

# ROLE DESCRIPTION

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| **Role Title:** | Salaried Medical Officer |
| **Classification Code:** | MDP2G |
| **LHN/ HN/ SAAS/ DHA:** | Country Health SA Local Health Network |
| **Hospital/ Service/ Cluster** | Whyalla Hospital and Health Service |
| **Division:** | Medical |
| **Department/Section / Unit/ Ward:** | Rotational through various clinical departments |
| **Role reports to:** | Director Medical Services |
| **Role Created/ Reviewed Date:** | Jan 2012/March 2016 |
| **Criminal History Clearance Requirement** | ☒ Aged (NPC)  ☒ Child Prescribed (DCSI)  ☒ Vulnerable (NPS)   * General Probity (NPC) |

# ROLE CONTEXT

### Primary Objective(s) of role:

The Salaried Medical Officer will contribute to the provision of high standard clinical services to patients of Flinders & Upper North– Whyalla Hospital Campus.

### Direct Reports:

 The Salaried Medical Officer will report to the senior clinician in the area in which they are working for day-to-day clinical matters, and will report professionally to the Director of Medical Services for the Hospital.

### Key Relationships/ Interactions:

*Internal*

 Responsible to the Director of Medical Services - professionally and administratively and clinically to the relevant on-call and on-duty specialists and general practitioners.

*External*

 Australian Health Practitioner Regulatory Authority

 External training providers if in a vocational training programme

### Challenges associated with Role:

Major challenges currently associated with the role include:

 Providing patient care of a high standard within current budgetary constraints

 Working independently and proactively to optimise patient care in hospital setting.

### Delegations:

 No 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 (WHS).

 Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).

 Keeping Them Safe Legislation (inclusive of Mandatory Notifier).

 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.

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| **Special Conditions:** | |
|  Must participate in a general after-hours roster.   Hours of work will be based on 38 hours per week. Actual hours of duty will be flexible as determined by the Hospital in order to accommodate the needs of the client/ service provision.   May be required to attend other health units within the region to provide advice and expertise.   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 (DCSI).   Approved Aged Care Provider Positions as defined under the Accountability Principles 1998 made in pursuant to the Aged Care Act 2007 (Cth) must obtain a satisfactory National Police Certificate (NPC) through the South Australian Police confirming the clearance is for the purpose of working in Aged Care.   Prescribed Positions will also require a NPC general probity clearance.   Background Screening and National Criminal History Clearances must be renewed every 3 years thereafter from date of issue.   The position is primarily located at Whyalla Hospital but the incumbent may be required to work from other sites within the Upper Spencer Golf Region.   The incumbent will be required to enter into an annual performance agreement for the achievement of specific or service or program outcomes.   A current driver’s licence and willingness to drive is essential.   The incumbent will uphold the values of the SA Health and Country Health SA as reflected in their respective Strategic Plan. | |
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# Key Result Area and Responsibilities

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| **Key Result Areas** | **Major Responsibilities** |
| Contribute to the provision of high standard clinical services by |  Providing medical care to patients at Whyalla Hospital and after hours to provide care to patients as rostered   Participate in pre and post-operative care of Surgical inpatients   Participating in relevant multi-disciplinary meetings   Liaising with the Doctor in charge of the patient to optimize patient care   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   Assisting the Director Medical Services, the Director of Nursing & Patient Services and Clinical Nurse Consultants in planning and organising the delivery of clinical services |

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| Contribute to advances in knowledge by: |  Initiating and participating in research wherever possible |
| Contribute to continuous evaluation and improvement of clinical services by: |  Initiating and supporting clinical improvement activities. This will involve evaluation of clinical processes and service outcomes, identifying possible areas for improvement and implementing the required changes |
| Contribute to the efficient management of the financial and material resources of the Service by: |  Using facilities, equipment and supplies in the most cost efficient manner   Contributing to case-mix management by ensuring that appropriate practices are in place to ensure the documentation of clinical information so that timely and accurate coding of required data occurs |
| Contribute to a patient focused approach in the provision of clinical care by: |  Adhering to and supporting practices that ensure patient’s rights are respected   Assisting in the investigation of and addressing patient complaints in a positive, constructive manner   Maximising the participation of consumers in their care   Ensuring consent procedures are followed |
| Contribute to the adoption of responsive risk management practices by: |  Maintaining an awareness of risk in the clinical environment   Seeking advice from senior clinicians when appropriate   Actively supporting and contributing to risk management initiatives   Reporting sentinel events, potential medical negligence claims and adverse patient incidents   Contribute to the well-being of people in South Australia through participation 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.   Contribute to the promotion and implementation of the General Public Sector Management Aims, Personnel Management Standards and employee conduct standards and in particular Equal Opportunity and Occupational Health Safety and Welfare by adhering to the provisions of relevant legislative requirements such as:   * Delegations of Authority * Disability Discrimination Act * Privacy Act 1988 * Freedom of Information Act 1982 * SA Information Privacy Principles * Code of Ethics for Public Employees * Code of Conduct for Whyalla, Eastern Eyre and Far North Health Service Employees |

