal review of performance and development will be conducted in conjunction with the Director/Head of Unit and staff who have been directly involved with performance.
- May be required to work at any site within all the Local Health Networks.
- May be required to undertake a criminal history screening/check.
- The incumbent will be required to participate in the organisation's annual Performance Review & Development Program.
- Some out of hours work may be required.
- Support values consistent with the aims of SA Health and the LHN, including honesty, respect and integrity.
- May be required to undertake a health assessment prior to commencement.
- Comply with the Principles of the Code of Fair Information Practice, adopted by the Department of Health, which regulate the collection, use, disclosure, storage and transfer of all personal patient/client information within the Department and throughout its funded service providers.
- 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
<p>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:</p>	<ul style="list-style-type: none"> • Work Health and Safety Act 2012 (SA) and when relevant WHS Defined Officers must meet due diligence requirements.
<p>Contributes to patient safety and quality by adhering to the Australian Charter of Health Care Rights, understanding the intent of the Australian National Safety & Quality Health Service Standards and participating in quality improvement activities as necessary.</p>	<ul style="list-style-type: none"> •
<p>All employees are responsible and accountable for keeping accurate, legible and complete records of their activities.</p>	<ul style="list-style-type: none"> •
<p>Refining all areas of Clinical Practice</p>	<ul style="list-style-type: none"> • Accepting clinical responsibility under gradually diminishing supervision. • Perfecting communication and counselling skills. • Using diagnostic and consultative services with discretion. • Perfecting an understanding of ethical and legal issues relating to medical practice. • Ongoing development of both personal and professional lives. • Learning and perfecting a range of procedural skills for independent specialist practice.
<p>Specific duties include;</p>	<ul style="list-style-type: none"> • Undertaking with care and skill, the supervised management of patients. • Making notification to a senior staff member, of a significant change in the condition of patients (or situations where the senior staff member has made it known of a wish to be notified). • Ensuring that junior medical staff maintain a habit of thorough and prompt documentation in the medical record, of the initial assessment, treatment, clinical progress and discharge summary. • Ensuring that one's own medical documentation skills attain a standard that is medico-legally acceptable. • Providing appropriate and timely emotional support to families of patients.

	<ul style="list-style-type: none"> • Maintaining good communication and liaison with other members of the team, as well as the patient's General Practitioner where indicated. • Perfecting appropriate behaviours when seeking another opinion, or for managing ongoing care, either as the requestor or the recipient of the request for a referral. • Continually updating and extending personal medical knowledge and skills by regular attendance at relevant clinical meetings and through personal study. • Successfully submit for publication a manuscript of some description during the training period.
Contribute to teaching/training by:	<ul style="list-style-type: none"> • Contributing to medical teaching/training programs at undergraduate and postgraduate level. • Providing timely feedback to junior medical staff. • Recognising that overseas-trained doctors may have particular learning and training difficulties and arranging for timely referral to supervising consultants.
Contribute to continuous evaluation and improvement of clinical services by:	<ul style="list-style-type: none"> • Supporting clinical improvement activities. • Partaking of audits and reviews of clinical services. • Actively engaging in accreditation processes.
Contribute to the efficient management of the financial and material resources of the Unit by:	<ul style="list-style-type: none"> • Using facilities, equipment and supplies in the most cost efficient manner.
Contribute to a patient focused approach in the provision of clinical care by:	<ul style="list-style-type: none"> • Adhering to and supporting practices that ensure patients' rights are respected.
Contribute to the adoption of responsive risk management practices by:	<ul style="list-style-type: none"> • Ensuring that junior medical staff are adequately supervised at all times. • Ensuring that oneself and junior medical staff are appropriately orientated to new areas. • Ensuring that oneself and junior medical staff are aware of protocols and guidelines relevant to the area. • Maintaining an awareness of "risk" in the clinical environment. • Actively supporting and contributing to risk management initiatives. • Reporting adverse patient incidents or "near misses" and encouraging junior medical staff to report same. • Supporting a culture of "openness" and "no blame".
Contribute to the provision of a safe, healthy and equitable work environment by:	<ul style="list-style-type: none"> • Reporting all staff accidents, incidents and near misses. • Complying with reasonable instructions or procedures aimed at protecting the health and safety of oneself 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. • Providing a responsible handover of patients when going off duty. • Providing early notification of holiday and sick leave where possible. • Promptly answering pagers. • Being punctual, polite and appropriately dressed. • Ensuring an awareness of hospital and department policies,

	<p>procedures, hours of duty.</p> <ul style="list-style-type: none"> • Providing assistance where possible to other colleagues or when requested by senior staff. • Being mindful of own physical and emotional health and well-being.
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 Human Service's policy on confidentiality of patient's information. • 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.

Personal Abilities/Aptitudes/Skills:

- Sound communication skills
- Ability to recognise personal and professional limitations and address these where appropriate
- A willingness to accept constructive and regular feedback on performance or behaviour from any member of the organisation
- Demonstrated clinical competence
- Demonstrated understanding of time management and organisational skills
- Demonstrated personal and professional integrity
- Demonstrated respect for the members of a multi-disciplinary team
- Demonstrated commitment to quality improvement and safe practice
- Demonstrated ability to be adaptable to change
- Commitment to ongoing medical education
- Ability to act as a role model for medical students and junior medical staff
- High level skills in problem solving and decision making

Experience

Knowledge

- As per recognised undergraduate medical program.
- Understanding of the rights and responsibilities of patients and their families.
- Understanding of fundamental medico-legal issues.
- Knowledge of Relevant Government and Organisation policies and procedures within SA Health
- Understanding of Work Health and Safety principles and procedures
- Understanding of the Australian National Safety & Quality Health Service Standards.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- Nil

Personal Abilities/Aptitudes/Skills:

- Ability to undertake research

Experience

- Proven experience in basic computing skills, including email and word processing
- Research and publication relevant to Geriatric Medicine
- Teaching at undergraduate and Postgraduate level
- Experience in Quality Improvement activities
- Attended recognised Royal Australasian College of Physicians or Society meetings

Knowledge

- Understanding of budgetary issues affecting the health system

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 Department for Health and Wellbeing is an administrative unit under the Public Sector Act 2009.

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

SA Health Challenges:

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

Central Adelaide Local Health Network:

CALHN is one of five Local Health Networks (LHNs) in South Australia established in July 2011. CALHN is responsible for the following health services:

- Royal Adelaide Hospital (RAH)
- The Queen Elizabeth Hospital (TQEH)
- Hampstead Rehabilitation Centre (HRC)
- St Margaret's Rehabilitation Hospital (SMRH)
- Glenside Health Service (GHS) Psychiatric Intensive Care Unit; Inpatient Rehabilitation Services and Acute beds only
- Adelaide Dental Hospital (ADH).

CALHN also has governance over numerous community mental health and primary health services including Prison Health Service, SA Dental Service and DonateLife SA. Of note also is governance of the Statewide Clinical Support Services (SCSS) including Imaging, Pathology and Pharmacy, responsibility of which has vacillated between CALHN and DHW over the past few years.

CALHN is one of three metropolitan LHNs and its core population is approximately 390,000 people. CALHN also provides services to patients from other SA networks, rural and remote areas, the Northern Territory, NSW (Broken Hill) and western parts of Victoria. These services usually relate to complex services such as head and neck cancer, radiation therapy, cardiac surgery, spinal surgery or rehabilitation.

CALHN's purpose is to deliver quality and sustainable healthcare. While the delivery of high quality patient care is our number one priority, we face a significant challenge in achieving financial sustainability. A quality-assured financial recovery plan has been developed to meet these challenges. Through effective leadership and change management, the plan which is applicable to all Directorates and departments, will be implemented over the next three years.

Division/ Department:

Each Local Health Network is responsible for promoting and improving the health of their local metropolitan Adelaide and the broader community by providing integrated health care and hospital services.

Values

Central Adelaide Local Health Network Values

Our shared values confirm our common mission by promoting an organisational climate where the patient's needs are put first and where the teamwork and professionalism of our workforce help us to attract and retain the best staff. These values guide our decisions and actions.

Patient Centred:	Our patients are the reason we are here and we will provide the best service to our patients and customers
Team Work:	We value each other and work as a team to provide the best care for our patients
Respect:	We respect each other, our patients and their families by recognising different backgrounds and choices, and acknowledging that they have the right to our services
Professionalism:	We recognise that staff come from varied professional and work backgrounds and that our desire to care for patients unites our professional approach to practice

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:	