

# SA Health Policies and Guidelines Relevant to Trainee Medical Officer Accreditation



Name of Policy/Guideline	Summary	Mandatory	Applies to
<a href="#">Absence on Duty for Medical Officers to attend to professional commitments</a>	<p>This guideline provides guidance to line managers and delegates in considering requests from medical officers to be absent on duty to attend to professional commitments</p>	No	<p>All Department of Health Divisions All Local Health Networks</p>
<a href="#">Clinical Handover</a>	<p>The policy is in place to achieve timely, relevant, consistent and agreed processes to support clinical handover across the whole spectrum of health care providers. This policy will support patient safety by improving clinical handover, provide a consistent approach to handover across SA Health, ensure health services are accountable to improving handover practices and promote clinical handover within and across health</p> <p><b>(SA MET Standard 3.2)</b></p>	Yes	All SA Health Portfolio
<a href="#">Credentiaing and Defining the Scope of Clinical Practice for Medical and Dental Practitioners</a>	<p>The Credentiaing and Defining the Scope of Clinical Practice for Medical and Dental Practitioner Policy gives guidance on the requirements and processes for ensuring medical and dental practitioner credentials are reviewed and an appropriate scope of practice defined.</p> <p><b>(SA MET Standard 1.1)</b></p>	Yes	All SA Health Portfolio
<a href="#">Employee Assistance</a>	<p>SA Health is committed to promoting and maintaining employee health and wellbeing. As part of this commitment, SA Health will support employees and their immediate families experiencing personal or work related problems through access to free, confidential, professional counselling services.</p> <p>The Employee Assistance Program (EAP) aims to address personal or work related problems which may affect the work performance, safety, health or wellbeing of employees.</p> <p><b>(SA MET Standard 6.1)</b></p>	Yes	All SA Health Portfolio

Name of Policy/Guideline	Summary	Mandatory	Applies to
<a href="#">Induction and Orientation</a>	<p>This Policy Directive outlines SA Health's strategies for developing, evaluating and providing induction and orientation to all persons employed in SA Health, including contractors, students, volunteers and locums.</p> <p><b>(SA MET Standard 3.2)</b></p>	Yes	All SA Health Portfolio
<a href="#">Respectful Behaviour Policy</a>	<p>The purpose of this policy is to foster positive, professional working environments, and a culture of respect to ensure staff and consumers are valued and supported.</p> <p><b>(SA MET Standard 6.1)</b></p>	Yes	All SA Health Portfolio
<a href="#">SA Health (Health Care Act) Human Resources Manual</a>	<p>This Manual contains terms and conditions of employment for Health Care Act employees and was developed for the use of the DH and for the use of Hospitals or SAAS incorporated under the provisions of the Health Care Act 2008 for the purpose of managing human resources issues.</p> <p><b>(SA MET Standard 1.1)</b></p>	Yes	All SA Health Portfolio
<a href="#">Performance Review and Development</a>	<p>Performance Review and Development highlights the strong link between the organisation's objectives, the contribution of the individual in their team and work unit, and the important role that each employee plays in the achievement of these objectives. It provides opportunity for employees to develop their skills, knowledge and job performance, and to enhance their career opportunities</p> <p><b>(SA MET Standards 1.1 and 5.1)</b></p>	Yes	All SA Health Portfolio

### Document history

Date effective	Author/Editor	Approved by	Version	Change Reference
3 July 2012	Project Officer, Accreditation	Senior Project Officer, Accreditation	1.1	Original document
12 January 2015	Project Officer, Accreditation	Senior Project Officer, Accreditation	1.2	Reviewed and updated