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|  | - Code of Fair Information Practice |
| Adhere to the principles of Occupational Health Safety and Welfare including undertaking responsibility for the following: |  Taking responsibility for their own health, safety and welfare, and taking reasonable care to avoid adversely affecting the health, safety and welfare of any other person through any actions in the workplace   Participating in team meetings, and reading and listening to relevant information   Participation in the consultation process  ~~~~Following OHS&W policy and procedures, and using safe work practices to maintain safe working conditions. Maintaining their work area in a clean and tidy state   Reporting of all incidents, accidents and near misses, using the appropriate forms, and, in consultation with the Occupational Health and Safety Representative, where appropriate, make recommendations designed to avoid, reduce or eliminate identified hazards   Immediately remove any hazard   Making proper use of all safeguards, safety devices and personal protective equipment and ensuring the staff comply with health and safety practices   Carrying out any reasonable instruction in relation to health and safety in the workplace   Being familiar with fire and emergency procedures   Participating in OHS&W training sessions, including attending fire safety and manual handling lectures on an annual basis   Ensuring that you do not interfere, or cause another employee to interfere with, remove, displace or render ineffective any safeguard, safety device, personal protective equipment or other appliance provided for the health and safety of employees, except when necessary as part of an approved maintenance, repair or emergency procedure. |

**Knowledge, Skills and Experience**

**ESSENTIAL MINIMUM REQUIREMENTS**

**Educational/Vocational Qualifications**

 Medical Qualification registerable with the Medical Board of Australia.

 Minimum of 1 year post graduate training.

**Personal Abilities/Aptitudes/Skills:**

 Interest in experiencing rural learning environment

 Professional integrity

 Ability to work in a multidisciplinary team environment

 Commitment to quality improvement

 Ability to be adaptable to change

 Good Communication skills both verbally and in writing

 Proficient in using computers in various settings

 Commitment to teaching medical students

**Experience**

 Successful completion of intern or intern equivalent program

 Sound A sound experience in procedural skills

 Sound examination and diagnostic skills in adult and paediatric medicine

 Good theoretical knowledge

 Knowledge and awareness of quality improvement activities and clinical risk reduction and patient safety techniques

**Knowledge**

 Demonstrated understanding of the rights and responsibilities of patients and their families

 Demonstrated understanding of quality improvement principles

 An understanding of the spirit of the principles of the Premier’s Safety Commitment and the legislative requirements of AS/NZS ISO 31000:2009 Risk Management standard, Equal Employment Opportunity and Occupational Health, Safety and Welfare legislation.

 Knowledge and understanding of relevant legislation, industrial agreements, standards, codes, ethics and competency standards

**DESIRABLE CHARACTERISTICS**

**Educational/Vocational Qualifications**

 Other relevant Post-graduate medical qualifications from Australia or overseas

 Attendance at accredited courses in life support and emergency care and resuscitation

 Evidence of commitment to other medical postgraduate study

**Personal Abilities/Aptitudes/Skills:**

 Diligence

 Punctuality

 Commitment

 Integrity and honesty

 Good personal presentation, neat dress standard

 Respect for others

**Experience**

 Experience at the appropriate level of professional practice consistent with period of time since graduation

 Other post graduate activities, qualifications and research and teaching

**Knowledge**

 Understanding of the particular case mix that may be confronted in a regional hospital

 Theoretical knowledge of current medical practice and new technology

# 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:

Underpinning the Department of Health Strategic Directions are the agreed values that reflect honesty, respect and integrity for every individual. These values drive how we conduct our business and how we behave. We aim to make the values “live”. It is important that we incorporate the values into our behaviour systems and processes.

The Department has a “Commitment to Workplace Values” attached to Job and Person Specifications that all staff are required to uphold. *(Please refer to the back of this document).*

Australia has one of the most culturally and ethnically diverse populations in the world. Having a diverse workforce (inclusive of bi-lingual, bi-cultural and disabled employees) can enhance the department’s ability to negotiate with, and meet the needs of, the full range of its clients and customers. Such employees also add to the diversity of the workforce, and give added opportunities to fully capitalise on difference as a valuable asset in an increasingly competitive environment.

# 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.

SA Health acknowledges culture and identity as being integral to Aboriginal health and wellbeing and is committed to improving the health of Aboriginal people.

SA Health vision for Reconciliation is the gap is closed on Aboriginal health disadvantage; and Aboriginal people share the same rights, respect and access to opportunities and benefits as all South Australians.

# 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:**