



ROLE DESCRIPTION

Role Title:	Trainee Medical Officer, Medical Administration
Classification Code:	MD-P2G
LHN/ HN/ SAAS/ DHA:	Eyre & Far North LHN
Hospital/ Service/ Cluster	Eyre & Far North LHN
Division:	
Department/Section / Unit/ Ward:	
Role reports to:	Executive Director of Medical Services
Role Created/ Reviewed Date:	
Criminal History Clearance Requirements:	X Aged (NPC) X Child- Prescribed (DCSI) X Vulnerable (NPC) X General Probity (NPC)

ROLE CONTEXT

Primary Objective(s) of role:

The Trainee Medical Officer, Medical Administration is accountable to the Executive Director of Medical Services Eyre & Far North Local Health Network (EFN) for supporting the following medical administrative portfolios:

- Oversight of the delivery of safe, high quality medical care, including clinical governance and audit processes.
- Recruitment , orientation and management of medical staff and medical service contracts
- Ensuring junior medical staff achieve appropriate competencies as required by the specialist colleges, the SA Medical Education and Training Health Advisory Council and the Medical Board of Australia.
- Management of the EFN role in medical training programs, in conjunction with relevant universities and metropolitan health units
- Effective communication and service coordination between resident and Visiting Specialists, Salaried Medical Officers, General Practitioners, SA Ambulance, SA Retrieval Service, Rural and Remote Mental Health Service and other clinical services.
- Liaise with clinical networks within the Rural Support Service and metropolitan based services as appropriate.
- Implementation of the SAHealth Clinical Governance Framework, clinical policies and best practice clinical protocols, ensuring that service delivery by EFN align within this quality and safety framework.
- Advice on medical service matters as appropriate.

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Direct Reports:

The Trainee Medical Officer, Medical Administration reports to the Executive Director Medical Services There are no direct reports to the Trainee Medical Officer, Medical Administration as it is a supervised training position.

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Key Relationships/ Interactions:Internal

Management of medical service contracts, working closely with general practitioners, staff specialists and communicating effectively with resident and visiting general practitioners and specialists.

Working closely with members of the EFN Executive Team.

Working collaboratively with Medical Administrative colleagues in all Rural Regions and across the Rural Support Service and metropolitan health units.

Working collaboratively with the Rural Support Service

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External

Liaise with the University of Adelaide Rural School of Health as required.

Liaise with SA Medical Education and Training Health Advisory Council as required.

Liaise with Australia Health Professional Regulation Board as required.

Liaise with Specialist Colleges as required.

Liaise with other external organisations as directed and as required

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Challenges associated with Role:

Major challenges currently associated with the role include:

- Developing medical administrative expertise working across a wide rural geographical area.
- Managing conflict amongst professional staff.
- Maintaining cohesive quality and safety programmes amongst medical 'staff' with diverse strategies for engagement.

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Delegations:

The Trainee Medical Officer in Medical Administration reports to the Executive Director of Medical Services and has no independent delegations.

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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.

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 (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.
- > 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.
- > The incumbent will require a current drivers' license and be prepared to travel within SA.

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Assist in the delivery of safe high quality medical care.	<ul style="list-style-type: none"> > Review of SLS reports involving medical staff > Participating in relevant committees as requested by EDMS. These may include: <ul style="list-style-type: none"> > Clinical Governance Committee. > Drug and Therapeutics Committee > Surgical Services Committee > Executive Director of Medical Services Committee. > Other Committees as required > >
Assist in the development of the medical staff budget.	<ul style="list-style-type: none"> > Assist the EDMS in the development of the medical staff budget. > Attend Finance meetings and Committees as requested. > >
Assist in ensuring high quality training for junior medical staff	<ul style="list-style-type: none"> > Assist in the co-ordination of clinical supervision > Assist in the co-ordination of appropriate continuing education > Liaise with clinical services and coordinate medical rotation placements > Assist in management of EFN medical workforce training programs in conjunction with universities and other health units as appropriate. > Attendance at Committees relevant to these responsibilities. >
Assist with implementation of the SAHealth Clinical Governance Framework	<ul style="list-style-type: none"> > Assist in facilitating implementation of effective clinical review mechanisms and quality improvement processes. > Contribute to the achievement of organisational accreditation. > Assist in liaising with other service providers to promote continuity of care and access to emergency and specialised services. > Assist in promoting patient-focused service delivery and respect for patient rights, seeking feedback in evaluating services and responding to patient complaints. > >
Assist with patient complaints and investigation of SLS reports	<ul style="list-style-type: none"> > Assist in investigating patient complaints and prepare correspondence and reports relating to medico-legal and insurance matters. > Assist in investigating reports arising through the SLS system as required. > Assist in systematically identifying and addressing risk to service delivery. > Assist in investigating incidents and participating in Root Cause Analysis processes. >

Assist in open disclosure	<ul style="list-style-type: none"> > Knowledgable regarding open disclosure and prepared to participate as an expert facilitator when open disclosure is required. > >
Assist in the implementation of Advanced Care Directives	<ul style="list-style-type: none"> > Knowledgable regarding Advanced Care Directives and prepared to participate as an expert facilitator for Advanced Care Directives. > >
	<ul style="list-style-type: none"> > >

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

Registration as a medical practitioner with the Australian Health Practitioner Regulation Agency.
Completion of at least 3 years of clinical experience post registration.
Credentialing by the CHSA Credentialing Committee appropriate to the position.
Commitment to pursuing the qualification of Fellow of the Australasian College of Medical Administrators.

Personal Abilities/Aptitudes/Skills:

Demonstrated high level communication skills both verbal and written.
Demonstrated personal qualities and skills to resolve interpersonal conflicts and solve problems in a constructive manner.
Demonstrated capacity to involve and motivate others.
Professional commitment to the principles of quality, clinical governance and patient safety.
Patient focussed.
Culturally sensitive.

Experience

Minimum of 3 years clinical experience post registration.

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Knowledge

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DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- > Acceptance as a trainee by the Australasian College of Medical Administrators.
- > Participation in - or completion of - a degree in management.
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Personal Abilities/Aptitudes/Skills

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Experience

Experience in managerial roles in hospitals
Experience in planning and implementing medical quality assurance and peer review activities.

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Knowledge

Knowledge of the health system in South Australia.

Understanding of contemporary issues relating to rural health in South Australia.

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, 6 Regional Local Health Networks 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:

Eyre & Far North LHN provides clinical and support services to the communities who live within the Eyre & Far North region. They face the challenges of providing high quality health care to relatively small populations in rural and remote areas far from the nearest tertiary hospital. These communities are culturally diverse and include remote aboriginal communities. The Regions face all the challenges of SAHealth with the added challenges of access and availability of workforce and services in rural and remote areas.

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: