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SA Health Job Pack

Job Title	Consultant Haematologist
Eligibility	Open to Everyone
Job Number	728113
Applications Closing Date	17/7/20
Region / Division	Central Adelaide Local Health Network
Health Service	The Royal Adelaide Hospital
Location	Adelaide
Classification	MD-2
Job Status	Part-time working 15 hours per week and temporary up to 30/6/25
Total Indicative Remuneration	\$320,800 / \$594,570 p.a.

Contact Details

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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:

- Working with Children Screening - **DHS**
- 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:	CONSULTANT HAEMATOLOGIST		
Classification Code:	MD0-2	Position Number	P10948/P10903
LHN/ HN/ SAAS/ DHA:	Central Adelaide Local Health Network (LHN)		
Site/Directorate	CALHN / CANCER SERVICES		
Division:	HAEMATOLOGY		
Department/Section / Unit/ Ward:	HAEMATOLOGY		
Role reports to:	CLINICAL DIRECTOR, HAEMATOLOGY		
Role Created/ Reviewed Date:	21 MAY 2020		
Criminal History Clearance Requirements:	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Working With Children's Check (WWCC) (DHS) <input type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)		
Immunisation Risk Category:	<input checked="" type="checkbox"/> Category A (direct contact with blood or body substances) <input type="checkbox"/> Category B (indirect contact with blood or body substances) <input type="checkbox"/> Category C (minimal patient contact)		

ROLE CONTEXT

Primary Objective(s) of role:
<p>CALHN 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.</p> <p>This role requires specialisation in Haematology..</p> <p>In the provision of clinical services it requires that such services are:</p> <ul style="list-style-type: none"> • based on evidence based practice, • benchmarked for best practice, • provided within a safety culture, • provided in a manner that is patient focussed • facilitate and promote a team approach to facilitate optimal service outcomes and greater patient satisfaction <p>This position will Contribute to the provision of safe, best practice, cost effective clinical services to patients of, and referred to the Clinical Haematology Department. In particular the position will involve supervision of patients during and following allogeneic transplantation. As part of the single service multiple sites model there will be the expectation to work across both the RAH and QEH. This position will also be providing haematology service to other LHN as service demands require. Some country service may be required.</p> <p>Contribute to teaching/training at undergraduates and postgraduate levels. Contribute to the Hospital achieving best practice in the design and delivery of clinical services to its patients. Participate in research.</p>

Key Relationships/ Interactions:

Internal

Responsible to the Head of Haematology and Head Combined TQEH Unit

Will be required to collaborate closely with the Unit's Clinical Nurse Consultant, other medical specialists in the Unit and other senior health professionals of the Unit.

Will be required to supervise the clinical practice of allocated trainee medical officers in the Unit

Challenges associated with Role:

Major challenges currently associated with the role include:

- Must participate in the Unit's after hour's on-call roster.
- Must be prepared to attend relevant meetings and staff development/education activities as required.
- Regular intra and interstate travel may be required to conduct outreach clinics.

Providing clinical leadership to facilitate and support a team approach to the provision of clinical services and ensuring the provision of high quality training to trainee medical officers

Delegations:

As per CALHN Delegation of Authority Document

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 the 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. For other positions, a satisfactory National Police Certificate (NPC) assessment is required.
- For *'Prescribed Positions'* under the *Child Safety (Prohibited Persons) Act (2016)*, the individual's WWCCs must be renewed every 5 years from the date of issue; and for *'Approved Aged Care Provider Positions'* every 3 years from date of issue as required by the *Accountability Principles 2014* issued pursuant to the *Aged Care Act 1997 (Cth)*.
- Appointment is subject to immunisation risk category requirements. There may be ongoing immunisation requirements that must be met.
- 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.

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.

The SA Health workforce contributes to the safety and quality of patient care by adhering to the South Australian Charter of Health Care Rights, understanding the intent of the National Safety and Quality Health Service Standards and participating in quality improvement activities as necessary.

Performance Development

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

Handling of Official Information:

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

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

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

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

White Ribbon:

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

Cultural Commitment:

CALHN welcomes and respects Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. In acknowledgement of this, CALHN is committed to increasing the Aboriginal and Torres Strait Islander Workforce.

Resilience:

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

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
<p>Contribute to the provision of safe, best practice clinical services to patients of, and referred to, the Unit by:</p>	<ul style="list-style-type: none"> • Providing specialist medical services to patients attending the Haematology Department in the inpatient ward, day chemotherapy ward and outpatient department. • Oversight of patients during and following allogeneic transplantation, including decision making regarding the suitability of patients for this procedure. • Participating in multidisciplinary cancer care in collaboration with other units within RAH/QEH Cancer Service and units treating cancer within other functional units in the hospital. • Providing a specialist opinion on patients referred for consultation. • Providing clinical leadership to facilitate and support a team approach to the provision of clinical services. • Assigning and supervising the clinical practice of allocated trainee medical officers. • Participating in relevant multidisciplinary meetings. • Ensuring the appropriate documentation of clinical care in patients' medical records and ensuring the timely provision of discharge summaries, written specialist opinions and requested medical reports. • Participating in administrative activities associated with the provision of clinical services. • Assisting the Department Head of Haematology in planning and organising the delivery of clinical services. • Fostering the development of community networks appropriate to the Unit's work.
<p>Contribute to teaching/training by:</p>	<ul style="list-style-type: none"> • Contribute to medical teaching/training programs at undergraduate and postgraduate levels. • Providing appraisals of medical undergraduates and trainee medical officers assigned to the Unit. • Contributing to the training of other health professionals
<p>Contribute to advances in knowledge in the speciality by:</p>	<p>> Initiating and participating in research.</p>
<p>Contribute to activities that ensure the safety and quality of clinical services by:</p>	<ul style="list-style-type: none"> • Initiating and supporting clinical improvement activities with the aim of achieving safe, evidence based, best practice clinical services. This will involved evaluation of clinical processes and service outcomes, including patient safety, identifying possible areas for improvement and implementing the required changes. • Maintaining and implementing required changes. • Actively supporting and contributing to risk management activities • Reporting sentinel events, potential medical negligence claims and adverse patient incidents.

<p>Contribute to the efficient management of financial and material resources of the Unit by:</p>	<ul style="list-style-type: none"> • Using facilities, equipment and supplies in the most cost efficient manner. • Contribute to casemix management by ensuring that appropriate practices are in place to ensure the timely coding of required data. •
<p>Contribute to a patient focused approach in the provision of clinical services by:</p>	<ul style="list-style-type: none"> • Adhering to and supporting practices that ensure patients' rights are respected. • Investigating and addressing patient complaints in a positive, constructive manner. • Maximising the participation of consumers in planning and evaluating services.
<p>Contribute to the Hospital achieving best practice in the design and delivery of clinical services to its patients by:</p>	<ul style="list-style-type: none"> • Participating in relevant standing or ad hoc committees associated with the provision of clinical services. • Contributing to the development of hospital-wide policies and procedures.

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- > Bachelor of Medicine, Bachelor of Surgery (MBBS) or equivalent
- > Fellowship of Royal Australasian College of Physicians with advanced training in Clinical Haematology (or equivalent).
- > Demonstrated participation in continuing medical education since attaining specialist qualification.

Personal Abilities/Aptitudes/Skills:

- Demonstrated high standard of clinical practice in haematology.
- > Demonstrated professional integrity.
- > Demonstrated ability to work in a multidisciplinary team environment.
- > Demonstrated commitment to quality improvement.
- > Demonstrate ability to be adaptable to change.

Experience

- Experience in clinical teaching.
- Experience in quality improvement activities

Knowledge

- Understanding of patient care in Haematology at the organisation structure of a multidisciplinary treatment team in a major teaching hospital.
- Understanding of quality improvement principles.
- Understanding of the rights and responsibilities of patients and their families.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- MD or PhD or other higher degree in an appropriate field

Personal Abilities/Aptitudes/Skills:

Experience

- Experience at a senior level of professional practice.
- Experience in teaching at an undergraduate and postgraduate level.
- Experience in research initiatives.

Knowledge

- Understanding of clinical and basic research techniques.
- Understanding of budgetary requirements affecting the Health System.
- Understanding of the casemix funding model

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 the 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., Barossa Hills Fleurieu Local Health Network Inc., Eyre and far North Local Health Network Inc., Flinders and Upper North Local Health Network Inc., Limestone Coast Local Health Network Inc., Riverland Mallee Coorong Local Health Network Inc., Yorke and Northern 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:

Central Adelaide LHN is responsible for promoting and improving the health of central metropolitan Adelaide and the broader community by providing integrated health care and hospital services.

Central Adelaide LHN brings together the hospitals of (Royal Adelaide Hospital [RAH] as a major tertiary facility, The Queen Elizabeth Hospital [TQEH] as a general hospital, and our rehabilitation hospitals Hampstead Rehabilitation Centre [HRC] and St Margaret's Rehabilitation Hospital [SMRH]), and a significant number of mental health and primary health care services. Central Adelaide LHN also governs a number of statewide services including SA Dental Service, SA Prison Health Service, BreastScreen SA and DonateLife SA, and has financial administrative responsibility for Statewide Clinical Support Services incorporating SA Pathology, SA Medical Imaging and SA Pharmacy.

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 CALHN as described within this document.

Name: _____ **Signature:** _____ **Date:** _____